

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)****MINUTES****Wednesday, May 14, 2025****1200 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, San Diego, CA 92101**

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

<b>STAFF PRESENT</b>	<b>ATTENDANCE</b>
<ul style="list-style-type: none"><li>• Christie Marcella, Deputy Director</li><li>• Michele Marano, Assistant Deputy Director</li><li>• Angela Nazareno-Clark, HUD Program Manager</li><li>• Melissa Villalpando, Community Development Coordinator</li><li>• Nadine Hassoun, Community Development Specialist</li><li>• Nancy Luevano, Community Development Project Manager</li><li>• Ashley Gain, Community Development Project Manager</li><li>• La Tisha Thomas, Community Development Specialist</li><li>• Liza Fune, Community Development Specialist</li><li>• Arden Martinez, Community Development Project Manager</li><li>• Emma Mattingly, Community Development Project Manager</li></ul>	<p><i>7 members of the public joined the meeting.</i></p>

## Agenda

### Item 1: Call to Order and Roll Call

Meeting was called to order at 10:00 a.m. with Chair Dr. Bradford, Vice Chair Beane, and Members Garces, Gulino, Barba and Eisenberg.

### Item 2: Board Member Announcements

Chair Dr. Bradford introduced Judith Eisenberg as the newest member of the Consolidated Plan Advisory Board representing District 1. Members welcomed Eisenberg to the Board.

Action: Approval of April 9, 2025, Meeting Minutes  
Member Garces moved to approve, with Member Barba seconding.  
Passed (5-0-1) with one abstention

### Item 3: Staff Announcements

- Ms. Gain announced that the final session of the Nonprofit Accelerator Program will be held on Friday, May 30<sup>th</sup> at 9:00 a.m. at the USD campus. Gain encouraged CPAB members to attend the event to meet the participating organizations and learn about their programs, as they prepare to apply for future CDBG funding.
- Ms. Luevano announced that the Legal Aid Society of San Diego, in partnership with the City of San Diego will host a free “Fair Housing Basic” webinar. This session will cover tenant rights and responsibilities under anti-discrimination laws. The webinar is scheduled for Friday, May 16, 2025, from 2:00 to 3:00 p.m. To register, visit the City of San Diego’s website, CDBG Events Calendar at [www.sandiego.gov/cdbg/eventscalendar](http://www.sandiego.gov/cdbg/eventscalendar).

### Item 4: Non-Agenda Public Comments

None

### Item 5: Action: Approval of the FY 2026 Calendar

Member Beane moved to approve, with Member Gulino seconding.  
Passed unanimously (6-0), with Members Bradford, Barba, Eisenberg, and Garces.

### Item 6: Discussion Item: Roles and Responsibilities of the CPAB

Ms. Hassoun, presented.

- a. Member Beane inquired if there would be flexibility for a member to join meetings virtually, noting that the Board has six members and a quorum requirement is five.
- b. Hassoun clarified that under the Brown Act, a majority of the full nine-seat Board must be physically present to establish a quorum. The CPAB board must have at least five members in attendance in person to meet a quorum.
- c. Member Gulino inquired about the fair distribution of CDBG grant funds.
- d. EDD staff explained that the distribution is guided by the Scoring Criteria, Council Policy 700-02 and the FY 2025-2029 Consolidated Plan to ensure fairness. In addition, HUD establishes percentage allocations for distribution for each funding category.

## Item 7: Discussion Item: FY 2026 CDBG Application Process Review

Ms. Luevano, presented.

- a. Member Dr. Bradford requested for the survey data to be emailed to CPAB members.
- b. Member Eisenberg asked why the charts on the slides did not equal 100%.
- c. Gain clarified that a few respondents skipped certain questions. Therefore, the totals were calculated based only on the number of applicants who answered each question.
- d. Member Beane asked if the survey responses were from successful applicants.
- e. Luevano clarified that all organizations that submitted applications during the RFQ and RFP cycle were invited to complete a survey; however, not all of these applicants were recommended for funding in FY 2026.
- f. Hassoun clarified that the survey included a question asking applicants whether they would be receiving a CDBG grant for FY 2026.
- g. Member Gulino asked why participants would want to know the exact funding amount before applying for a CDBG grant and whether it might be easier to provide the previous year's funding as a percentage category.
- h. Villalpando explained that some organizations prefer to know the available funding amounts during the CDBG NOFA process to better inform their decision on whether to apply. Additionally, certain organizations choose to apply under specific categories where there may be greater funding opportunities. Villalpando noted that it was difficult to establish a funding amount in advance, as annual allocations vary and the pool of organizations applying for the grant also varies from year to year.
- i. Nazareno-Clark clarified that many organizations inquire about funding amounts because Public Service is capped at 15%, making it the most competitive category.

## Item 8: Other Items

- a. Member Garces expressed an interest in discussing establishing a funding cap amount to develop consistent funding opportunities for future applicants.
- b. Gain informed the Board that a refresher meeting will be scheduled to review the CDBG NOFA process.

Meeting Adjourned at 11:18 a.m.

**NEXT SCHEDULED MEETING: July 9, 2025**



---

# Roles and Responsibilities of the CPAB

# Overview

**Purpose and Intent**

**Qualifications of Board  
Members**

**Term Lengths and Chair  
Selection**

**Duties and Functions**

---

---

# Purpose and Intent

## Consolidated Plan Advisory Board

- Serve in an advisory capacity to the Mayor and City Council on policy issues related to the expenditure of the deferral entitlement grants provided to the City of San Diego by the U.S. Department of Housing and Urban Development (HUD).

---

# Qualifications of CPAB Members

- Representing the following areas of interest and expertise:
  - Affordable housing, homelessness, disability services, neighborhood revitalization, social services, fair housing, accounting, auditing, economic development, general contracting, legal, nonprofit management, and LMI persons.
- Representing a diversity of backgrounds
- No foreseeable conflicts of interest

---

# Term Limits and Chair Selection

- Two-year term limit, until a successor is appointed and confirmed
  - Limited to a maximum of four consecutive years
- During July of each year, the Mayor may designate one member of the Board as Chair
  - One-year term with the option of reappointment
- In the absence of a Chair recommendation, CPAB will select it from among its members



---

# Roles and Functions of CPAB

- Advise and recommend on all policy issues relating to HUD programs:
  - Consolidated Plan, Annual Action Plan; the CDBG, ESG and HOME programs
- Evaluate applications for CDBG and ESG funds deemed eligible and provide funding recommendations to City Council.
- Recommend processes, policies, and procedures for the fair distribution of CDBG and ESG funds to nonprofits and other eligible organizations.

---

# **Roles and Functions of CPAB Cont.**

- Provide advice and recommendations regarding the establishment of goals for the Consolidated Plan and the Annual Action Plan and any other actions necessary.
- Recommend policies and procedures to ensure public participation in the creation of each Consolidated Plan and Annual Action Plan.



**Questions?**



---

# **Applicant Fiscal Year (FY) 2026 Community Development Block Grant (CDBG) Application Process/Survey Results**

**Consolidated Plan Advisory Board  
May 14, 2025**

# Overview

## FY 2026 RFQ/RFP Application Process

- Received Responses for the FY 2026 RFQ and RFP
- Survey Process and Application Feedback

---

## Responses to RFQ and RFP Applications Received - Background

Year	RFQ Responses	RFP Responses
FY 24	40	31
FY 25	56	48
FY 26	74	46

---

# FY 2026 CDBG RFP Summary

Categories	Projects	Allocation
Public Services	9	\$1,335,230
Community Economic Development	10	\$2,071,570
Nonprofit CIP (Facilities)	4	\$928,949

# FY 2026 Application Survey Process



The City of San Diego is constantly striving to improve our grant application processes, and we depend on your feedback to make positive changes.

We would like to know more about your experience working with the Economic Development Department's Community Development Division during the Request for Qualifications and Request for Proposal (RFQ/RFP) phases of applying for **Community Development Block Grant** (CDBG) funding for Fiscal Year 2026 (FY26).

Your identity and responses will remain confidential.

We greatly appreciate your participation in this brief survey.

*The deadline to complete this survey is **Wednesday, May 7, 2025**.*

- Survey was released on April 14, 2025
- Questions on the RFQ and RFP phase, ED Grants system, and overall experience.
- 20 Questions
- 24 Responses

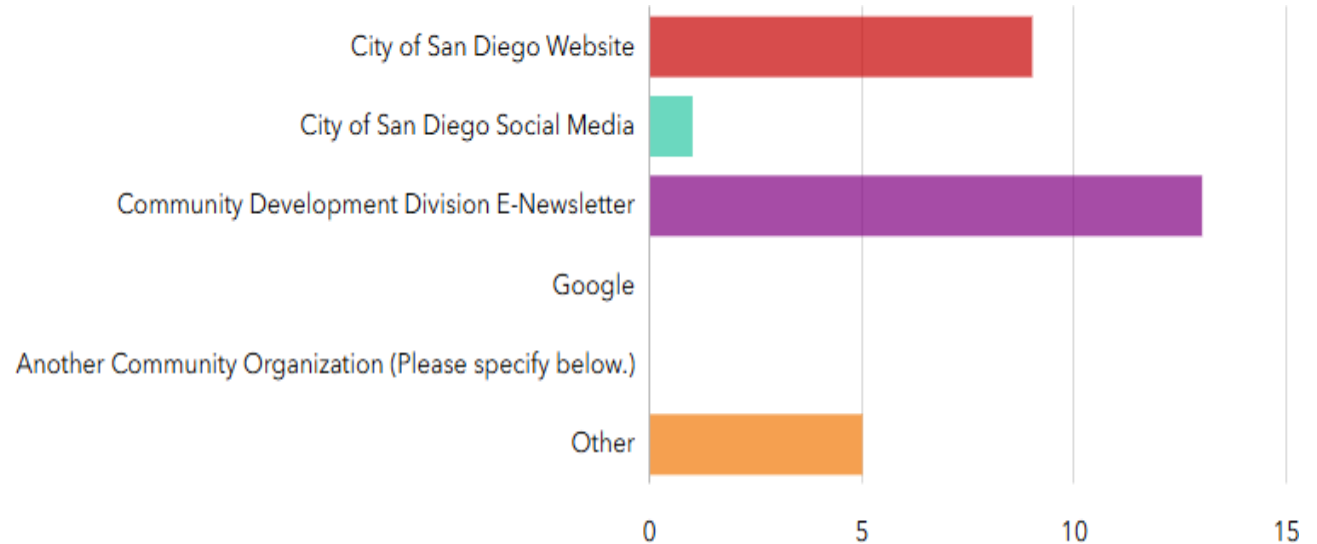


---

# Survey Questions

---

## Question: How did you hear about the release of the FY26 CDBG RFQ?



---

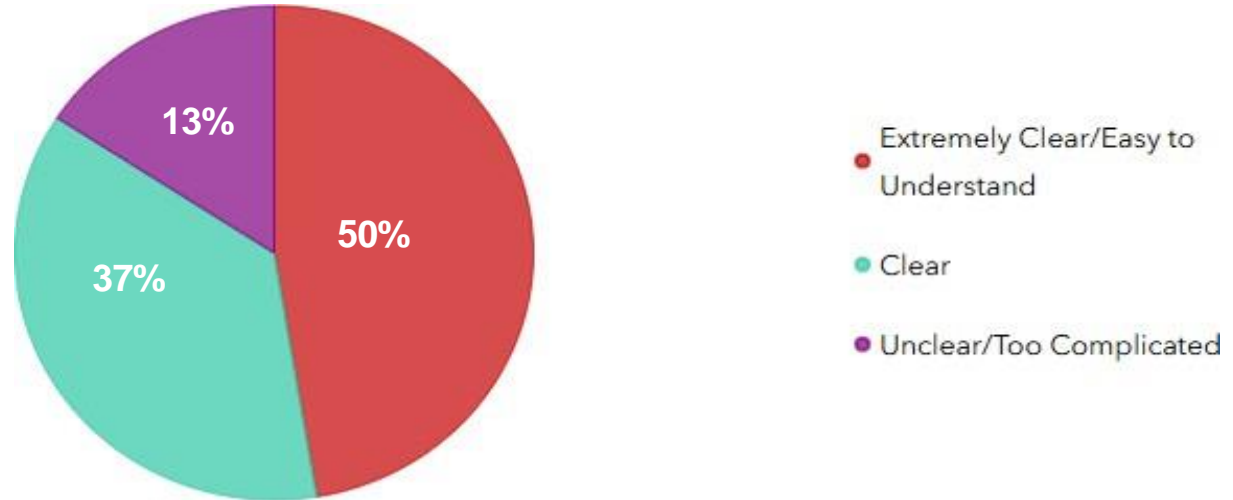
## **Question: How satisfied were you with the FY26 CDBG RFQ Process?**



**4.5**

---

## Question: Did you understand the FY26 CDBG RFQ requirements?



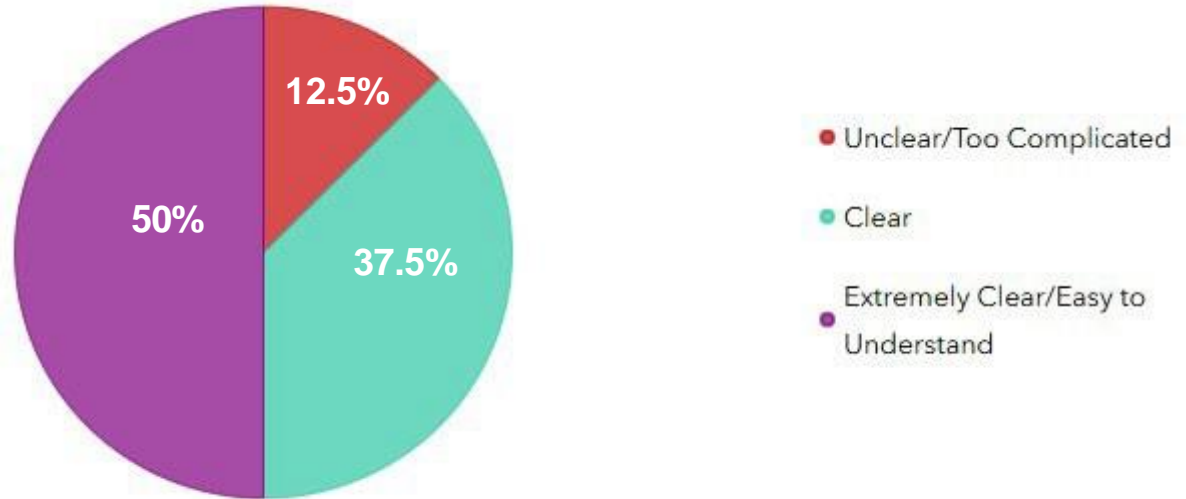
---

## Feedback received on the FY26 CDBG RFQ Process

- The RFQ process provided many helpful resources and detailed instructions.
- The application process was easy to navigate, and the City staff were very helpful.
- The RFQ was simple and straightforward.
- The application was clear and easy for first-time applicants.
- A few applicants mentioned that the process was challenging with a lot of requirements.

---

## Question: Did you understand the FY26 CDBG RFP Requirements?



---

## **Question: How satisfied were you with the FY26 CDBG RFP Process?**

- The process was clear and well organized.
- Process was easy to manage.
- The decrease in funding seemed to impact the process.
- City staff were responsive and helpful.
- The webinar was extremely helpful.
- Clear expectations and deadlines.

---

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

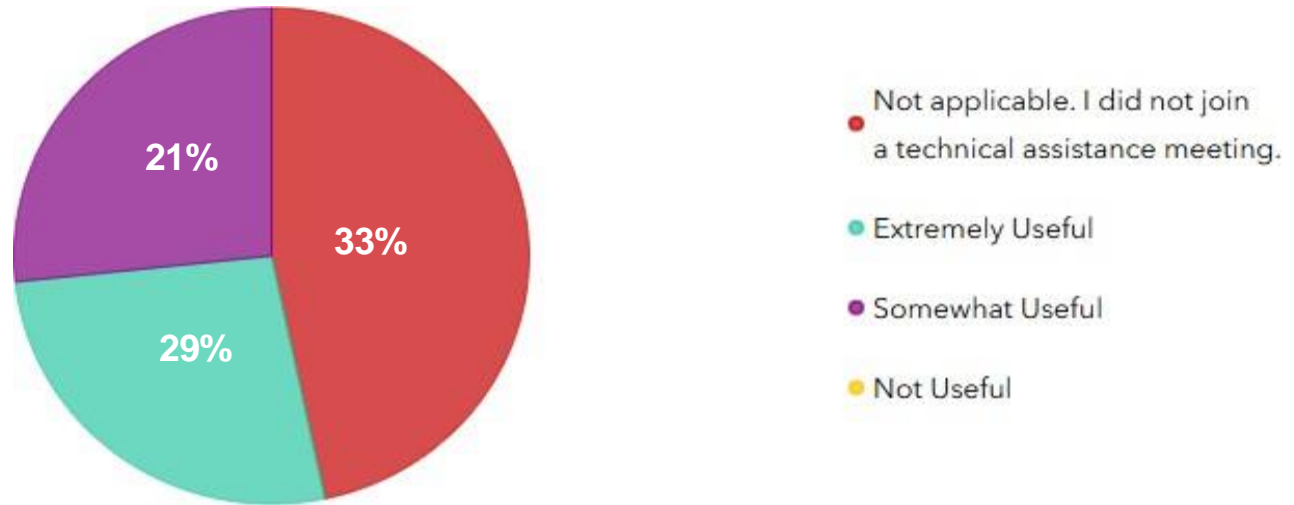


**4.6**



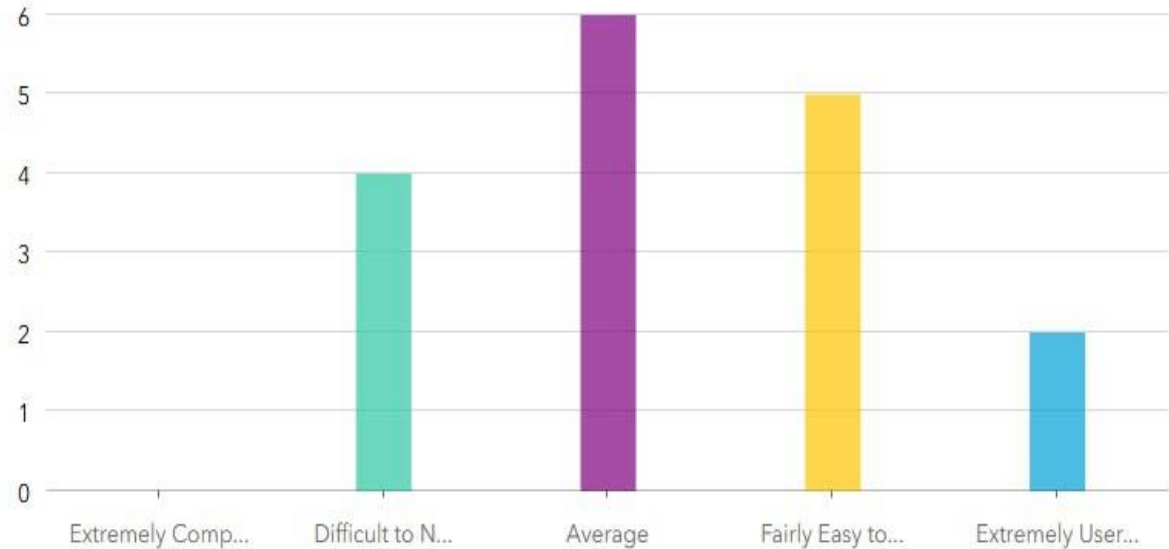
---

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



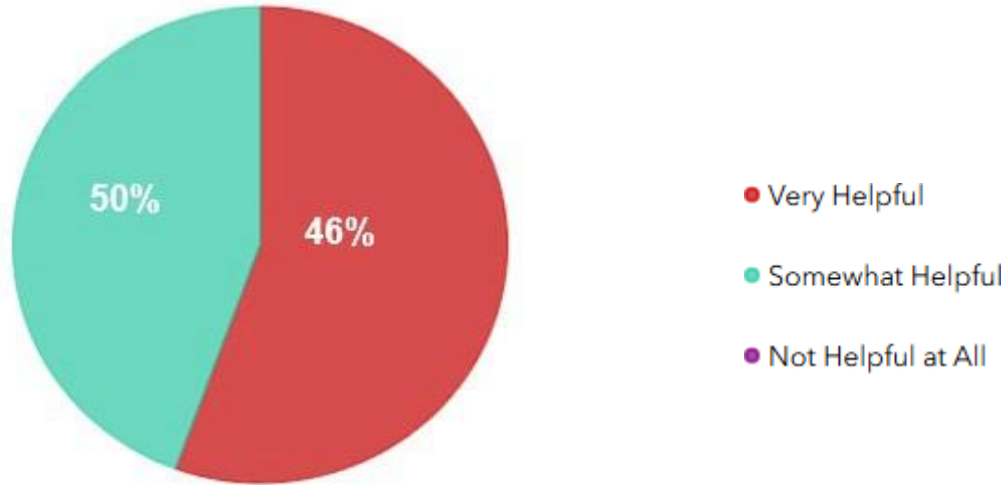
---

## Question: How was your experience using ED Grants?



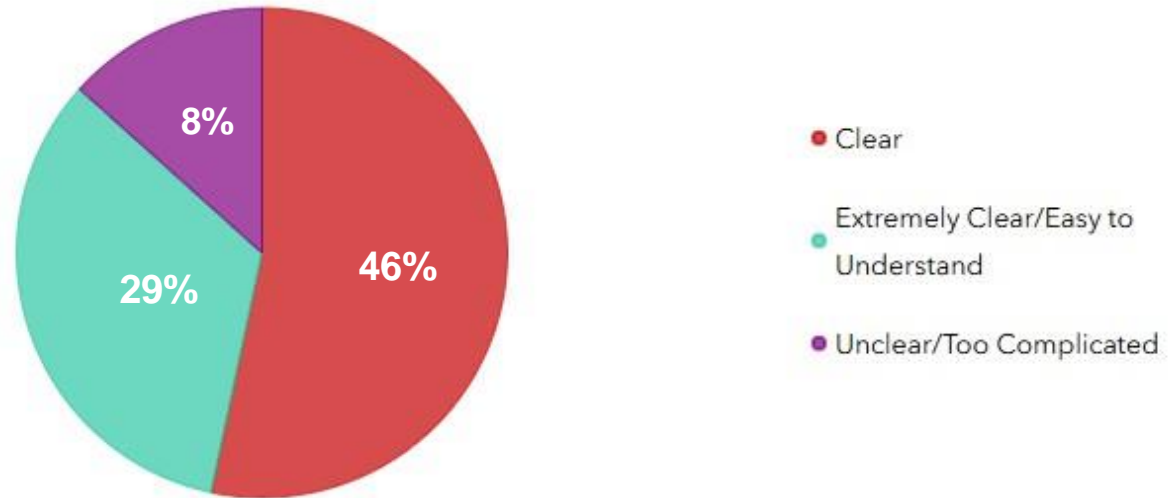
---

## Question: How helpful were the materials developed to assist you with using the navigating ED Grants?



---

**Question: Did you understand the scoring criteria that the Consolidated Plan Advisory Board (CPAB) used to evaluate your agency's application?**



---

**Question: How would you rate the City of San Diego staff's performance in responding to any of your inquiries?**



**4.9**

---

## Comments and Suggestions Received from Applicants

- Several applicants shared that the “application process was **user-friendly** and **easy to navigate.**”
- One respondent highlighted that the “guides were **extremely helpful** for first-time applicants.”
- Another suggested updating the visuals on ED Grants since some appeared **outdated or no longer matched** the current layout.
- A recommendation was made to **categorize the funding amounts** instead of listing them in the total CDBG allocation.
- An additional suggestion was to **simplify and streamline** the application process to match the HUD guidelines.

---

## Comments and Suggestions Received from Applicants (Continued)

- Several respondents expressed an interest in receiving **feedback and scoring** of their applications.
- One respondent commented that “additional **Public Service** funding would better support underrepresented communities”.
- Another suggested “Providing a detailed explanation of the **scoring criteria** along with detailed guidance on applicant requirements.”
- A respondent shared that the application process was **rigorous**, emphasizing that “CDBG funding is awarded to the community’s best performing, highest-scoring nonprofit organizations.”

---

**Does CPAB have any comments or feedback  
based on the experience with the  
application process?**





**Thank you**