



Community Development Department

## CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

### MINUTES

Wednesday, November 12, 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>• Chair: Nick Gulino, Council District 7</li><li>• Vice-Chair: Dr. Abena Bradford, Council District 3</li><li>• Judith Eisenberg, Council District 1</li><li>• Pida Kongphouthone, Council District 4</li><li>• Lauren Garces, Council District 5</li><li>• Dr. LaWana Richmond, Council District 6</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 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><li>• Alicia Martinez-Higgs, Community Development Specialist</li></ul>	<p><i>6 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 Nick Gulino and Members Bradford, Garces, Barba and Eisenberg.

### Item 2: Board Member Announcements

- a. Chair Gulino welcomed and introduced two CPAB members: Pida Kongphouthone, representing District 4, and Dr. LaWana Richmond, representing District 6.
- b. Pida Kongphouthone is a dedicated advocate for underserved and marginalized communities, with over 18 years of leadership and service across the nonprofit, faith-based, and business sectors. He is a recognized leader in the APIA and Lao American communities, both locally and nationally. Mr. Kongphouthone currently serves in several leadership roles, including as a member of San Diego Mayor Todd Gloria's API Advisory Board, treasurer and board director of La Maestra Community Health Centers, and director of public and community relations for the Lao Community Cultural Center and Wat Lao Buddharam. He also chairs the Lao Americans Organization of San Diego. His past roles include vice president and board member of San Diego Asian Pacific Islander Americans and treasurer of the Center for Lao Studies. His key initiatives include raising over \$30,000 for the Lao Community Cultural Center, founding the San Diego Lao Food Festival, and launching the Lao Boat Racing Festival—the first in North America. Mr. Kongphouthone holds a B.A. in Political Science/Public Administration from California State University, Fullerton, and is the managing broker of Blue Star Realty West.
- c. Dr. LaWana Richmond retired from UC San Diego on October 1, 2025, after a 20-year career that included roles in data entry in financial analysis, business systems administration and development, organizational development, and serving as Program Manager for the University's electric vehicle charging infrastructure. After retirement, Dr. Richmond plans to devote herself to work as a visionary futurist, educator, and community builder. Additionally, Dr. Richmond is the founder of Green Years Inc., where she utilizes Afro-futurist frameworks to blend storytelling, technology, and experiential learning into blueprints for equitable and inclusive futures. With advanced degrees in Educational Leadership, Information Systems, and Operations Management, she integrates scholarship in social justice, wellness, and innovation into a living practice of transformation.

### Staff Announcements:

Ms. Luevano provided the following EDD announcements.

- a. The **Consolidated Plan Advisory Board** is currently accepting applications for representatives from District 2, Councilmember Campbell, and District 9, Councilmember Elo-Rivera. To learn more information about the responsibilities of CPAB members, visit the City's Office of Boards and Commissions webpage at [www.sandiego.gov/boards-and-commissions](http://www.sandiego.gov/boards-and-commissions) or submit your application online at <https://onboard.sandiego.gov/application/board/3427>.
- b. **Business Expansion, Attraction and Retention update of the Capacity Building Grant updates**  
The Capacity Building Grant Program is designed to support nonprofit organizations that provide direct assistance to small businesses located in under-resourced communities within the City of San Diego. The initiative is funded through the Small Business Enhancement Program (SBEP). For the current fiscal year, the maximum grant award amount was \$15,000. The City received 46 applications, the highest number of submissions in the program's history. While

FY26 award amounts are not yet available, summaries of previously funded projects may be found on the City's webpage at [www.sandiego.gov/capacity-buiding-grant](http://www.sandiego.gov/capacity-buiding-grant). The list of FY26 awardees is anticipated to be announced later this month.

- c. **Department of Cultural Affairs updates** 1) The Organizational Support Program (OSP) provides support to tax-exempt, nonprofit arts and culture organizations for the delivery of activities and programming that positively impact San Diego's quality of life and tourism and provide direct access and increased opportunities for excellence in culture and the arts. 2) Creative Communities San Diego provides project support for nonprofit organizations to deliver dynamic projects in San Diego neighborhoods that: engage diverse communities in arts, culture, and creativity; and contribute to a more accessible and sustainable creative ecosystem.  
The application link: <https://sandiegoarts.fluxx.io/>, the funding period: July 1, 2026 – June 30, 2027. Applications are due by November 13, 2025, at 8:00 a.m. Pacific Time.
- d. **San Diego Promise Zone updates** 1) The Promise Zone Steering Committee is in the process of developing a community-led transition plan to continue the work of the Promise Zone past the federal designation, which expires on June 6, 2026. The transition plan is guided by the principles that have anchored the initiative from the start: equity, collaboration, and community-driven impact. Partners are steadfast in prioritizing efforts that share a vision of opportunity and inclusion for all residents within the Promise Zone. 2) Promise Zone's Annual Youth-Led Career Expo will be held on Tuesday, March 3, 2026, at the Balboa Park Club. Please save the date! Approximately 60 vendors who actively hire young people (ages 16-24) in full-time, part-time, or intern roles, or offer training/apprenticeship programs, will be present, and youth will have the opportunity to have their resume reviewed, practice mock interviews, get a professional headshot, and hear from peers about success in the workplace. For additional information or to make a donation, whether in cash or in-kind, please email [PromiseZone@sandiego.gov](mailto:PromiseZone@sandiego.gov).

**Item 3: Approval of September 10, 2025, Meeting Minutes**

Member Eisenberg moved to approve, with Member Garces seconding.

Passed (5-2) with Members Bradford, Garces, and Barba.

Abstained: Members Kongphouthone and Dr. Richmond.

**Item 4: Non-Agenda Public Comments**

- 1) Lauren Houtz, representing the San Diego Meditation Center, introduced herself. Houtz inquired about the process for applying for a CDBG grant.
  - o Staff Response: Gain informed Houtz that she would follow up with her after the meeting.

**Item 5: Information: Update on FY 2026 Agreement Execution and FY 2027 NOFA Process**

Ashley Gain, Community Development Program Manager presented. (*PowerPoint slides attached*)

- 1) **Members of the Board and Staff Comments:**
  - a. Member Bradford asked which project was cancelled for the FY 2026 Agreements and inquired about the disposition of the funding.
    - o *Staff Response:* Gain shared that the NCIP project, Urban Core of San Diego, had been cancelled.
    - o *Staff Response:* Martinez Higgs shared that the Urban Core of San Diego project involved installing a solar system with an approximate cost of \$250,000. The subrecipient encountered unforeseen issues when they realized the roof needed to

be replaced before the solar panels could be installed.

- *Staff Response:* Nazareno-Clark clarified that funds will be carried forward and added to the FY 2027 NCIP funding.

2) Member Richmond asked for clarification regarding slide 11 and asked why the maximum amount is set for \$50,000.

- *Staff Response:* Gain clarified that the minimum amount for Public Service and Capital Improvement Projects is set at \$50,000.
- *Staff Response:* Nazareno-Clark explained that the current Council Policy 700-02 sets minimum funding levels of \$250,000 for NCIP projects and \$50,000 for Public Service Programs. Nazareno-Clark further disclosed that reducing the funding amount may not adequately address the challenges faced by smaller nonprofit organizations, which often lack the financial capacity to manage a CDBG grant. Nazareno-Clark referenced a similar situation in 2010, when a couple of organizations were unable to operate their programs efficiently due to limited financial resources, resulting in incomplete programs and outstanding funds owed to the City.

3) Member Garces inquired about opportunities to leverage additional funding to better support smaller non-profit organizations. She noted that smaller organizations currently receive a minimum of \$50,000, while larger organizations receive up to \$250,000. Additionally, Garces inquired about the actions the CPAB may take to update Council Policy 700-02.

- *Staff Response:* Marano noted that CPAB may consider establishing a funding cap to provide greater flexibility in the number of applications. Additionally, Marano suggested that this topic could be explored further during an ad hoc committee.
- *Staff Response:* Gain noted that the revised Scoring Criteria includes a question regarding the correlation between project cost and the number of people served. This factor may be evaluated by CPAB members during the scoring process.

4) Member Bradford commented that the requirement for audited financial statements may pose a barrier, as smaller organizations often lack the resources to obtain them. Additionally, Bradford noted that this requirement is not federally mandated, but rather a City eligibility requirement.

- *Staff Response:* Nazareno Clark noted that a 2010 audit addressed the provision of funding to small organizations. She noted that some organizations were deemed ineligible because they lacked sufficient funds to cover a three-month operating reserve and, in some cases, were required to repay funds due to ineligible expenses. Nazareno-Clark further indicated that these circumstances created financial hardship for the nonprofit organizations.
- *Staff Response:* Gain shared that the audited financial statements are used during the Request for Qualification phase, as they are used during the review process to determine whether an organization is capable of effectively managing a grant.

5) Member Eisenberg inquired about the 70 submissions of RFQ applications received compared to the previous year's RFQ phase.

- *Staff Response:* Gain shared that the City received four fewer RFQ submissions for FY 2027 compared to the previous year, primarily due to a reduction in funding. Gain added that it also contributed to last year's outreach, including a press release and

newsletters.

- *Staff Response:* Nazareno-Clark noted that additional program income is received during each fiscal year from ROPs (Recognized Obligation Payment Schedule) payments, which are made by the City in its role as the successor agency.

6) Member Gulino inquired about the 70 submissions received, whether any of the organizations were new applicants.

- *Staff Response:* Gain stated that there were new applicants; however, she did not have the total number at this time. The information will be provided to CPAB at a future meeting.

7) Member Garces commented that funding is not intended to support an entire program and suggested that this clarification be included in the RFQ.

8) Member Richmond suggested revamping the RFQ process to include a “go/no-go” question to help organizations determine whether they qualify for funding.

**Item 6: Action: CPAB Presentation/Reports at City Council Committee Meetings**

Chair Gulino and Economic Development Department (EDD) staff facilitated the discussion. Gulino noted that the Municipal Code authorizes the CPAB to provide presentations to the City Council or its committees. EDD staff, Hassoun shared that staff currently deliver presentations to City Council twice annually in accordance with the U.S. Department of Housing and Urban Development (HUD) reporting cycle for the Annual Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER). Hassoun also noted that the relevant Municipal Code Ordinance is broadly written and appears under the section pertaining to the duties and functions of the Board. Hassoun asked the Board for feedback.

- *Staff Response:* Marano shared that the presentation may be delivered in the form of a written report.

1) Member Richmond inquired about the purpose of the report and whether presenting it would be meaningful, noting that its value would depend on the report’s intended purpose.

2) Member Gulino commented that establishing this reporting process would serve to institutionalize a practice that has not previously been utilized.

3) Member Bradford inquired about the practices that have been followed over the past five years.

- *Staff Response:* Marano noted that the Board has not previously provided a report; however, related information may be included in the Staff Report, which contains a section that may be used to include CPAB reports and recommendations.

4) Member Eisenberg commented that, since organizations are selected during the NOFA process in the spring, that period would be an appropriate time for CPAB to provide a report.

- *Staff Response:* Gain shared that in the spring, nonprofit organizations attended City Council meetings to offer a public comment. Gain commented that this would be a good time and would offer an appropriate opportunity for CPAB to make a report.

5) Member Barba suggested that the Board join staff during the City Council meeting and present an official report in order to make a substantive impact. Additionally, Barba noted that Council Members may be reluctant to add additional reports due to time constraints during the meetings. Barba recommended that the Board consider formalizing the reporting process and expressed her support in assisting EDD staff.

6) Chair Gulino requested a motion to establish an Ad Hoc Committee to further evaluate and discuss the CPAB reporting process.

Member Richmond made a motion to approve the formation of the Ad Hoc Committee, with Member Barba seconding. The motion passed unanimously (7-0), with Members Gulino, Garces, Bradford, Eisenberg and Kongphouthone voting in favor.

Chair Gulino noted that members Richmond and Barba volunteered to serve on the Ad Hoc Committee to continue discussions on the item.

**Item 7: Action: CPAB Onboarding Materials – Creation of Ad Hoc Committees**

Chair Gulino commented that formal materials are needed for onboarding CPAB members.

1) Member Eisenberg commended the staff for the quality of her orientation. She further stated that it would be beneficial to provide a historiographical record of actions taken by previous Board members. Eisenberg noted that such information could also serve a marketing purpose.

Member Richmond made a motion to approve the formation of the Ad Hoc Committee, with Member Barba seconding. The motion passed unanimously (7-0), with Members Gulino, Garces, Bradford, Eisenberg and Kongphouthone voting in favor.

Chair Gulino noted that members Richmond, Eisenberg, and Gulino volunteered to serve on the Ad Hoc Committee to continue discussions on the item.

**Item 8: Board Member Discussion**

a. The Board will adjourn December's meeting due to members' holiday schedules.

Meeting Adjourned at 11:25 a.m.

**NEXT SCHEDULED MEETING: January 14, 2025**



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# **Update on FY 2026 Agreement Execution and FY 2027 CDBG Notice of Funding Availability (NOFA) Process**



Consolidated Plan Advisory Board  
November 12, 2025

# FY 2026 Agreement Execution

- ✓ 22 Projects Fully Executed
- ✓ 1 Project Cancelled

# FY 2027 RFQ Process

- ✓ NOFA Timeline
- ✓ Resources
- ✓ Requirements
- ✓ Outcomes
- ✓ Next Steps

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# Annual NOFA Sequence

**RFQ**  
*Summer/Fall*

**RFP**  
*Late Fall/Winter*

**CPAB**  
*Winter*

**Council**  
*Spring*

# Annual NOFA Timeline

Sept - Nov

- CDBG RFQ released and responses due to City via ED Grants
- Organizations determined “qualified” or “not qualified”
- “Qualified” organizations invited to participate in CDBG RFP process

Nov - Apr

- CDBG RFP released and responses due to City via ED Grants
- Consolidated Plan Advisory Board (CPAB) reviews proposals
- City Council approves CDBG allocations and Annual Action Plan

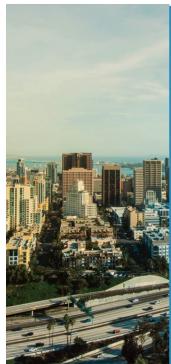
Apr - Jun

- Awarded CDBG projects begin scope development and budget review for agreement execution
- Agreements distributed for execution via ED Grants

Jul - Sep

- CDBG project implementation begins
- CDBG reporting requirements begin and reports submitted via ED Grants (technical assistance provided to CDBG subrecipients)

# Resources Available



## Partnering with the City: Are you CDBG Ready?



Request for Qualifications (RFQ) Virtual Workshop

RFQ Workshop  
October 9, 2025



A white rectangular card with rounded corners, representing the cover of the RFQ Handbook. It features the City of San Diego logo at the top, followed by the title 'COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM' and a detailed description of the handbook's purpose and structure.

RFQ Handbook  
October 6, 2025

Emma Mattingly  
**RFQ TA Appointments**



City staff to send Microsoft Teams Meeting link upon confirmation

FY 2027 City of San Diego CDBG applicant organizations are invited to attend technical assistance appointments, where staff will answer questions about the RFQ application. These sessions are limited to 30 minutes only and will be allotted on a first-come, first-served basis.

Each nonprofit organization may set up only one (1) technical assistance meeting; therefore, make sure to come prepared with your questions. Topics must be restricted to the RFQ phase and requirements; questions involving the RFP phase and requirements and specific project proposals and budgets will not be entertained.

City staff will send a calendar invite with a Microsoft Teams meeting link upon confirmation

Select a Date & Time

< November 2025 >

SUN MON TUE WED THU FRI SAT

1	2	3	4	5	6	7	8
9	10	No times in November	14	15			
16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	

Time zone  
Pacific Time - US & Canada (10:39am) ▾

Technical Assistance Sessions  
October 13, 2025 – October 24, 2025

# RFQ: Registration and Status Requirements

Articles of Incorporation  
(CA Secretary of State)

EIN Number (IRS)

\*Unique Entity ID  
Number & Registration  
at [www.sam.gov](http://www.sam.gov)

ACTIVE

Nonprofit  
Federal Tax  
Determination Letter  
(IRS)

Nonprofit  
State Tax Determination  
Letter (CA FTB)

\*\*Proof of Registration  
with California Attorney  
General's Registry of  
Charitable Trusts

# RFQ: Required Financial Documents

- Board-approved **Audited Financial Statements** for the latest fiscal year that ended
- Single or Program-Specific Audit (if applicable) if organization expended \$1,000,000 or more in federal funds



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# Maximum Funding Request Threshold (MFRT)

**MFRT** amount indicates the maximum amount of CDBG funds an organization can be awarded, whether amount is for one or more projects.

- ✓ Determined by Cash Balance from organization's Audited Financial Statements (multiplied by 4)
- ✓ Limited by overall budget for each RFP project category
- ✓ Applies to all of organization's RFP responses combined
- ✓ MFRT will be included in RFQ notification of results

# FY 2027 RFQ Process

- ✓ Request for Qualifications (RFQ) closed November 7, 2025 at 5:00 PM (PST)
- ✓ 70 organizations submitted
- ✓ 19 organizations attended technical assistance sessions
- ✓ 100 inquiries to CDBG inbox answered

# Common RFQ Disqualifiers

- ✓ Incorrect Audit Certificate of Compliance response
- ✓ Correct single or program-specific audit, when required, was not submitted or does not meet all requirements
- ✓ Audited financial statements not submitted (if applicable) or do not meet all requirements
- ✓ State of California and/or federal debarment
- ✓ Wrong attachments in ED Grants
- ✓ Unique Entity ID status or not registered with [www.sam.gov](http://www.sam.gov)

***NOTE: ED Grants will check for the organization's 'Maximum Funding Request Threshold' is at least \$50,000 as required by Council Policy 700-02***

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# Next Steps: Timeline

*City of San Diego Community Development Division (CDD)*

**FY 2027 COMMUNITY DEVELOPMENT BLOCK GRANT**

**REQUEST FOR QUALIFICATIONS (CDBG RFQ) TIMELINE\***

Deadline	Action
<b>October 6, 2025</b>	<b>FY 2027 CDBG RFQ Released via ED Grants</b>
October 8, 2025	CPAB Meeting
October 9, 2025	FY 2027 CDBG RFQ Workshop ED Grants Overview Virtual Recorded Meeting: 10 am (PDT)
October 13 – October 24, 2025	Virtual Technical Assistance Meetings, by Appointment Only
<b>October 31, 2025 No later than 5:00 p.m. (PDT)</b>	<b>Deadline to Email RFQ-Related Questions to <a href="mailto:CDBG@sandiego.gov">CDBG@sandiego.gov</a></b>
<b>October 31, 2025 No later than 5:00 p.m. (PDT)</b>	<b>Deadline to Request Updates to Primary/Secondary Representatives on ED Grants</b>
November 4, 2025	Last Day of FAQ Posting on ED Grants
<b>November 7, 2025 No later than 12:00 p.m. (PST)</b>	<b>Deadline to Request ED Grants Navigation Assistance/Staff Support (NO EXCEPTIONS)</b>
<b>November 7, 2025 No later than 5:00 p.m. (PST)</b>	<b>Deadline to Submit FY 2027 CDBG RFQ Response via ED Grants (NO EXCEPTIONS)</b>
November 11 and November 27, 2025	Veterans Day Holiday and Thanksgiving Holiday Observed (City Offices Closed)
November 10 - 28, 2025	Community Development Division Office Review of RFQ Responses
November 12, 2025	CPAB Meeting
December 3, 2025	Notification of Results: All Respondent Organizations Notified of Results of RFQ Determination ("Qualified" or "Not Qualified") via Email Generated by ED Grants
<b>December 8, 2025 - January 16, 2026</b>	<b>FY 2027 CDBG RFP Release, Response Period, and Submittal Deadline</b>





Questions?