

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, January 14, 2026

1200 3rd Avenue, 18th Floor, San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Chair: Nick Gulino, Council District 7 • Vice-Chair: Dr. Abena Bradford, Council District 3 • Judith Eisenberg, Council District 1 • Pida Kongphouthone, Council District 4 • Lauren Garces, Council District 5 • Dr. LaWana Richmond, Council District 6 • Victoria Barba, Council District 8 	<ul style="list-style-type: none"> • VACANT, Council District 2 • VACANT, Council District 9

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Angela Nazareno-Clark, HUD Program Manager • Melissa Villalpando, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Nancy Luevano, Community Development Project Manager • Emma Mattingly, Community Development Project Manager • Arden Martinez, Community Development Project Manager 	<p><i>3 members of the public joined the meeting.</i></p>

AGENDA

Item 1: Call to Order and Roll Call

Meeting was called to order at 10:06 a.m. with Chair Nick Gulino and Members Bradford, Garces, Barba, Kongphouthone, Richmond and Eisenberg.

Item 2: Board Member Announcements

- a. Board Member Richmond shared that she also serves on the board of Alliance San Diego and will be attending their Annual People's Celebration. She invited the board to attend a breakfast on January 19, 2026, at 9:00 a.m. Interested members to inquire additional information following the meeting.

Staff Announcements:

Ms. Martinez provided the following EDD announcements.

- a. The Request for Proposal (RFP) Technical Assistance resumed in the new year and continued through January 9, 2026. The final day to email RFP related questions to CDBG@sandiego.gov and to request updates to Primary/Secondary Representatives in ED Grants was January 13, 2026. The deadline to request ED Grants Navigation Assistance/Staff Support is January 16, 2026, at 12:00 p.m. (PST). Lastly, the deadline for submission of FY 2027 CDBG RFP responses via ED Grants is January 16, 2026, at 5:00 p.m. (PST). *No exceptions will be granted.* An update on the RFP process will be provided to CPAB during the February meeting.
- b. Ad hoc committee meetings will be scheduled to review questions, concerns, and ED Grants technical assistance during the RFP CPAB scoring process. Board members will receive an email from City staff with potential meeting dates and time slots. Please note that a maximum of four members may participate on each ad hoc committee.
- c. New Appointment for CPAB – Council District 2. We have received a new appointment for the Consolidated Plan Advisory Board for Council District 2. More details will be provided as we receive them.
- d. The San Diego Promise Zone, in collaboration with its network of partners, will host its 4th Annual Youth-Led Career Expo on Tuesday, March 3, 2026, from 10 a.m. to 1 p.m. at the Balboa Park Club, 2150 Pan American Road, San Diego, CA 92101. The event is for young people ages 16 to 24 who live or go to school in or near the San Diego Promise Zone. Employers who regularly hire young people for full time or part time positions, internships, or summer jobs, as well as organizations that provide apprenticeships or job training programs, are welcome to inquire about tabling. Over 200 students and young adults are expected to attend. If any organization would like to provide any raffle prizes or items for swag bags, or is interested in sponsorship information, please contact the PromiseZone@sandiego.gov.

Item 3: Approval of November 12, 2025, Meeting Minutes

Member Eisenberg moved to approve, with Member Garces seconding.
Passed (7-0) unanimously.

Item 4: Information: CPAB Scoring Handbook and Attachments

Luevano, Community Development Project Manager presented. *(PowerPoint slides attached)*

- 1) Members of the Board and Staff Comments:
 - a. Member Bradford asked approximately how many Requests for Proposals (RFP) had been received and whether CPAB would receive updates.
 - *Staff Response:* Luevano shared that CPAB will receive an update on the RFP proposals received at the next meeting, as the submission deadline is this week.
 - *Staff Response:* Villalpando clarified that the proposals were due Friday, January 16, at 5:00 p.m. Due to the Monday holiday, staff will have an accurate count by Tuesday, January 20, 2026. Staff will email CAPB members next week to confirm the final number received. Villalpando also shared that 70 organizations submitted Requests for Qualification (RFQ), with several applying in multiple categories.
 - 2) Member Gulino asked how many of the 70 organizations advanced to the next phase.
 - *Staff Response:* Villalpando shared that approximately 60 organizations were invited to submit an RFP application. Additionally, there was a significant interest in the NCIP category this year.
 - Member Gulino asked whether, given the anticipated increase in NCIP applicants, could staff share any additional information to be useful to CPAB.
 - *Staff Response:* Villalpando explained that for NCIP projects, participation in a technical assistance session is required. NCIP applicants must demonstrate a 10% leveraged funding and include a contingency and inflation factor in their proposals. Additionally, NCIP applicants are not permitted to claim Salary and Wages; only facility-related project expenses are eligible. Public Services and Community Economic Development (CED) applicants may claim Salary and Wages.
 - 3) Member Bradford asked staff to clarify distinctions among the projects that will be applying for funding.
 - *Staff Response:* Villalpando clarified that that categories will be Public Services, Community Economic Development (CED), and NCIP facility improvement (facilities that will be serving the public).
 - *Staff Response:* Hassoun shared that staff will be holding ad hoc committee meetings to assist with the review process.
 - Member Bradford commented that the scoring of applications typically takes approximately 20–30 minutes per application and recommended distributing the workload across the three-week review period. She advised members to set weekly scoring goals and avoid waiting until the final deadline.
 - Member Garces agreed that scoring the applications typically takes 20-30 minutes per application and suggested members to begin scoring early to allow sufficient time to review and evenly distribute the application review over the three-week period.

Item 5: Discussion: Questions regarding the Brown Act/Public Records Act Policies

- a. Hassoun informed the Board that, effective January 1, 2026, the Ralph M. Brown Act has been updated to allow for expanded virtual meeting attendance and remote participation. The City of San Diego Boards and Commissions is currently reviewing these changes to update local quorum requirements accordingly. Further guidance on how this will impact future CPAB meetings will be provided to the Board as it becomes available..
- b. Hassoun shared with the board that if any questions arise from the Brown Act/Public

Community Development Department

Records Act Policies training materials that were emailed to on December 29, 2025, member should direct their questions to CDBG@sandiego.gov.

Item 6: Board Member Discussion

- c. Member Eisenberg asked when the Ad Hoc Committees that were announced during the November meeting would take place and who would be leading them.
 - Chair Gulino shared that he will contact the members who signed up for the committees via email. He also noted that the Ad Hoc Committee meetings will take place in March, following the completing of the RFQ process.
- d. Member Garces asked whether there is a list of upcoming meetings.
 - *Staff Response:* Hassoun shared that the meetings would continue the second Wednesday of each month. She also noted that she will email the Board the meeting dates, including a timeline of topics to be discussed for the 2026 calendar year.
 - Member Garces informed the board that staff had notified her that the discussion of placing a cap on future CDBG funding would take place during the March CPAB meeting.

Item 7: Non-Agenda Public Comment

There were no non-agenda public comments.

Meeting Adjourned at 10:37 a.m.

NEXT SCHEDULED MEETING: February 11, 2026



Economic Development Department

Fiscal Year 2027 CPAB Review Handbook

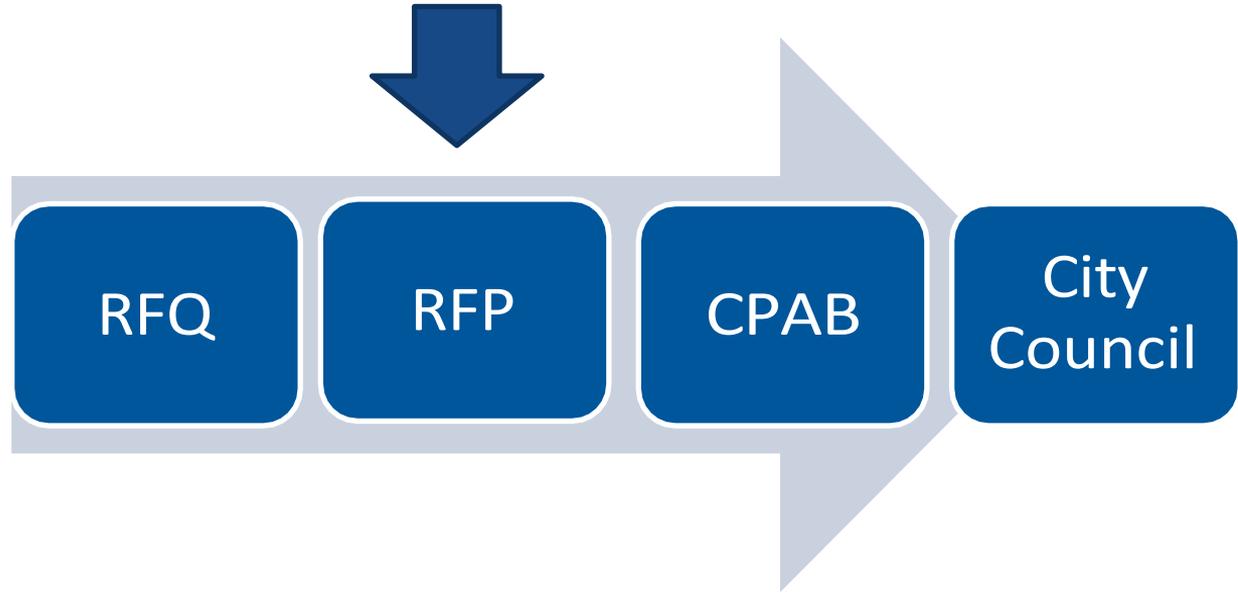


Consolidated Plan Advisory Board
January 14, 2026

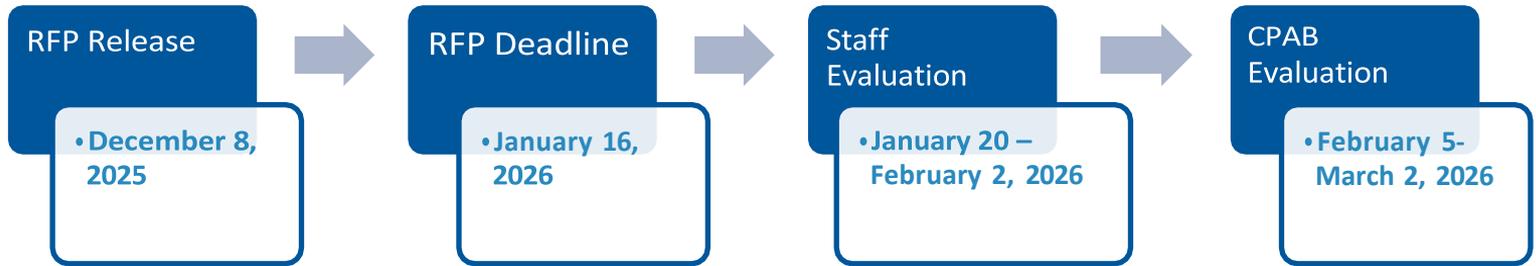
Agenda

- **Status of Request for Proposals (RFP) Process**
- **Considerations**
- **FY 2027 Updates/Changes**
- **Appendices**
- **Next Steps**

Sequence



RFP Process



ED Grants

- **Economic Development Grants Management System (ED Grants):** <https://edgrants-int.my.site.com/ApplicantLogin4?username=null>
- **Completion of Registration process**
 - **Pledge of Confidentiality**
 - **Acceptance of Conflict of Interest**
 - **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”?*
 - *Are the outcomes attainable?*

Scoring Criteria Revisions

Scoring Criteria Revisions

- Consolidation of questions
- Heavier point allocations
- Addition of long-term impact section

Scoring Criteria Revisions

➤ Section 2: Project Activities

Represents the central component of the RFP application

(Total available points for Section 2: Project Activities:

41 points)

Scoring Criteria Revisions (Continued)

- **Includes a long-term impact section**

Section 4: Project Impact: Applicant identifies the long-term impact project goals and outlines strategies for measuring impact (5 points)

- **Section Removed:**

Section 6b: Project Eligibility & Performance Indicators

CPAB will be presented with a performance summary compiled for each completed FY 2025 project for consideration. Point deductions will not be implemented.

Appendices and Resources

- Appendix A: FY 2027 Applicant Organization Board Rosters (updated by February 5, 2026)
- Appendix B: FY 2027 Applicant Organizations and Project Names (updated by February 5, 2026)
- Appendix C: Performance Summary (updated by February 5, 2026)
- Appendix D: ED Grants User Guides for Reviewers
- Appendix E: Scoring Criteria
- Appendix F: Categories with Budgets
- Appendix G: FY 2025-2029 Consolidated Plan Goals

Next Steps

Date	Event
January 20 – February 2, 2026	CDD Staff Review of RFP Proposals
February 3-4, 2026	CDD Staff Internal Verification of RFP Reviews; Preparation for Release to Consolidated Plan Advisory Board (CPAB)
February 5- March 2026	FY 2027 CDBG RFP Materials Available to Consolidated Plan Advisory Board (CPAB) Members for Review and
February 10 – 27, 2026	Scoring/Potential CPAB Ad Hoc Meetings on Proposals
March 2, 2026	CPAB FY 2027 CDBG Scoring results are due to CDD Staff
March 6, 2026	FY 2027 CDBG RFP Scoring results are posted on the CDBG website
March 11, 2026	CPAB Meeting to ratify scores and recommend to San Diego City Council for approval

Next Steps (Continued)

Date	Event
April – May 2026 (TBD)	Public Comment period for FY 2027 Annual Action Plan (AAP)
April – June 2026	FY 2027 CDBG funding recommendations presented to City Council Committee for approval with FY 2027 AAP



Questions or Comments?