

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday May 11, 2022**

**VIRTUAL CPAB MEETING**

[\(LINK\)](#)

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
<ul style="list-style-type: none"> <li>• Eileen Gonzales, Council District 3</li> <li>• Brenda Campbell, Council District 4</li> <li>• Rich Thesing, Council District 7</li> <li>• Peter Dennehy, Council District 9</li> <li>• Patrick Batten, Council District 5</li> <li>• Victoria Barba, Council District 8</li> </ul>	<ul style="list-style-type: none"> <li>• VACANT, Council District 1</li> <li>• VACANT, Council District 2</li> <li>• VACANT, Council District 6</li> </ul>

<b>STAFF PRESENT</b>	<b>ATTENDANCE</b>
<ul style="list-style-type: none"> <li>• Monica Hardman, Deputy Director</li> <li>• Angela Nazareno Clark, Program Manager</li> <li>• Michele Marano, Community Development Coordinator</li> <li>• Leonardo Alarcón, Community Development Project Specialist</li> <li>• Nadine Hassoun, Community Development Project Manager</li> </ul>	<p><i>(Public had access to meeting via Zoom Webinar and YouTube link)</i></p>

**Call to Order**

1. CPAB Chair Peter Dennehy called the meeting to order at 10:02 a.m. Peter Dennehy took role call; five board members were present. Quorum was achieved at the same time. One board member arrived late.

**Board Member Announcements**

2. *No board member announcements were made*

**Staff Announcements**

3. Community Development Project Specialist Leonardo Alarcón announced that the FY 2023 Annual Action Plan (AAP) was approved by City Council on April 26, 2022. The AAP will be submitted to Department of Housing and Urban Development (HUD) once the final allocations are received from the federal government.
4. Michele Marano, Community Development Coordinator, announced the results of the April Fair Housing Month events. On April 26, the City of San Diego and Legal Aid hosted a

Fair Housing Training via webinar, which had 75 registrants and approximately 40 participants in the webinar. The recording can be found at: [this link](#).

Additionally, the City of San Diego, along with 19 cities in the region, participates in the San Diego Regional Alliance for Fair Housing which co-hosted a Fair Housing conference with the San Diego Housing Federation in April. Updates on the number of participants will be provided at a later date.

Finally, in collaboration with the Communications department, a [Fair Housing Public Service Announcement](#) featuring Mayor Todd Gloria was released and run over 1,000 times on Cox cable in April.

#### Approval of Minutes

5. Board member Rich Thesing made the motion to approve the April 13, 2022, meeting minutes. Patrick Batten seconded the motion. Five board members voted to approve the minutes, and one board member abstained 5-0-1.

#### Non-agenda Public Comment

6. No non-agenda public comments were received.

#### Discussion Item

7. **Fiscal Year (FY) 2023 CDBG Application Process Review**  
Staff presented responses to the application survey from all interested parties and evaluated recommendations for future application cycles.

*Please see attached presentation for more information.*

#### Other Items

8. No future items were requested by the CPAB.

#### Adjournment

9. Peter Dennehy adjourned the meeting at 10:24 a.m.

Economic Development Department

## Applicant & CPAB Fiscal Year (FY) 2023 Community Development Block Grant (CDBG) Application Process Review

Consolidated Plan Advisory Board  
May 11, 2022



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 Economic Development

### Changes in FY 2023

- Applicant Attachments
- COVID related Impacts (All categories)
  - 1.d: COVID-19 Impact: Internally
  - 4.d: COVID-19 Impact: Externally
- Nonprofit Facility Improvements
  - 1.a.i: Previous City of San Diego CDBG Projects
  - 3.a.i: Professional consultation with architect
  - 3.a.ii: Proof of Facility Needs Assessment
  - 3.b.: Detailed Project Schedule
  - 5.a.: 5-year maintenance plan
  - 5.d: Increase leveraged funding

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**SD** Economic Development

## Responses to RFQs and RFPs Received

Year	RFQ Responses	RFP Responses
FY21	70	50
FY22	60	42
FY22 CARES	32	21
FY22 Round 2	23	12
<b>FY23</b>	<b>66</b>	<b>41</b>

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**SD** Economic Development

## FY 2023 CDBG RFP Summary

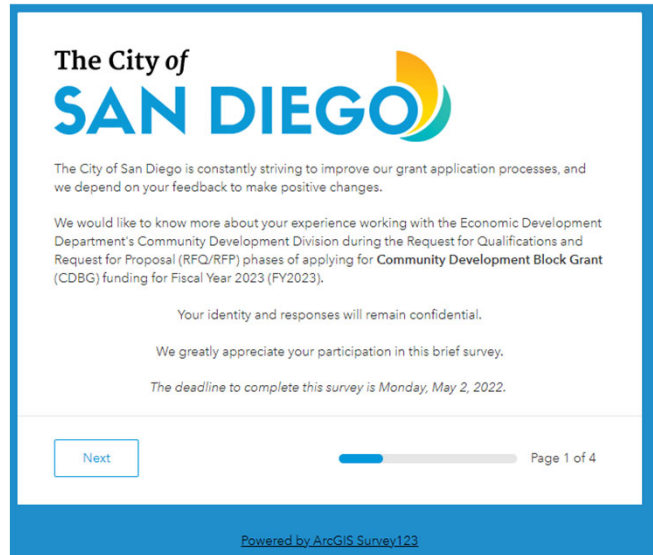
- Public Services**
  - 15 Projects: \$1,774,321
- Community Economic Development**
  - 6 Projects: \$1,083,147
- Nonprofit CIP (Facilities)**
  - 3 Projects: \$2,230,136

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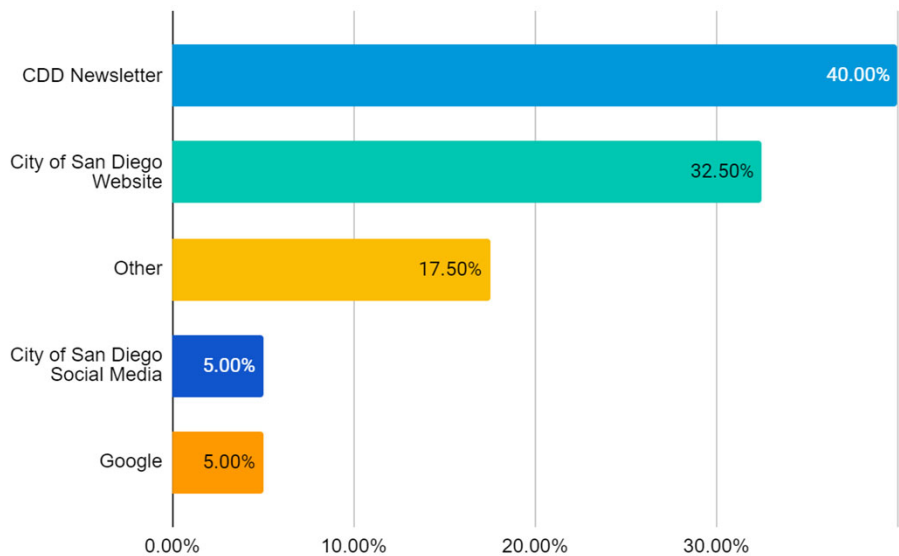
### FY 2023 Application Process Survey

- Released on April 8, 2022
- 29 Respondents
- 18 Questions
- Questions on RFQ phase, RFP phase, ED Grants system, and overall experience.



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### Question: How did you hear about the release of the FY23 CDBG RFQ?



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**Question: How satisfied were you with the FY2023 CDBG RFQ Process?**



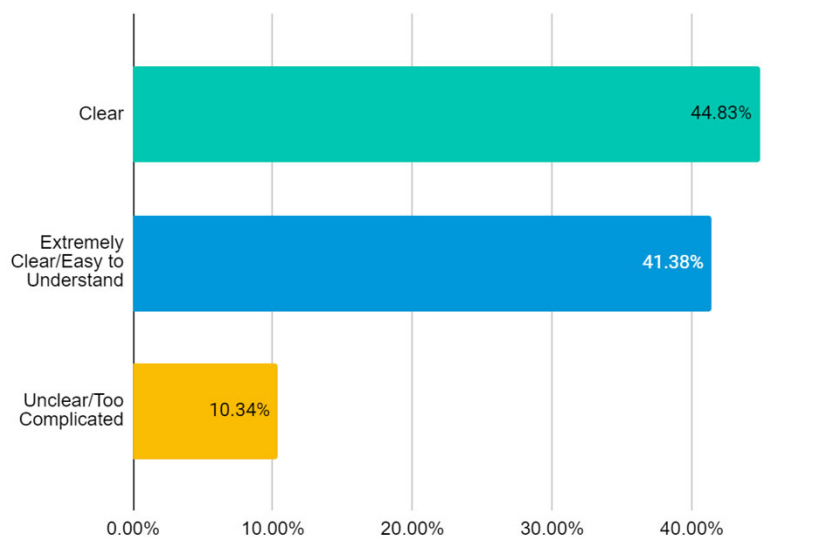
**Average: 3.8 out of 5**

**Comments Received:**

- Amount of information required is burdensome to smaller organizations, making the RFQ process inaccessible
- Improvements to system needed, for example: save previously uploaded documents
- Disqualified organizations would like an opportunity to meet with staff to understand reasons for ineligibility
- RFQ is straightforward and consistent with previous years
- Online RFQ process and virtual workshops are more efficient and accessible

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**Question: Did you understand the FY2023 CDBG RFQ Requirements?**



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**Question: How satisfied were you with the FY2023 CDBG RFP Process?**

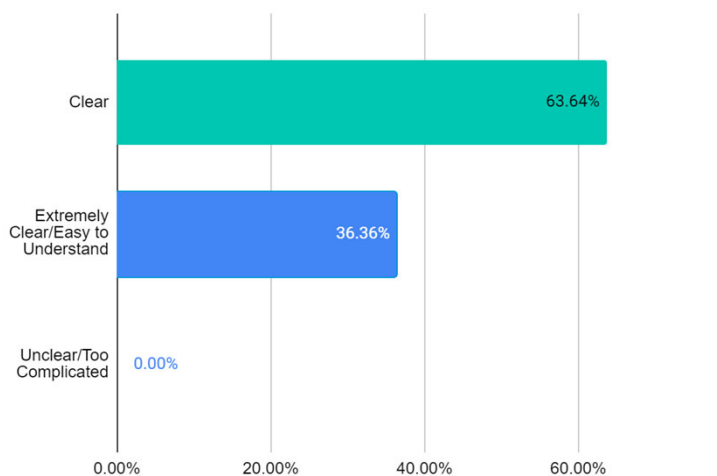


**Average: 4.1 out of 5**

**Comments Received:**

- Technical assistance and materials provided were useful
- RFP application is lengthy, and the budget section is laborious

**Question: Did you understand the FY2023 CDBG RFP Requirements?**



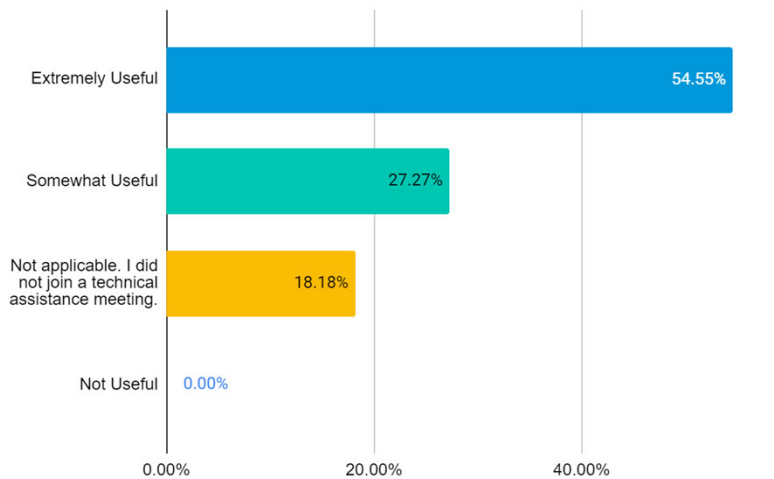
**Question: How would you rate the usefulness of the information provided in the mandatory workshops for completing the RFP?**



**Average: 4.3 out of 5**

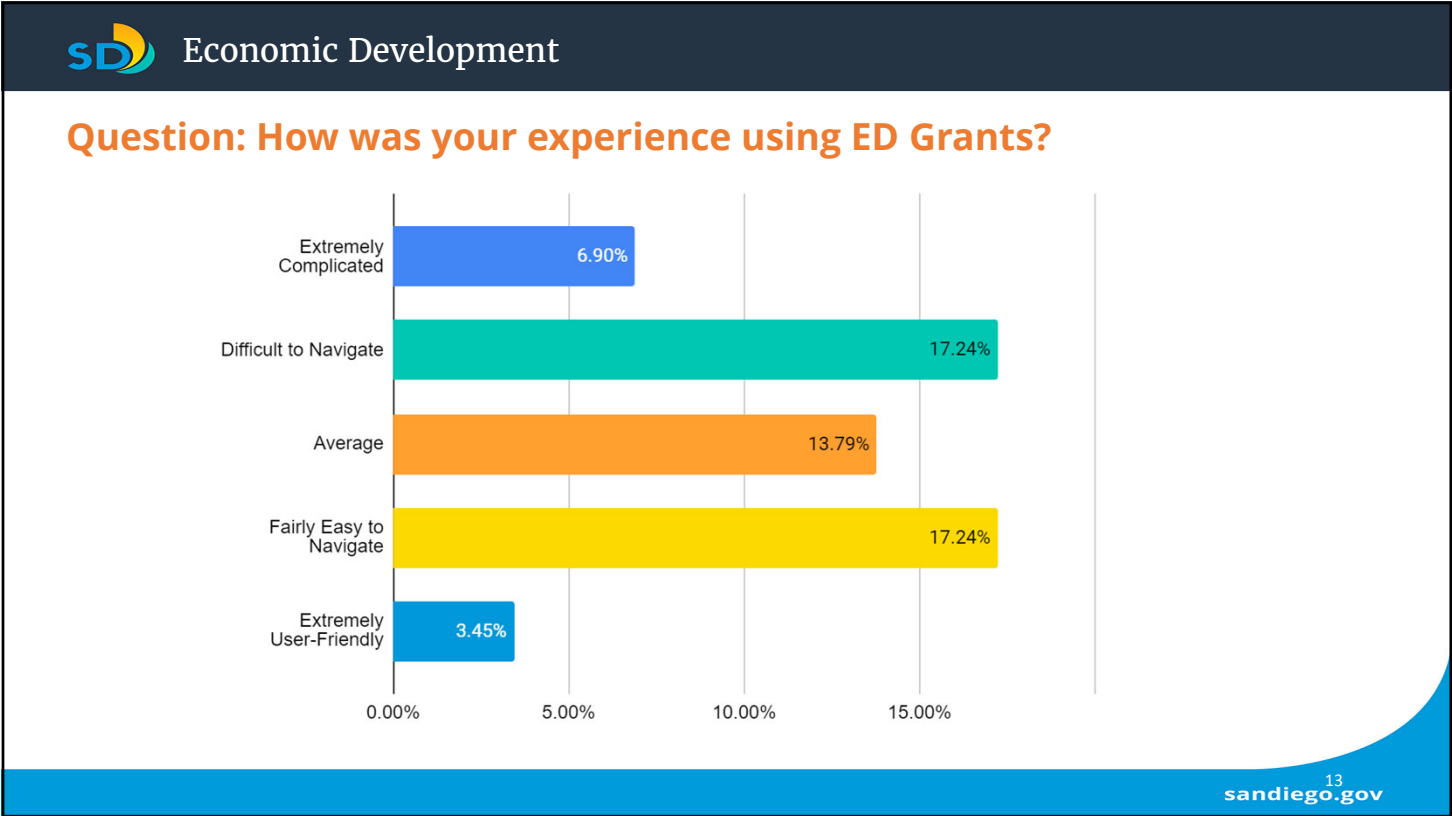
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**Question: If you joined a technical assistance meeting, how would you rate the usefulness of the information presented?**

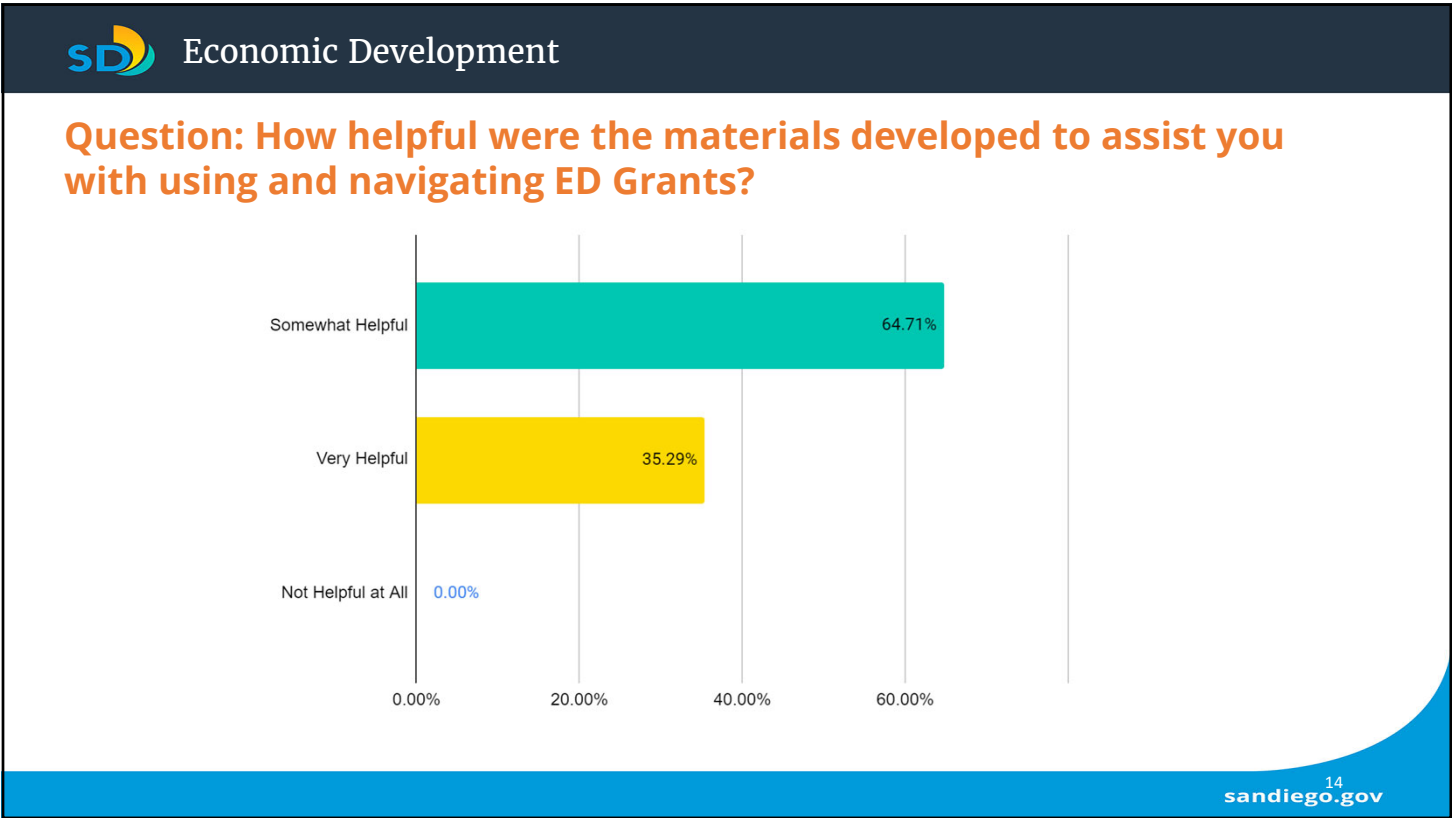


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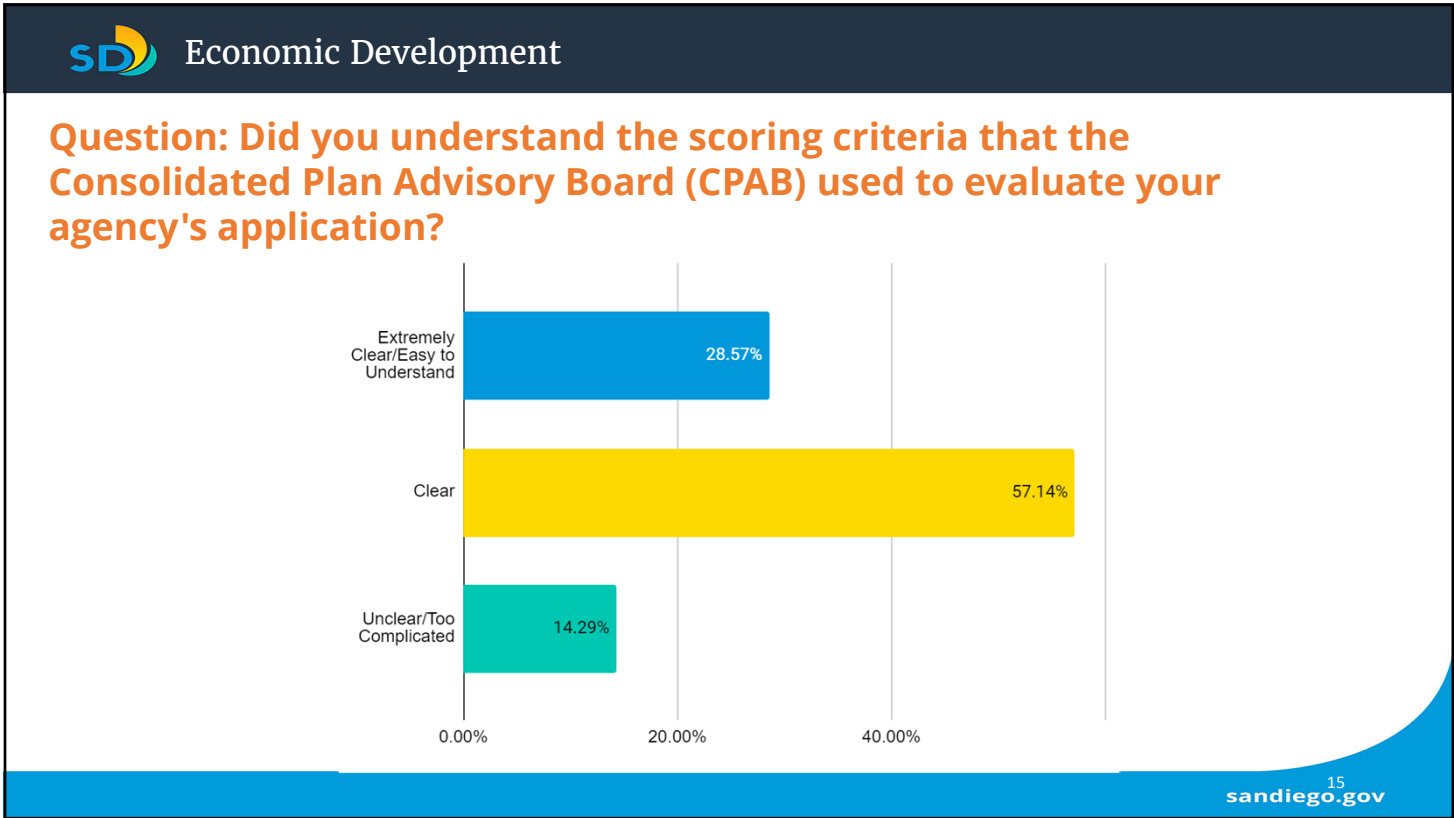




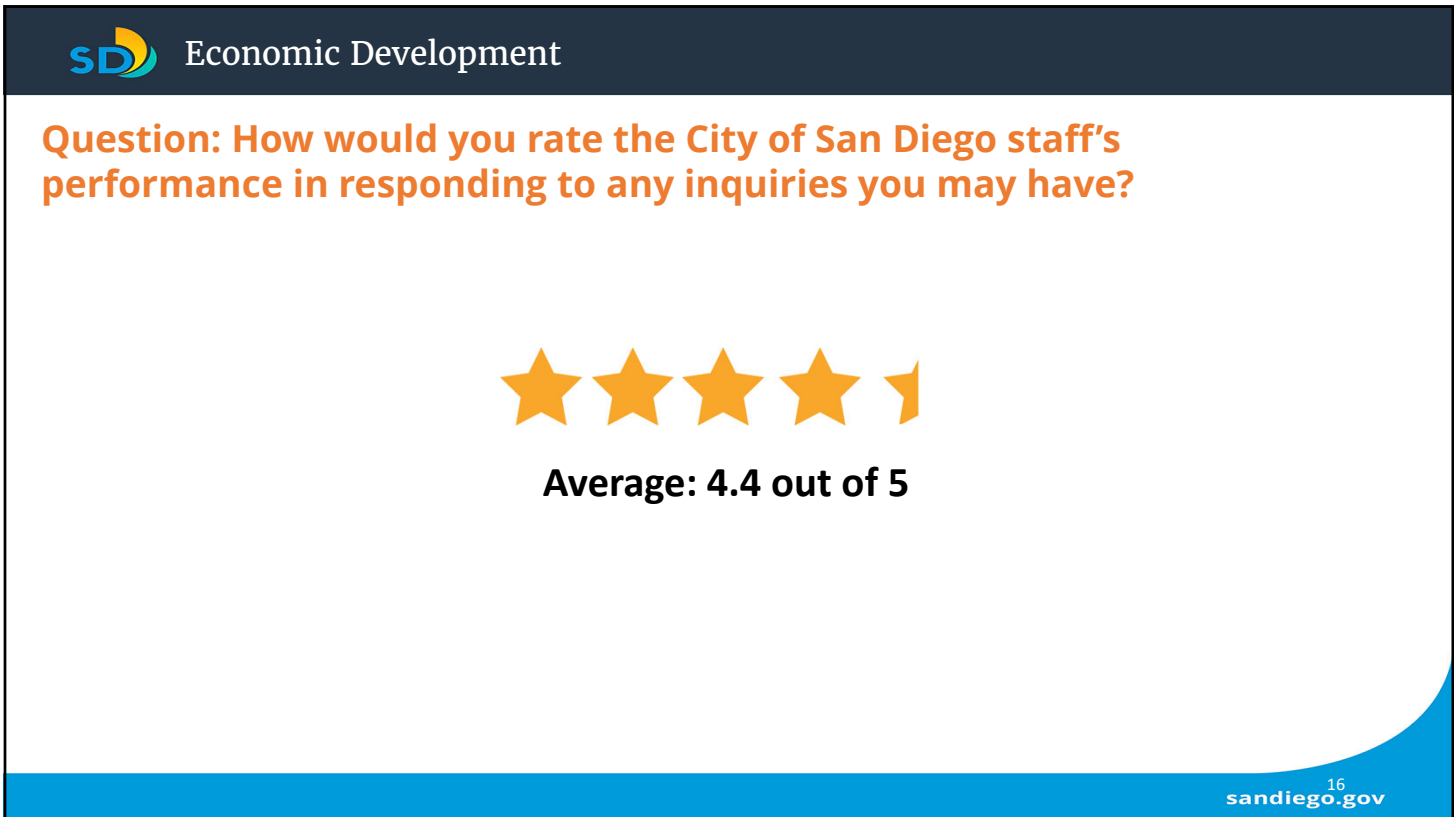
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## Comments and Suggestions Received from Applicants

- Opportunity to include **additional information through attachments** is appreciated
- **Technical assistance appointments** helpful to understand RFQ/RFP questions
- Navigating ED Grants is **counterintuitive but has improved over the years**
- Staff are **quick to respond and are helpful and supportive** throughout the process
- Overall, the **process has improved over the years** but there are **still opportunities to streamline** the application process, in particular the budget section
- Re-open the **small and emerging category** for smaller organizations that may not qualify through this RFQ/RFP process but would benefit from capacity-building training



## Comments and Suggestions Received from CPAB

- Recommended revision of questions in the Project Characteristics section so that applicants better indicate why their services are needed and provide appropriate metrics to support their answer.
- Supplementary attachments, such as annual reports or client testimonials, are helpful when scoring applications as they illustrate the impact organizations have on their local community.
- Staff should provide an overview of what is shared with applicants at mandatory workshops at a CPAB meeting.
- Presentation on whether funded applicants were successful or not with their CDBG projects



Economic Development

Thank you.

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