

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**MINUTES****Wednesday, March 12, 2025****1200 3rd Avenue, 14th Floor, San Diego, CA 92101**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none">• Dr. Abena Bradford, Council District 3• Jordan Beane, Council District 2• Lauren Garces, Council District 5• Nick Gulino, Council District 7• Victoria Barba, Council District 8	<ul style="list-style-type: none">• VACANT, Council District 1• VACANT, Council District 4• VACANT, Council District 9• VACANT, Council District 6

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none">• Nadine Hassoun, Community Development Specialist• Michele Marano, Assistant Deputy Director• Angela Nazareno-Clark, HUD Program Manager• Christie Marcella, Deputy Director• Melissa Villalpando, Community Development Coordinator• Nancy Luevano, Community Development Project Manager• Ashley Gain, Community Development Project Manager• Liza Fune, Community Development Specialist• Emma Mattingly, Community Development Project Manager	<p><i>9 members of the public joined the meeting.</i></p>

Call to Order

- a. CPAB Chair Dr. Abena Bradford called the meeting to order at 10:13 a.m. Dr. Bradford took a roll call; five board members were present. At the same time, a quorum was achieved.

Board Announcements

There were no board announcements.

Staff Announcements

- b. Nadine Hassoun, Community Development Specialist, introduced Christie Marcella, Community and Business Engagement Deputy Director. In her previous role, Christie worked as the Chief Operating Officer of Connect Foundation and managed the operations of a catalytic nonprofit supporting diverse founders. Before Connect, Christie was the Executive Director of Jacobs Center for Neighborhood Innovation, where she prioritized the provision of essential resources and services to Southeastern San Diego during the COVID-19 pandemic and served as a small business lead for the City's Promise Zone efforts. We welcome Christie to the Economic Development Department!
- c. Ashley Gain, Community Development Project Manager, shared that the City of San Diego and the University of San Diego hosted their first session of the Nonprofit Accelerator program on February 28th. Fourteen (14) organizations' Executive Directors and Board Chairs attended the session hosted at USD. Participants were able to meet and mingle, have a level-setting conversation with USD staff and heard from a professional auditor to determine if their organization is ready for a full audit. The next session will take place this Friday and will cover the design of the community center program.
- d. Nancy Luevano, Community Development Project Manager, shared that the City of San Diego constantly strives to improve our Request for Qualifications (RFQ) and Request for Proposals (RFP) application process for the Community Development Block Grant funding. A brief survey will be emailed to applicants for the RFQ and RFP application process for Fiscal Year 2026 in early April. The Community Development Division depends on feedback from the applicants, staff, and CPAB members to improve the application process and make positive changes.

Approval of Minutes

- e. Motion to approve minutes from the previous meeting on February 12, 2025, by Lauren Garces and seconded by Jordan Beane. Minutes were approved, 5-0.

Non-agenda Public Comment

No non-agenda public comments were received.

Discussion: Overview of Board Nomination Process from the Office of Boards and Commissions

- 1. **Chida Warren-Darby, Director of Appointments/Boards and Commissions, provided an overview regarding the Board Nomination Process.** Ms. Warren-Darby thanked the CPAB Board for their service and shared that she oversees 44 boards and commissions. Ms. Warren-Darby mentioned that for the Consolidated Plan Advisory Board, the seats are City Council-nominated. The Councilmember is responsible for submitting a nomination to a specific district. The office of Boards and Commission will then proceed with the appointed candidate. Ms. Warren-Darby shared that a vacancy list is sent to the Councilmembers every quarter to inform them of board vacancies. In addition, the City's Communication Department and the Mayor's Newsletter advertise board vacancies.
- a. CPAB member Dr. Bradford asked if someone was currently in the process of being appointed to CPAB. Ms. Warren-Darby shared that a memo was issued on 3/11/25 regarding an appointment by the San Diego City Council President Joe LaCava, District 1. The

process will take approximately 30-60 days.

- b. CPAB member Lauren Garces asked about the term expiration date for board members. Ms. Warren-Darby shared that board members may view their term date by visiting the City of San Diego's website, Boards and Commissions webpage. CPAB has a 2-year term; however, members may seek reappointment. Ms. Warren-Darby commented that CPAB members should keep their liaison (Nadine Hassoun) updated with their address and contact information for reappointment.
- c. CPAB member Jordan Beane asked if the remaining vacant seats of Districts 4, 6, and 9 remain vacant for CPAB. Ms. Warren-Darby confirmed that there were 3 remaining vacant seats. Mr. Beane inquired if a correction was needed for his contact information whom to contact. Mr. Beane will ask Nadine Hassoun, staff liaison, to make the corrections.

Action: Fiscal Year (FY) 2026 CDBG Application/Scores and Ranking

1. **Nadine Hassoun, Community Development Specialist, presented the Fiscal Year (FY) 2026 CDBG Application/Scores and Ranking presentation.** *(Presentation slides attached).*
 - a. **In-Person Public Comment:**

Rebecca Rader and Irene Ramirez, Voices to Children, attended the meeting. Ms. Rader shared she would like to thank the board for considering Voices for Children as a fiscal year (FY) 2026 CDBG award recipient. Ms. Rader shared that they work with CASA volunteers who share their time with an appointed foster care youth. The CASA volunteers serve as advocates for youth. May accompany them to court, recommend tutoring or medical appointments for dental, optometry or specialist. Ms. Rader noted that the volunteers help the youth tremendously with their self-esteem. Ms. Rader shared that Voices to Children has received CDBG funding for 5-6 years, and thanks to the funding, they are able to provide services to foster youth.
 - b. Thomas Lovell and Aleta Barthell, Father Joe's Villages, attended the meeting. Mr. Lovell shared that he was the Director of Grants at Father Joe's Villages. Mr. Lovell stated that he would like to thank for the support they received from CDBG funding. Mr. Lovell shared that staff have been very helpful during the grant application process, and throughout the years, the process has become more efficient and easier to apply. Lastly, Mr. Lovell thanked the CPAB Board for their time of service.
 - c. **Virtual Public Comment:**

Kailey Leavitt, Jewish Family Services, joined the meeting via Zoom. Ms. Leavitt shared that she was VP of Government Affairs with Jewish Family Services. Ms. Leavitt thanked City staff and board members for the opportunity to apply for the CDBG grant. Next, Ms. Leavitt noted that they were a few points lower this year in the ranking, which affected their chances of being considered for FY 2026. Ms. Leavitt asked the board if there were additional funds to consider the Jewish Family Services since they work with vulnerable communities that were in need of services. Ms. Leavitt reported that they provide services to seniors by assessing their homes and making minor repairs to prevent them from falling.
 - d. Beth Davenport, San Diego LGBT Center, joined the meeting via Zoom. Ms. Davenport shared that she would like the City staff and the board for reviewing the CDBG application process. Ms. Davenport reported that her organization has applied for the CDBG nine times and has received funding for 8 years. In addition, Ms. Davenport noted that the year the center was not funded was due to a board member scoring and ranking the project as "low priority." Ms. Davenport shared that the LGBT Center ranked 8 points less than last year for FY 2026 application and attributed the change in score to the new board members and the vacant CPAB seats overall, which affected their score.
 - e. CPAB member Dr. Bradford thanked the public for their comments.

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- f. CPAB member Lauren Garces asked if NCIP projects have a CAP amount for their proposals.
- g. Angela Nazareno-Clark, HUD Program Director, shared that NCIP projects do not have a CAP; however, they must have leverage funding to apply for the grant. NCIP projects are two-year projects, and they must be reviewed to ensure that they are financially capable of following the City's reimbursement process throughout the project. In addition, the organization must carry out and complete the project without financially impacting the organization. Ms. Nazareno-Clark reported that the program's financial obligation inhibits applicants from applying for an NCIP project.
- h. CPAB member Mr. Gulino asked if financial statements were reviewed before the organization received an NCIP award.
- i. Ms. Nazareno-Clark shared that financial statements are reviewed in addition to any leverage amount they secured at the time of their application. In addition, Ms. Nazareno-Clark noted that if organizations did not meet the financial component of an NCIP project, they would not be considered.
- j. Ashley Gain, Project Manager, noted that another point to consider is that CDBG funding will not cover interests accrued while purchasing materials for a specific project.
- k. CPAB member Lauren Garces inquired if there was a CAP on the amount that Public Services projects may request or if they may they be partially funded.
- l. Melissa Villalpando, Community Development Coordinator, shared that it depended on their maximum funding request threshold. They will need to demonstrate their cash balance multiplied by four (4) to calculate their maximum amount for the requested amount. There is also a consideration of the amount of funding during that fiscal year overall in the category. Ms. Villalpando shared that the board may recommend where the remaining NCIP budget is allocated.
- m. Ashley Gain, Project Manager, shared that additional Public Services (PS) projects may not be funded due to the CAP that HUD makes to the allocation of PS, which is 15%.
- n. CPAB member Lauren Garces asked if CPAB may place a CAP on how much nonprofit organizations may request to fund more organizations in their proposals.
- o. Ms. Nazareno-Clark shared that CPAB may consider this for future funding for fiscal year 2027. In addition, Ms. Nazareno-Clark reported that there is the possibility that HUD may reduce the allocation for fiscal year 2026. Other factors that should also be considered are timeliness (completion of projects) and reduction of ROPs payments. Ms. Nazareno-Clark reported approximately 15 million dollars, in addition to the CDBG entitlement funds, have previously been used for Public Service projects. The funds used were from ROP's payments. If CPAB decides to place a CAP on how much organizations may request, it should be set to a minimum of 50k.
- p. CPAB member Dr. Bradford shared that for fiscal year (FY) 2025, a surplus of ROP funds was used.
- q. Michele Marano, Assistant Deputy Director, shared that CPAB is empowered to change the criteria of the Notice of Funding Availability (NOFA) process under the municipal code council policy. The board may decide to adjust CDBG allocations for future fiscal years.
- r. Ms. Villalpando suggested that staff may look at the amount that organizations have historically requested to decide the cap amount.
- s. CPAB member Mr. Gulino shared that it would be ideal if the scoring criteria reflected the organization's that most needed funding. Mr. Gulino commented that it would not be of best practice to fund projects that received low scores. Mr. Gulino suggested this may be a topic to discuss in a future CPAB meeting.
- t. CPAB member Jordan Beane suggested that organizations be reviewed historically for the past 10 years to determine the cap amount.
- u. CPAB member Lauren Garces commented that this year, they saw a lot of good

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- applicants for Public Service, and it was very competitive. Ms. Garces would like to receive a list of organizations that received previous CDBG funding (that included the years received) for the next fiscal year cycle.
- v. CPAB member Victoria Barba suggested discussing this further in a future CPAB meeting. Ms. Barba shared that she was also interested in setting a CAP for organizations to encourage new organizations to apply for CDBG funding.
 - w. CPAB member Mr. Gulino asked what projects will the remaining \$880,000 of the NCIP budget fund? .
 - x. Ms. Gain shared that the amount may fund an additional 5-CED projects.
 - y. Ms. Villalpando reported that the other option would be to fund the Bridge to Home program.

Discussion: Update on Bridge to Home

2. **Michele Marano, Assistant Deputy Director, provided an overview and update on the Bridge to Home program. (Presentation slides attached.)**
- a. CPAB member Dr. Bradford asked if the Bridge to Home program focused on affordable housing or rent-to-own opportunities.
 - b. Ms. Marano shared that the premise of the Bridge To Home program was to provide affordable housing. In addition, Ms. Marano disclosed that the Home Investment Partnership Program is part of the fiscal year (FY) 2025 -2029 Consolidated Plan, which funds a First Time Home Buyer Program through the San Diego Housing Commission.
 - c. CPAB member Mr. Gulino inquired regarding the program income of Bridge to Home.
 - d. Ms. Marano shared that the program income is through CDBG funding and is not necessarily designed for Bridge to Home. This is why 30 % of CDBG funds are allocated to Affordable Housing.
 - e. CPAB Dr. Bradford asked the number of developers that applied for the Bridge to Home NOFA.
 - f. Ms. Marano shared that 18 prequalified developers applied for the Bridge to Home project. In addition, 12-14 developers were encouraged to apply for the program.
 - g. CPAB member Mr. Gulino asked if the board may suggest to staff that half of the budget be allocated to CED projects and the second half to Bridge to Home
 - h. Ms. Nazareno Clark noted that the Bridge to Home funding is used to buy the acquisition (i.e., building) for affordable housing.
 - i. Ms. Gain reported that to fund five additional CED projects for the FY 2026 CDBG Application, it would be \$1,584,000 of the 2 million dollars of the CDBG budget.
 - j. CPAB member Mr. Gulino commented that Bridge to Home should be the priority in funding due to the number of people assisted with housing.
 - k. CPAB member Dr. Bradford commented that the board should consider funding additional CED projects and Bridge to Home second.
 - l. **A motion was made by Nick Gulino and seconded by Lauren Graces to approve the Fiscal Year (FY) 2026 Community Development Block Grant (CDBG) Application, including the presented scores and ranking allocations. The motion passed with a vote of 5-0.**
 - m. **A motion was made by Lauren Garces and seconded by Victoria Barba to recommend that the remaining NCIP category allocation be re-allocated to fund five additional CED projects. The motion was approved 3-2. (Approve: Dr. Bradford, Ms.**

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Barba and Ms. Garces; Opposed: Mr. Gulino and Mr. Beane) **NOTE: According to the San Diego Municipal Code, there must be five affirmative votes for the board to take any action. Therefore, this vote is not valid.**

Discussion: Items for Future Agendas and Comments

1. CPAB member Dr. Bradford would like to have a presentation on the Economic Development Department (EDD) activities and programs offered. Dr. Bradford commented that she would like to share information with the community.
2. CPAB member Lauren Garces would like to discuss setting a CAP amount for CDBG funding for Public Services for the next NOFA cycle.
3. Nadine Hassoun, Community Development Specialist, thanked CPAB for their time in scoring the RFP applications.
4. Michele Marano, Assistant Deputy Director, shared that the Promise Zone will be hosting on Tuesday, March 18th, from 10:00 a.m.-1:00 p.m., a 2025 Youth Career Expo for youth jobseekers ages 16 -24 years old.

Adjournment

1. The meeting ended at 11:49 a.m.

An aerial photograph of San Diego, showing a dense urban area with various high-rise buildings and a multi-lane highway in the foreground. The sky is clear and blue.

Fiscal Year (FY) 2026 CDBG Request for Proposal (RFP) Application Scores and Ranking

**Consolidated Plan Advisory Board
March 12, 2025**

Overview

FY 2026 CDBG RFP Scores and Rankings

- Application Process and Scores
- **HUD Regulations**
- Consolidated Plan Budgets
- FY 2026 **CDBG** Funding Overview
- FY 2026 Awarded Organizations
(Public Service, Economic Development,
Nonprofit Capital Improvement Projects}

Application Process



RFQ Phase
Oct. 7 – Nov. 8

RFP Phase
Dec. 9 – Jan. 17

CPAB Scoring
Feb. 6 – Mar. 3

City Council
April (TBD)

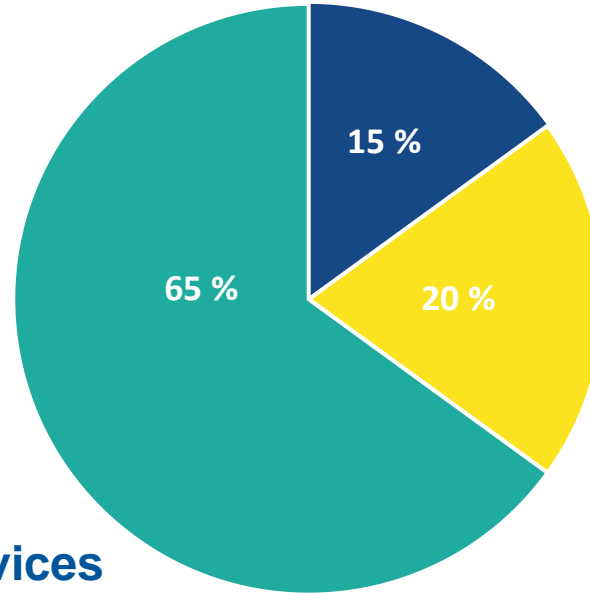
FY 2026 CDBG Application Scores

- 16 organizations recommended for CDBG awards
- 18 projects totaling \$3,275,712

Projects by RFP category:

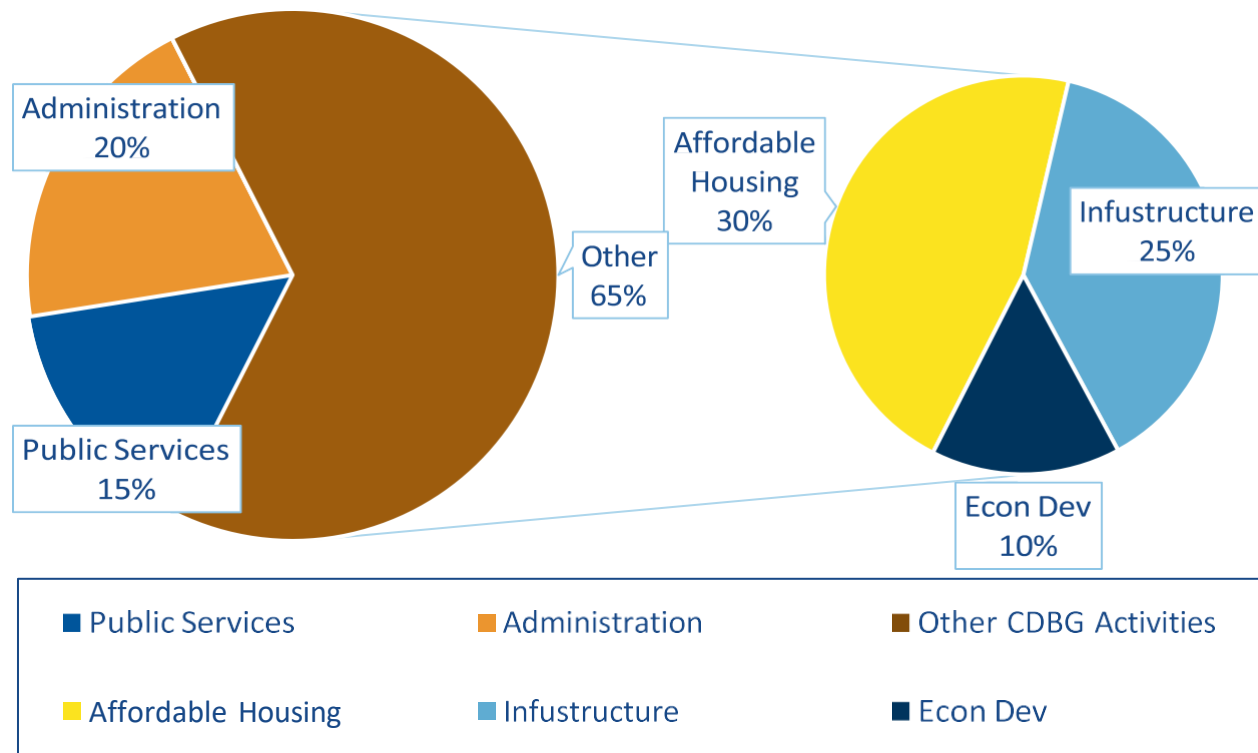
- Public Services (PS)
- Community and Economic Development (CED)
- Nonprofit Capital Improvement Projects (NCIP-F)

HUD Regulations CDBG CAPS



- ☐ **Public Services**
- ☐ **Administration**
- ☐ **Other CDBG Activities**

Consolidated Plan Budgets



FY 2026 CDBG Funding Overview

Category	Applications Reviewed	RFP Budget	Total Requested	Over/Under Budget Amount
Public Services	32	\$1,340,024	\$4,484,892	-\$3,144,868
Community & Economic Development	10	\$1,191,132	\$2,071,520	-\$880,388
Nonprofit Facility Improvements	4	\$2,977,831	\$928,947	+\$2,048,884

FY 2026 Awarded Organizations

Community and Economic Development

Consolidated Plan Goal 2:

- Invest in inclusive economic growth initiatives that develop and strengthen small businesses, support local entrepreneurs, expand employment and/or workforce development programs, and improve access to job opportunities

Mission Edge

Accessity

International
Rescue
Committee

City Heights
CDC

Partnership for
Environmental
Progress

Nonprofit Capital Improvement Projects

Consolidated Plan Goal 3:

- Develop vibrant, equitable, and adaptable neighborhoods by investing in public facilities, critical infrastructure, and/or nonprofit facilities that provide increased accessibility, resiliency, and sustainability.

San Diego LGBT
Community
Center

Urban Corps of
San Diego
County

Serving Seniors

S.V.D.P (dba
Father Joe's
Villages)

Public Services

Consolidated Plan Goal 5:

- Improve community service by addressing critical needs and promoting equality through improved or increased access to community programming.

Kitchens for
Good

Reality
Changers

Rise Up
Industries

Travelers Aid
Society

Monarch
School

International
Rescue
Committee

Mama's
Kitchen

Serving
Seniors

Voices for
Children

Next Steps:

Meeting/Event	Date
Public Comment Period: Draft FY 2026 Annual Action Plan	April 1 – May 2, 2025
Draft FY 2026 Annual Action Plan Presented to CPAB	April 9, 2025
City Council Committee Hearing: Draft FY 2026 Annual Action Plan*	April TBD
San Diego City Council Hearing: Draft FY 2026 Annual Action Plan*	April TBD
FY 2026 Annual Action Plan submitted to HUD	May 15, 2025



Action:

Approval of CPAB's prioritized list of projects to be considered by the City Council for FY 2026 CDBG funding and recommendation to the City Council to incorporate the projects into the City's FY 2026 Annual Action Plan.