

## CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

### MINUTES

Wednesday, July 9, 2025

1200 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> <li>Judith Eisenberg, Council District 1</li> <li>Dr. Abena Bradford, Council District 3</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 2</li> <li>VACANT, Council District 4</li> <li>VACANT, Council District 6</li> <li>VACANT, Council District 9</li> </ul>

STAFF PRESENT	ATTENDANCE
<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>Lisa Fune, Community Development Specialist</li> <li>Nancy Luevano, Community Development Project Manager</li> <li>Ashley Gain, Community Development Project Manager</li> <li>Emma Mattingly, Community Development Project Manager</li> <li>Arden Martinez, Community Development Project Manager</li> </ul>	<p><i>12 members of the public joined the meeting.</i></p>

## Agenda

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

Meeting was called to order at 10:05 a.m. with Chair Dr. Bradford and Members Garces, Gulino, Barba and Eisenberg.

### Item 2: Board Member Announcements

- a. Chair Bradford announced that Member Jordan Beane will be leaving the Consolidated Plan Advisory Board due to a job relocation. The Board and EDD staff expressed their gratitude for Beane's contributions and dedication to CPAB.
- b. Beane thanked the Board and the EDD staff for their work in administering CDBG grants and programs.

### Item 3: Staff Announcements

None

### Item 4: Action: Approval of May 14, 2025, Meeting Minutes

Member Eisenberg moved to approve, with Member Gulino seconding.  
Passed unanimously (5-0) with Members Bradford, Garces, and Barba.

### Item 5: Non-Agenda Public Comments

None

### Item 6: Discussion: Overview of Grant Programs and CDBG 101

Ms. Gain and Ms. Hassoun presented. (*PowerPoint slides are attached to meeting minutes*)

#### 1) Members of the Public Comments:

- a. C.B., attending virtually, asked, "Do the FY 2026 CDBG funding levels, especially for public services grants, match or differ significantly from last year's allocations? Can you also provide the exact dollar breakdown?"
  - *Staff Response:* Gain shared that the FY 2026 allocation is approximately \$1.3M, compared to the previous year \$3M. The difference is primarily due to the reduction in program income. Gain mentioned that for specific allocation details, visit the City of San Diego's webpage, CDBG section named "allocations" at the bottom of the page. For further questions, email [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov).
- b. Dr. Tammy Foy, representing the San Diego College of Continuing Education Foundation, asked whether award recipients will need their organization's Board to sign an agreement and designate a primary contact person. Dr. Foy emphasized that her organization plans on applying during the next funding cycle.
  - *Staff Response:* Gain clarified that if an organization is chosen during the award process, then the organization's Board will sign an agreement to authorize a primary representative to sign agreements with the City. This phase is during the grant execution phase, not during the NOFA process.

Foy inquired whether CDBG award recipients are eligible to apply for additional funding.

- *Staff Response:* Gain clarified that if an organization applied for federal funding using the same project with identical goals and Scope of Work (SOW), then it would be considered a duplication. However, organizations are encouraged to utilize multiple leveraged funds to support their projects.
- 2) Members of the Board and Staff Comments:
- a. Villalpando provided an update that the Community Projects, Programs and Services (CPPS) posted on their webpage an announcement that the grant funding program has been renewed for Fiscal Year 2026.
  - b. Marcella provided an overview of the Community and Business Engagement program offered by the Economic Development Department (EDD). Marcella shared that the Business Expansion, Attraction, and Retention (BEAR) program offers direct support to small businesses through services such as one-on-one technical assistance, basic marketing materials, expedited permitting, policy advocacy, and utility coordination. EDD staff also collaborate with small nonprofit organizations that serve the business community by offering direct services and resources. Marcella encouraged interested organizations to subscribe to the Promise Zone Newsletter to receive updates and announcements.
  - c. Hassoun noted that the BEAR team will be presenting to CPAB during a future meeting.
  - d. Marano shared that the City of San Diego's Promise Zone has formed a partnership with Cal Credit Union. Through this collaboration, funding is provided to support nonprofits with services such as technical assistance and staff training, including grant writing workshops and outreach efforts, particularly within Promise Zone communities. To date, 80 nonprofit organizations have been actively engaged in these communities, working toward expanding access to education, employment, economic opportunities, affordable housing, healthy communities, and public safety.
  - e. Member Bradford inquired if the program also paid for staff.
  - f. Marano clarified that the program only covered staffing costs to provide services to the organization. The program supports organizations by providing services that strengthen workforce development and enhance the organization's building capacity.
  - g. Member Bradford asked what TOT stood for.
  - h. Marcella shared that the "Creative Communities San Diego" program is funded through the City's Transient Occupancy Tax (TOT), also known as the hotel tax. This tax is collected on hotel stays in San Diego. The TOT revenue is used to support arts, culture, and creative initiatives that enhance the City's economy.
  - i. Gain shared that the Cultural Affairs Division is to promote an equitable and inclusive creative economy and cultural ecosystem by investing in artists, creatives, institutions, and systems that support and elevate creative work. Their efforts aim to foster local participation and access while positioning San Diego as a leading global City.
  - j. Member Bradford suggested inviting the Cultural Affairs Division to present on their program at an upcoming CPAB meeting. Bradford also recommended that

## Community Development Department

the BEAR team share information on how tourism contributes to supporting small businesses.

- k. Marcella agreed that it was a good idea, noting that the Cultural Affairs Division recently became a part of the EDD department. Marcella added that the BEAR team would be happy to share information about their program.
- l. Member Bradford thanked the EDD staff for the presentation and the information shared. She emphasized the importance of the Board being informed about City programs so they may share the information with the community.

## Item 7: Action Item: Scoring Criteria Ad Hoc Committees

Ms. Hassoun presented.

- a. Member Bradford asked if more than one meeting would be needed, given that there are only five CPAB members.
- b. Hassoun clarified that multiple meetings will be scheduled due to the four-member limit. Members may sign up for as many meetings as they wish, as long as no more than four members attend each meeting.

Action: Approval of Ad Hoc Committees

Member Gulino moved to approve, with Member Barba seconding.

Passed unanimously (5-0) with Members Bradford, Garces, and Eisenberg.

## Item 8: Other Items

- a. Staff will internally address the scheduling conflicts for CPAB members regarding the September and October meetings.

Meeting Adjourned at 11:00 a.m.

**NEXT SCHEDULED MEETING: August 13, 2025**

An aerial photograph of a city skyline, likely San Diego, showing a mix of high-rise buildings and lower-density urban areas. A multi-lane highway with several cars is visible in the lower-left foreground. The sky is clear and blue.

# Partnering with the City – CDBG and Beyond

# Agenda

- Introduction to the City
- CDBG Requirements of Subrecipients
- Other Nonprofit Funding Sources

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# The City's Strategic Plan Goals



Goal 1: Create homes  
for all of us



Goal 2: Protect and  
enrich every  
neighborhood



Goal 3: Advance  
mobility and  
infrastructure



Goal 4: Champion



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sustainability

Goal 5: Foster  
regional prosperity



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# Mission and Vision

## City Mission

- Opportunity in every neighborhood, excellent service for every San Diegan

## City Vision

- Every day we serve our communities to make San Diego not just a fine city, but a *great* City

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# **Community Development Block Grant**

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# What is CDBG?

## Community Development Block Grant

- Federal entitlement program established by Housing & Community Development Act of 1974
- City distributes CDBG funds through a competitive application process or direct agreements approved by Council

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# What is CDBG?

## Primary Objective

- Improve living environment, expand economic opportunities, and provide decent housing for low- and moderate-income residents and areas

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# Consolidated Plan Goals

- Goal 1: **Increase, protect and preserve affordable rental and homeownership housing** opportunities by improving access to a diverse set of affordable housing, accessible in design and energy efficient, with proximity to job centers, schools, parks, and services.
- 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.
- Goal 3: **Develop vibrant and equitable neighborhoods** by investing in **public facilities, critical infrastructure, and/or nonprofit facilities** that provide increased accessibility, resiliency, and sustainability.
- Goal 4: **Improve housing stability for individuals and households with critical needs**, including persons experiencing or at-risk of homelessness by providing appropriate housing and service solutions grounded in best practices.
- Goal 5: **Improve community services** by addressing critical needs and promoting equity through improved or increased access to community programming.

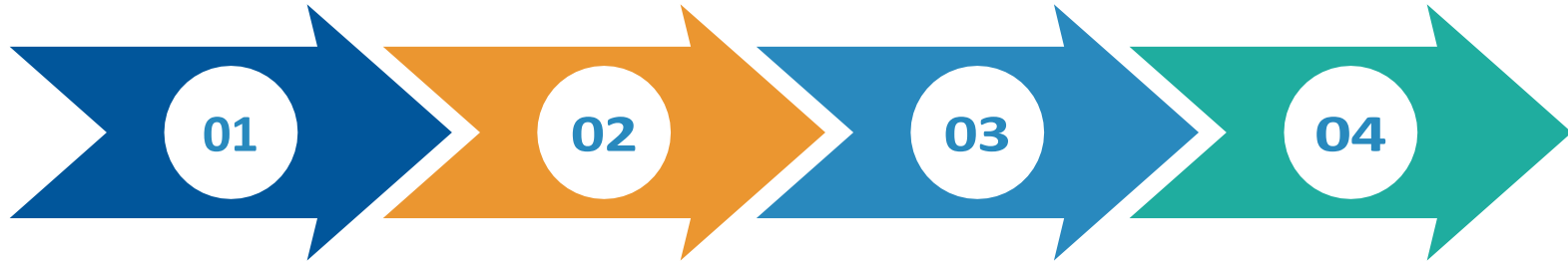
# Why is it so strict? No seriously....Why is it so strict?

- Must benefit low- and moderate-income persons
- Waste and fraud prevention
- Transparency and public involvement
- Local decision making, federal accountability
- Ultimately, we do not want HUD to recoup funds from the nonprofit

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# **CDBG Notice of Funding Availability**

- **Public Services**
- **Community Economic Development**
- **Nonprofit Capital Improvement Projects**



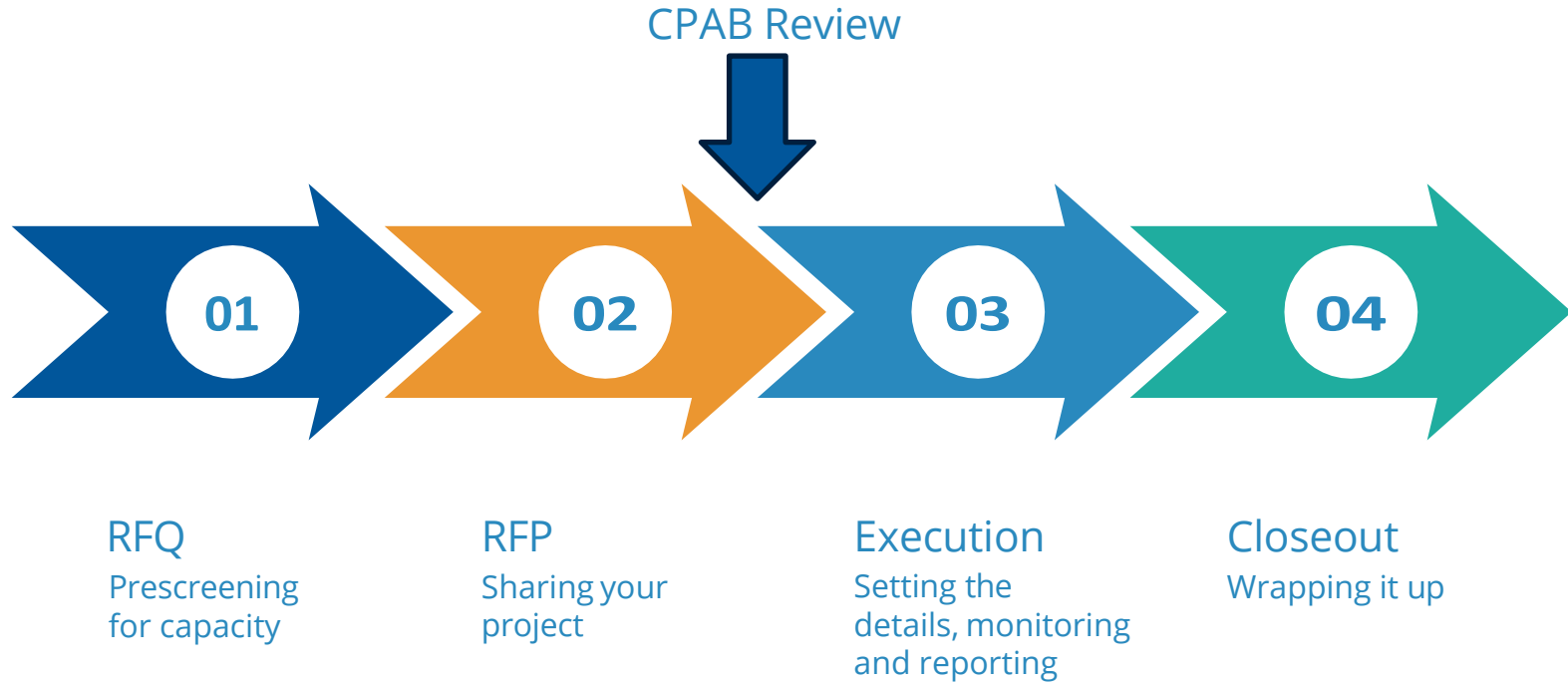
**RFQ**  
Prescreening  
for capacity

**RFP**  
Sharing your  
project

**Execution**  
Setting the  
details, monitoring  
and reporting

**Closeout**  
Wrapping it up





# Execution Requirements

- Draft Agreement Review & Revision
- Scope
- Budget
- Required Supporting Documents including: W9, Insurance, Board Authorization, Policies and Procedures (Client Grievances, Subcontractor Grievances, Financial Management, Procurement, Record Keeping, LMI Eligibility) and any NCIP documentation
- LWO Requirement Overview
- ED Grants & Primary Representative

The City of  
**SAN DIEGO**

Purchasing & Contracting Insurance Checklist

This checklist is for reference only. It does not reflect all insurance requirements. Actual contractual requirements may vary.

Certificate of Insurance	
1.	The full name of the party to the contract must be listed as the insured.
2.	All Policies must be current.
3.	All coverage limits required in the contract must be reflected on the Certificate of Insurance:
A.	Commercial General Liability with a current policy term and limits as stated in the General Contract Terms and Provisions of the contract. The City's minimum limits are \$1 million per Occurrence and \$2 million General Aggregate. However, be sure to confirm that coverage limits reflected follow the contract requirements.
1.	For Commercial General Liability, the occurrence box must be (X) marked.
B.	Automobile Liability with a current policy term and limit of \$1 million Combined Single Limit. Coverage must reflect what is stated in the General Terms and Provisions of your contract.
C.	Workers Compensation with a current policy term and limits of \$1 million. Coverage must reflect what is stated in the General Terms and Provisions of your contract.
1.	For Workers Compensation, the subrogation box must be (X) marked.
D.	Professional Liability (Errors & Omissions) for Consultant contracts. Certificate of Insurance appropriate for Contractor's profession with a minimum limit of \$1 million per Occurrence or claim and \$2 million Aggregate.
4.	The bottom part of the Aced Certificate of Insurance must have an Authorized Representative's signature.
5.	Certificate Holder must be: City of San Diego and the corresponding department, or just the City of San Diego.

Endorsements are modifications to the policy. You must ensure you have the required coverage either through an actual endorsement (separate from the Certificate of Insurance) or the page on the policy that provides said coverage.

Purchasing & Contracting  
Insurance Checklist  
Rev. January 06, 2017

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# Insurance Requirements

- **Commercial General Liability**
  - \$1,000,000 per occurrence / \$2,000,000 aggregate
  - City named as Additional Insured
  - Coverage is Primary and Non-Contributory
- **Commercial Automobile Liability**
  - \$1,000,000 combined single limit
- **Workers Compensation Insurance (with endorsement)**
  - \$1,000,000 employer liability; \$1,000,000 professional (per claim)
  - Waiver of Subrogation in favor of the City

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# Monthly Programmatic Report (MPR)



## Submission Requirements

- By 15th day
- Uploaded into grants management system
- Clients served totals, client demographics, client income, and detailed narrative of activities

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# Request for Reimbursement (RFR)

## Submission Requirements

- By 15th day
- Uploaded into grants management system
- All funding requests require backup documentation
- Payment within 30 days of receipt
- Cover sheet for each line item, all supporting documentation included
- Operating on 3-month reimbursement schedule

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# Request for Reimbursement (RFR)

- 8) Supporting documentation should include, but not limited to the following:
- a. Copy of the invoice should be legible and unaltered.
  - b. An invoice that is an annual or quarterly payment, should be prorated to be claimed on a monthly basis within the executed contract period. An explanation of this transaction should be included in the space provided on the List of Expenditures form.
  - c. Expenditures claimed should be limited to the appropriate reporting period when the expenditure was paid, unless eligible for resubmission of disallowance from the prior reporting period.
  - d. The Subrecipient shall not claim expenditures, until actual payment has been made, regardless of when the service or merchandise is received during the executed contract period.
  - e. Proof of payment is supported by: 1) a copy of the canceled check or 2) the check number highlighted in the bank statement or 3) check information listed on the Check Reconciliation form.
  - f. ACH/EFT payments must include the copy of the bank transfer or copy of the Subrecipient's bank statement with the transaction highlighted.
  - g. Petty cash transactions must include a copy of the petty cash voucher signed by the person receiving the petty cash and the authorized approver for petty cash, as well as copies of all corresponding receipts. Petty cash transactions should be paid and submitted for the reporting period in which the transaction occurred. Bundling and reimbursement of petty cash receipts is not allowed.

Subrecipient  
operating manual  
details out step  
by step what  
documentation is  
needed

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# RFR Example

## Salaries and Wages

- Personnel Expense Schedule Form
- Timesheets that delineate CDBG hours vs non CDBG hours with signatures (verified by supervisor that actual hours reflect CDBG work)
- Payroll documents that lists subrecipient staff name, number of hours worked, and total gross pay of each staff member
- Payroll Ledger
- Bank statement that proves payment

## Non-personnel Line Items

- Expense Form
- Copy of the invoice
- Client distribution list
- Proof of payment (cancelled check, check number on bank statement)

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# Monitoring & Compliance

## Process

- On-site and remote monitoring
- Real property monitoring
- Worker interviews
- Follow-up actions and findings

## Requirements

- Ensure participant eligibility
- Accurately report
- Capture demographic data
- Follow necessary guidelines on consultants, contracts, and other special items



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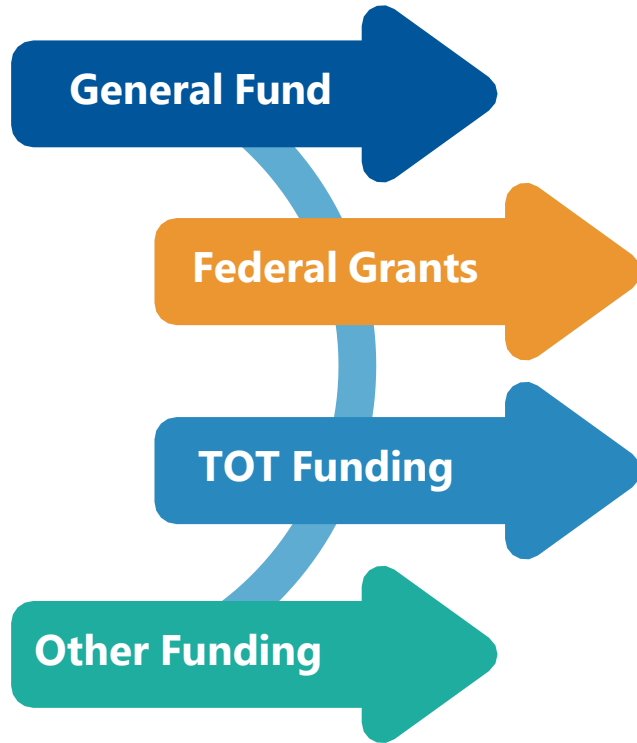
# Project Close (and beyond!)

## Requirements

- Closeout Report will be submitted
- All inventory over \$5,000 logged
- Confirming recipient information and final fiscal amounts
- Attach Audited Financial Statement
- For NCIP- 5-year covenant on property after project close

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# Types of Funding





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# Cultural Affairs- Organizational Support Program



Opens  
in the  
Fall

## Funding

- Funded through Transient Occupancy Tax (TOT)
- Calculated based off organizations Annual Operating Income (average award between 1% - 25% of AOI)
- Minimum \$10,000

## Eligibility

- 501(c)(3) or 501(c)(6)
- Nonprofit arts and culture organization with public programs available
- 2 full years of operation
- Headquartered in San Diego
- Mission alignment with TOT funds

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# Cultural Affairs- Creative Communities San Diego



Opens  
in the  
Fall

## Funding

- Funded through Transient Occupancy Tax (TOT)
- Calculated based off organizations Annual Operating Income (average award between 1% - 25% of AOI)
- Minimum \$10,000

## Eligibility

- 501(c)(3) or 501(c)(6)
- Engage diverse communities in arts, culture, and creativity and contribute to a more accessible and sustainable creative ecosystem
- Headquartered in San Diego
- Mission alignment with TOT funds

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# San Diego Promise Zone (SDPZ)

## Funding

- \$1,500 - \$10,000
- In partnership with Cal Coast Credit Union
- Subject to corporate partner contributions and City goals and priorities

## Eligibility

- 501(c)(3)
- Financially solvent with current IRS form 990
- Disclose all sources of funding for project requested
- All documents related to funding are public record
- Insurance may be required
- Signed MOU with SDPZ

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# Community Projects, Programs, and Services (CPPS)

## Funding

- At the discretion of each Council office
- Each office allocated \$100,000
- Upfront grant once approved by full City Council

## Eligibility

- Good standing with IRS, CA Secretary of State, Franchise Tax Board, and Attorney General as a tax-exempt entity
- For projects, programs, and services that benefit the public



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# Arts, Culture & Community Festivals (ACCF)

## Funding

- At the discretion of each Council office
- Each office allocated \$50,000
- Reimbursement based at the end of the fiscal year
- Projects, programs, and services that promote local arts and culture

## Eligibility

- Good standing with IRS, CA Secretary of State, Franchise Tax Board, and Attorney General as a tax-exempt entity
- Programming must be open to the public and provide access to arts and culture

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# Capacity Building Grant Program

## Funding

- \$10,000 - \$30,000
- Priority given to independent organizations with modest budgets
- Funding dependent on availability in Capacity Building Grant Program fund pool

## Eligibility

- 501(c)(3) and 501(c)(6)
- Nonprofit organizations that directly support small businesses in under-resourced communities within the City of San Diego



**Questions?**