

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, February 8, 2023

VIRTUAL CPAB MEETING

[\(LINK\)](#)

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Yegin Chen, Council District 1 • Abena Bradford, Council District 3 • Lauren Garces, Council District 5 • Rich Thesing, Council District 7 • Peter Dennehy, Council District 9 	<ul style="list-style-type: none"> • Victoria Barba, Council District 8 • VACANT, Council District 2 • VACANT, Council District 4 • VACANT, Council District 6

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Angela Nazareno Clark, Program Manager • Michele Marano, Community Development Coordinator • Nadine Hassoun, Community Development Project Specialist • Ashley Gain, Community Development Project Manager 	<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 10:00 a.m. Peter Dennehy took roll call; five board members were present. Quorum was achieved at the same time.
2. Community Development Project Specialist Nadine Hassoun reviewed meeting rules including that the meeting will be streamed live.

Board Member Announcements

3. CPAB member Yegin Chen thanked staff for their assistance navigating the ED Grants system.

Staff Announcements

1. Community Development Project Specialist Nadine Hassoun announced that Community Development Division staff released an RFP for a consultant to conduct a city-wide comprehensive participatory planning process culminating in a Consolidated Plan for fiscal years 2025-2029. The Consolidated Plan is designed to help the city assess its affordable housing and community development needs, as well as market conditions to make data-driven, place-based investments. Bid details can be found on PlanetBids.

2. Community Development Project Manager Ashley Gain announced starting February 8th the Community Development Division will be holding ad-hoc committee meetings to address questions or concerns regarding the 2024 RFP applications. A maximum of four CPAB members may attend each meeting. The February 20th option has been removed from the options due to it being President’s Day.
3. Community Development Coordinator Michele Marano announced that staff will be able to share general questions and answers surfaced in the ad-hoc meetings. The questions will not identify a specific subrecipient or CPAB member. It will be shared as a document and can be shared to the public prior to the March meeting.
4. CPAB member Rich Thesing asked for clarification on the Consolidated Plan, Nadine Hassoun stated the Community Development Division works with a consultant to prepare this document every 5 years.

Approval of Minutes

1. Motion to approve minutes from previous meeting by Abena Bradford, seconded by Rich Thesing. Minutes approved, 5-0.

Non-agenda Public Comment

1. *No non-agenda public comments were received.*

Action Items

1. *No action items on the agenda.*

Discussion Items

1. **Transition to In-Person CPAB Meetings**
 - a. Due to the implementation of AB 2449 and the pending expiration of the State of Emergency in the State of California, CPAB will return to in-person meetings, beginning March 8, 2023. AB 2449 –allows “hybrid” meetings in limited circumstances where member(s) can attend virtually without disclosing each teleconference location or allowing public access at each teleconference location. However, a quorum of the members must participate in person at the same location within the jurisdiction that is accessible to the public. So, five CPAB members must participate in-person for the meeting at the same location for the meeting to take place. A member who wants to appear virtually can do so for two reasons: Just cause or emergency circumstances.
 - b. Potential meeting locations include 525 B Street building, the Central Library or the City Heights library. Discussion was opened to determine best fit for location, CPAB decided to meet at 525 B Street for the March meeting, with the possibility of choosing a new location later.
2. **Presentation to Review Sample Application Public Services Request for Proposals Response**
 - a. Staff overviewed the various strengths and deficiencies of the sample application provided to CPAB. The presentation also included a description of the performance indicator deductions and information on tiebreakers. Staff presented CPAB members’ scores of the application.

- b. CPAB member Rich Thesing asked questions about the performance indicator deduction, staff said that it could be addressed in the ad-hoc committee meetings on scoring criteria in the future, and clarified that these deductions only apply to organizations that have previously received CDBG funding in the same category. He commented that the scoring of the sample application was uniform across CPAB members.
- c. CPAB member Abena Bradford asked how technical reviewers should be with scoring the applications. Staff said to consider how well the proposal describes the project in relation to the question, that the compliance questions have been monitored through staff reviews, and that the advantage of the CPAB being such a diverse group is that certain people will score differently depending on their personal lens. Abena pointed out that the CPAB scores all hovered around the same area on the sample application.

For more information, please view attached presentation.

Other Items

3. Community Development Project Specialist Nadine Hassoun reminded CPAB members to sign up for ad-hoc committee meetings. CPAB member Abena Bradford asked for clarification on the purpose of the meeting, Nadine said it was to assist CPAB members with any scoring questions or technical assistance. Staff added an additional date at the end of February to allow for additional time to score applications.

Adjournment

4. Meeting closed at 10:43 a.m.


Economic Development

**Review of Sample Application
Public Services
Request for Proposals Response**

Consolidated Plan Advisory Board
February 8, 2023



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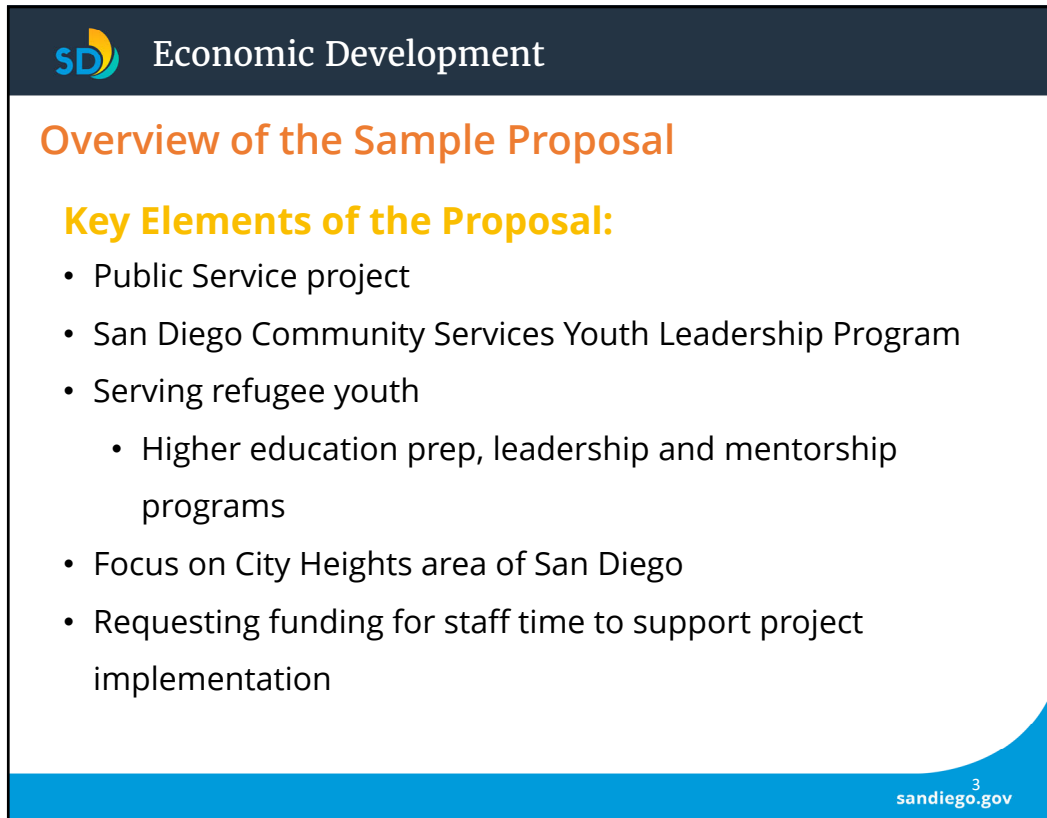
Economic Development

Sample RFP Response
Presentation Overview

- Section by section review
- Highlight strengths and deficiencies

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SD Economic Development

Overview of the Sample Proposal

Key Elements of the Proposal:

- Public Service project
- San Diego Community Services Youth Leadership Program
- Serving refugee youth
 - Higher education prep, leadership and mentorship programs
- Focus on City Heights area of San Diego
- Requesting funding for staff time to support project implementation

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SD Economic Development

Section 1: Organizational Capacity

Key Elements:

- Program has been operating for 5 years
- Evidenced-based approach that provides programs to promote educational and economic successes
- Service provider for Afghan refugees, with staff speaking Afghan languages and familiar with the target population's culture
- Have worked with over 1,000 students to date

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SD Economic Development

Section 1: Organizational Capacity

Positives

- Highlighted successes of the program and staff experience
- Identified collaborative partners

Deficiencies

- Inconsistencies with numbers served

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Section 2: Project Characteristics

Key Points:

- Continuation of program focused on supporting refugee youth residing in the City Heights
- Achieve self-sufficiency through mentorship and college prep programming, leadership development and more.
- Provide soft-skill training and hard-skill development
- Workshops for parents to increase knowledge and skills to improve youth performance, at home, school and within community.
- Serve 50 youth

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Section 2: Project Characteristics

Positives

- Highlighted challenges and articulated need
- Detailed project description
- Unique field trips and leadership summit opportunities

Deficiencies

- Lacked data points and sources to support claims made about the population to be served and to indicate program need
- Lacked detail on how success will be measured and tracked

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Section 3: Project Specifics

Key Points:

- Activities include education workshops, mentorships, parent workshops, youth field trips, and a youth summit.
- Activities will be delivered in group settings
- Outreach → Enrollment → Workshops
- Services offered at no cost to participants

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Section 3: Project Specifics

Positives


- Explained specific need the project will address

Deficiencies

- Lack of detail provided on **duration** of each service listed
- Lack of detail on **how** services will be delivered (example: no information on selection process)

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Section 4: Project Benefits

Key Elements:

- Serve low to moderate-income (LMI) Afghan youth
- Project will be operated out of City Heights office
- Organization is assisting families remotely due to Covid-19 pandemic

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Section 4: Project Benefits

Positives

- Highlighted benefits of serving City Height's (a high-need area) residents and location
- Project described transition to virtual services

Deficiencies

- Program benefits are vague, defines the "what" but not the "how"
- Lack of supporting documentation (such as success stories) to illustrate impact of program

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Section 5: Project Budget

Positives


- Listed previous funding

Deficiencies

- No funding secured for current project or details on how funding will be utilized to secure new funding
- No planning for the costs of program delivery (field trips, materials for workshops, outreach costs, etc.)

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Section 6: Eligibility and Performance Indicators

- Scored by Staff
- Scope of Work and Budget demonstrate compliance with CDBG eligibility requirements
- Scope of Work and budget demonstrate compliance with National Objective and other HUD and City Requirements
- City of San Diego Track Record: Rating based on past performance of applicant agency on project previously funded by the City of San Diego. There are no completed FY 22 projects for applicant organizations, so points will not be deducted.

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Tie Breakers

- The tiebreaker will require CPAB members to indicate whether the overall project is of **high, medium, or low priority** to fund in the event of a tie within the Comment Box field on the scoring form within ED Grants.
- If a tie is remaining after the CPAB ranking of priorities, City staff will use the highest score in the Organizational Capacity section

▲ Comments


Indicate whether this project is of High, Medium, or Low Priority; in the event of ties, will serve as a tie breaker.

High Priority

Comments:

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Scores

Sections	CPAB Reviewer #1	CPAB Reviewer #2	CPAB Reviewer #3	Average
Section 1 (14 points)	11	12	14	12.3
Section 2 (28 points)	21	21	21	21
Section 3 (22 points)	19	13	20	17.3
Section 4 (16 points)	9	10	11	10
Section 5 (5 points) (18 points total)	5	3	3	3.7
Total*	65	59	69	64.3

*Excluding points from CDD staff and detailed budget scores

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Thank you

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