

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**MINUTES****Wednesday, February 12, 2024****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 Director• Sean Karafin, Interim Deputy Director• Nancy Luevano, Community Development Project Manager• Melissa Villalpando, Community Development Coordinator• Ashley Gain, Community Development Project Manager• Alicia Martinez-Higgs, Project Manager• Emma Mattingly, Community Development Project Manager• La Tisha Thomas, Community Development Specialist	<p><i>5 members of the public joined the meeting.</i></p>

Call to Order

1. CPAB Co-Chair Dr. Abena Bradford called the meeting to order at 10:00 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

2. Ashley Gain, Community Development Project Manager, shared that the Community Development Division and The Nonprofit Institute at the University of San Diego are pleased to announce the return of the San Diego Nonprofit Accelerator. The program will equip 10 small to mid-sized nonprofits with the knowledge, skills, and strategies needed to successfully secure and manage government funding. The application is open until February 14th. Potential applicants have been contacted directly via the CDD team and Council offices, and the information has been shared with the Promise Zone, USD's Nonprofit Institute and CDBG newsletters. The program will run from February through May, with organizations potentially submitting RFPs to the City in June. Additionally, participants will be eligible for individual coaching by appointment throughout the program. Development Division and the University of San Diego will be hosting the Nonprofit Accelerator Nonprofit program.
3. Ms. Gain shared that 60 RFP applications were received for fiscal year 2026. After program and fiscal staff reviews, 46 were deemed eligible for CPAB review. Applicants who were disqualified have been notified, and staff have been conducting assistance sessions to ensure the nonprofit staff is aware of the specific disqualification reason and how to address it on future applications.

Approval of Minutes

4. Motion to approve minutes from the previous meeting on October 9, 2024, by Lauren Garces and seconded by Victoria Barba. Minutes were approved, 5-0.

Non-agenda Public Comment

No non-agenda public comments were received.

Discussion: Conflict of Interest Review and Questions regarding Public Records Act/Brown Act

A video of the Ralf M. Brown Act was shown to the Board members as the Brown Act pertains to their role in the City of San Diego. The video link:

https://youtu.be/o_4copyoRCg?si=j2QQWtWfvMbOiHXV

1. **Andrew Alfonso, Deputy City Attorney, reviewed the Conflict of Interest and answered questions regarding the Public Records Act and the Brown Act.**

- a. **Conflict of Interest:**

Under the Act, a commission, public official, or board committee member has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. A board member is prohibited from participating in the decision to avoid actual bias or the appearance of possible improprieties.

Public Records Act:

Community Development Department

The City of San Diego is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The CAPRA gives the public the right to access records created and maintained by public agencies. This includes any recorded information that speaks of public business. (The Consolidated Plan Advisory Board meeting agendas and meeting minutes are accessible to the public by visiting the City's webpage: <https://www.sandiego.gov/cdbg/cpab>). Mr. Alfonso recommended two additional resources to review information and examples regarding the Public Records Act: 1) Open and Public VI, link: https://www.sandiego.gov/sites/default/files/draft_cp_700-42_articles_6_10_11.pdf and 2) The Peoples Business, [The People's Business | City of San Diego Official Website](#).

Brown Act:

Mr. Alfonso mentioned that the Brown Act video shown previously, covered important components of the act. Mr. Alfonso disclosed that he wanted to focus on what constitutes a meeting. A meeting is defined as a congregation of legislative bodies of local agencies. Mr. Alfonso shared that a meeting may be in any form of communication, such as an email or text. If all board members discuss an item outside of their meeting to form a consensus on an agenda item, then this would violate the Brown Act since the meeting did not meet a quorum, and the public was not notified.

- b. CPAB member Dr. Bradford asked if a board member joined a meeting via Zoom, would their attendance be counted toward meeting a quorum? Mr. Alfonso shared that an important factor is that the physical location must be accessible to the public; therefore, joining a meeting in person is best practice.

Dr. Bradford asked if board members could meet with City staff to discuss questions regarding the application proposals. Mr. Alfonso shared that City staff may meet with board members if the meeting is of four or fewer members.

- c. Nadine Hassoun, Community Development Specialist, shared that the CDD was informed by the Boards and Commissions office that a five-member in-person meeting needed to be scheduled for the Consolidated Plan Advisory Board to have a quorum. If a sixth or seventh member would like to join virtually, they may do so by for the cases of "Just Cause" or "Emergency Circumstances". In this situation, the board member must identify their location and disclose whether other people are present.
- d. CPAB member Mr. Gulino asked if all board members may attend a meeting via Zoom. Would this meeting meet quorum requirements? Mr. Alfonso shared that if the meeting were not publicly notified for public comment, it would violate the Brown Act. Mr. Gulino asked if the Brown Act was a State law. Mr. Alfonso confirmed that the Brown Act was a State of California requirement.
- e. Ms. Gain asked if the meeting rules were changed during the COVID-19 pandemic and are different post-COVID. Mr. Alfonso shared that the rules changed during COVID-19 due to an executive order of the governor.
- f. Ms. Gain commented that the board members' comments on the RFP applications will be kept confidential since applicants may request a copy of their application scoring.

Discussion: CPAB Scoring Handbook and Attachments

1. **Nancy Luevano, Project Manager, presented the CPAB Scoring Handbook and Attachments (*Handouts were provided*).**
 - a. CPAB member Nick Gulino asked if the overall application scores were aggregated or averaged.

Community Development Department

- b. Ashley Gain, Project Manager, shared that the application scores were averaged to compute the results of the RFP applications.

Discussion: Board Code of Conduct

1. **Nadine Hassoun, Community Development Specialist, reviewed the Board of Conduct document requested by the Boards and Commission office. (A copy was provided in the handouts.)**

Discussion: Items for Future Agendas and Comments

1. CPAB member Jordan Beane suggested that an update be given to Board members regarding potential nominees for the four CPAB vacant seats.

Adjournment

1. The meeting ended at 11:23 a.m.

Economic Development

Fiscal Year 2026 CPAB Review Handbook

Consolidated Plan Advisory Board
February 12, 2025

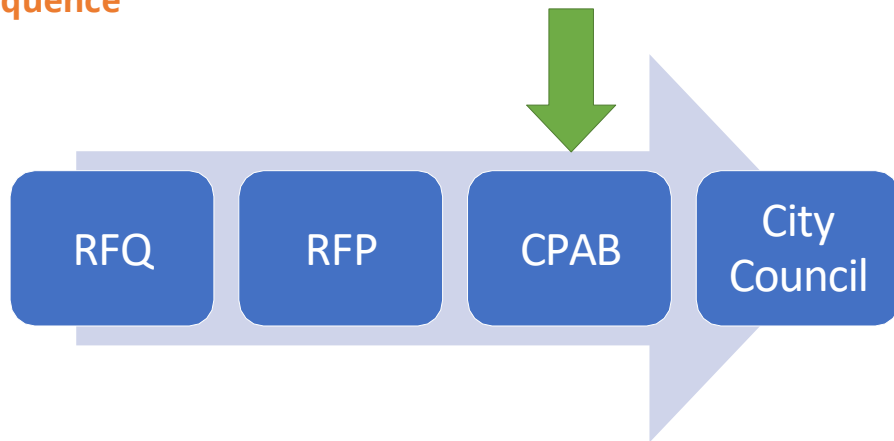


 Economic Development

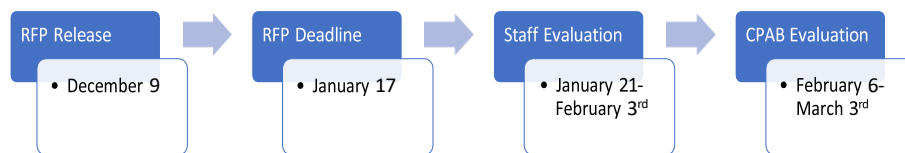
Overview

- Status of Request for Proposals (RFP) Process
- Considerations
- FY 2026 Updates/Changes
- Appendices
- Next Steps

Sequence



RFP Process





EDGrants

- Economic Development Grants Management System (EDGrants):
<https://edgrants.force.com/ApplicantLogin4?username=null>
- Completion of registration process
 - Pledge of Confidentiality
 - Acceptance of Conflict of Interest
 - All other relevant information
 - Approval link from ED Grants



Review and Scoring | Considerations

- **Confidentiality**
 - Scores should be kept privately
- **Conflict of Interest**
 - Review the **List of Organizations and Board of Directors** before reviewing applications
- **CPAB Judgment**
 - Did the organization answer the question?
 - Do the outcomes align with the proposed budget?
 - Specific response or “filler response”?
 - Outcomes attainable?



Scoring Criteria Revisions

Section 1: Organization Capacity :

Organizational experience with LMI clients

- Applicant provides proof of **positive impact** through testimonial(s) or a success story that speaks to their past work with similar populations and explains how the **experience** is applicable and beneficial.
- Applicant describes their organization's **resiliency** and ability to anticipate and adapt to unexpected changes to continue to serve their clients.



Scoring Criteria Revisions

Section 2: Project Characteristics

- Applicant selects whether the **proposed project** will result in either the continuation of an existing service, an expansion, or a new service, describes the **impact and/or potential impact** of the project, **identifies the goal(s)** and describes how these goals will be met
- Applicant includes information on associated **monitoring systems and procedures**, and provides a clear methodology for determining anticipated outcomes



Scoring Criteria Revisions

Section 3: Project Specifics

- Applicant provides a listing of the services to be provided and a **clear description** of each of these services, including the quality and duration and the delivery method
- Applicant provides an **explanation and justification** for the total amount of CDBG funds requested in relation to the services provided and if any fees will be charged
- Applicant describes how the project will be implemented and completed within the required **12-month timeline**



Section Project Needs

- Applicant's office providing the project services and/or the project service delivery location is in the
- The organization has a connection with the City of San Diego regarding the proposed



- Appendix A Applicant organization board members
- Appendix Applicant organizations and project details
- Appendix Past performance
- Appendix Grants services for providers
- Appendix Scoring criteria
- Appendix Categories with budgets
- Appendix Consolidated financial goals



