

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**MINUTES****Wednesday, June 10, 2026****1200 3rd Avenue, 14th Floor, San Diego, CA 92101**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
• 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	• VACANT, Council District 2 • VACANT, Council District 9

STAFF PRESENT	ATTENDANCE
• Michele Marano, Assistant Deputy Director • Angela Nazareno-Clark, HUD Program Manager • Melissa Villalpando, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Nancy Luevano, Community Development Project Manager • Kristian Castro, Community Development Project Manager • Arden Martinez, Community Development Project Manager • Alicia Higgs-Martinez, Community Development Specialist	<i>5 members of the public joined the meeting.</i>

AGENDA

Item 1: Call to Order

Item 2: Roll Call

The meeting was called to order at 10:00 a.m. with Chair Nick Gulino and Members Bradford, Garces, Kongphouthone, Barba and Eisenberg.

Dr. Richmond joined the meeting at 10:18 a.m.

Board Member Announcements:

- a. Member Gulino informed the Board that the Ad Hoc Committee for onboarding materials will begin meeting soon. Gulino will contact members who signed up for the Committee to coordinate a meeting date/time.
- b. Member Bradford informed the Board that this would be her final CPAB meeting. Bradford will be focusing on her teaching role.
- c. CPAB members and EDD staff expressed their appreciation to Dr. Bradford for her dedicated years of service to the CPAB and her commitment to serving the community.

Staff Announcements:

Ms. Martinez provided the following EDD announcements.

a. **CPAB Virtual Meetings Policy Update**

The Office of Boards and Commission (OBC) is expected to bring a Virtual Meetings Advisory Board Policy item before City Council sometime this summer for consideration. If the San Diego City Council approves this item, an updated policy regarding potential virtual meetings could be brought forward in the fall. Staff will provide updates as more information becomes available.

b. **Arts & Culture: San Diego Artist Incubator, Round 2**

The San Diego Artist Incubator is a countywide professional development and presentation program for artists living in San Diego County. The San Diego Artist Incubator (SDAI) Round 2: Where Art and Business Collide is now accepting applications from artists living in San Diego County. Applications are due June 30, 2026, at 5:00 pm PT.

c. **Promise Zone Designation Ending**

The San Diego Promise Zone was designated in 2016 as one of the 22 federally designated Promise Zones in the United States and one of only four in California. The initiative brought together federal government partners, local government agencies, community-based organizations, direct service providers, residents, and business owners to streamline resources and provide comprehensive support for Promise Zone residents.

Community Development Department

For 10 years, from 2016-2026, organizations throughout the San Diego region have worked together to advance the San Diego Promise Zone's commitment to improving the quality of life. The federal designation ended on June 6, 2026. The initiative has evolved into the San Diego Promise Zone Alliance as a community-powered movement.

The City of San Diego's Economic Development Department programs and services will remain accessible to all members of the community, and the City will continue to be an active partner, supporting the shift toward increased community leadership and helping to ensure the San Diego Promise Zone (SDPZ) Alliance continues to build on the momentum of the past decade.

Item 3: Approval of April 6, 2026 Meeting Minutes

Member Bradford moved to approve. Member Eisenberg seconded the motion. The motion passed (7-0) with Members Eisenberg, Bradford, Gulino, Garces, Barba, Kongphouthone, and Richmond voting in favor.

Item 4: Non-Agenda Public Comment

No public comments were received.

Item 5: Discussion: CDBG Application Process Review

Ms. Luevano, Community Development Project Manager, presented the Application Process Review. *(Slides attached).*

- a. Member Bradford noted that CPAB should eliminate redundancy in the application and proposal questions, as several questions contain overlapping language. Bradford also recommended informing nonprofit organizations, before the Request for Qualification process, that a financial statement is required for the CDBG application. Providing this information upfront would help organizations determine their eligibility.
- b. Member Gulino shared that they experienced login issues with the ED Grants portal. While staff provided technical assistance to resolve the issue, it would be beneficial to address any login problems before the scoring process begins. Gulino also noted that some application questions were presented out of sequence, requiring reviewers to refer back to earlier sections for clarification.
- c. Member Richmond shared that she was uncertain how to score organizations that were not located within the Promise Zone but served clients who resided there. Richmond noted that organizations received additional points for being located in the Promise Zone and serving residents, making it unclear how organizations outside the designated area that served the same residents were evaluated. Additionally, Richmond expressed that she would have preferred an opportunity for CPAB members to discuss the list of recommended awardees before staff posted it on the City's website and included it in the newsletter.
- d. Member Bradford commented that the current application scoring process and the public announcement of the scores are appropriate, as they help minimize potential bias. Additionally, Bradford added that because CPAB meetings are open to the public and public comment, discussing the recommended awardees before the public announcement would not be good practice.

- e. Member Garces shared that EDD staff provides Ad Hoc Committee meetings to provide Board members with an opportunity to discuss applications and ask questions regarding the scoring process before their scoring is finalized.
- f. Member Gulino suggested incorporating the questions from the Board pertaining to the Scoring Criteria during the next meeting, when staff will be presenting the FY 2028 Scoring Criteria.
 - i. *Staff Response:* Villalpando shared with the Board that the upcoming Ad Hoc Committee meetings would provide an appropriate opportunity for members to share feedback on the application scoring criteria and propose any recommended changes.
- g. Member Bradford commented that the application scoring criteria has improved since she joined CPAB four years ago. Bradford added that, while the process has progressed, there is room for improvement.
- h. Member Gulino asked about Slide 3 of the presentation, "Responses to RFQ and RFP Applications Received Background," which indicated that 24 applications were disqualified between the RFQ and RFP phases. Gulino also asked whether organizations that were not recommended for funding could receive partial funding if funds remained available after awards were made.
 - i. *Staff Response:* Villalpando noted that some of the reasons for disqualification were organizations missing required documents, such as financial statements, confirming active status. Conditional opportunities are offered to organizations that are missing one document, granting a grace period to submit the missing item. EDD staff present a detailed presentation to CPAB, outlining specific reasons why applicants did not advance to the Request for Proposal phase.
 - ii. *Staff Response:* Marano clarified that if an organization were to receive partial funding, the scope of the proposed project may change, including the number of clients served, project activities, and anticipated outcomes.
 - iii. *Staff Response:* Nazareno- Clark explained that NCIP cannot receive partial funding since if an organization accepts federal funding, regardless of the amount awarded, it must comply with all applicable federal funding requirements. If the funding amount is small, the administrative burden and compliance costs may outweigh the benefit of receiving the partial funding.

Item 6: Action: FY 2027 CDBG Meeting Calendar.

Luevano reviewed the FY 2027 CDBG Meeting Calendar with the Board.

Member Richmond moved to approve. Member Barba seconded the motion. The motion passed (7-0) with Members Bradford, Gulino, Garces, Eisenberg, Kongphouthone, Richmond, and Barba voting in favor.

Item 7: Action: Creation of Scoring Criteria Ad Hoc Committee

- a. Member Richmond expressed her preference to continue with Option 1, which would have staff email CPAB members with proposed dates and times for Ad Hoc Committee meetings. She noted that his approach would allow members to participate based on their availability and schedules.

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

Item 8: Action: Cap on CDBG Funding Requests

Member Garces led the discussion and proposed that the Board explore the development of a structured funding cap using a fixed, percentage-based, or category-based approach. The purpose of the cap would be to give smaller organizations an opportunity to receive CDBG funding and to prevent the same organizations from receiving funding year after year.

- a. Member Bradford shared that she would like additional information about how the proposed cap would work and suggested that the Board concentrate on setting up the Scoring Criteria first.
- b. Member Gulino also noted that he would like to discuss the cap details in more detail during an Ad Hoc Committee meeting instead of a public meeting.
- c. Member Bradford inquired about the number of applicants who were repeat awardees.
 - i. EDD staff shared with the CPAB a slide that included the names of the organizations that have received a CDBG award in the past 2-3 years.
- d. Member Barba suggested tabling the discussion for the next meeting due to time constraints.
- e. This Cap will be further discussed during an Ad Hoc Committee meeting. Members who signed up for the meeting are Garces, Gulino and Richmond.

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

- f. CPAB Members proposed adding the following question to the FY 2028 CDBG application in order to prevent an organization from receiving multiple category funding.

"If your organization submits applications for both the Public Services (PS) and Community Economic Development (CED) categories, please indicate your preferred funding category should both applications be recommended for funding."

Community Development Department

Member Garces moved to approve adding the above question to the FY 2028 CDBG application. Member Richmond seconded the motion. The motion passed (7-0) with Members Bradford, Gulino, Garces, Eisenberg, Kongphouthone, and Barba in favor.

Item 9: Action: Coordination of SDHC Presentation Questions

Villalpando informed the Board that staff would forward a memorandum containing the Board's questions to SDHC for response during its August CPAB presentation.

- a. The Board members requested clarification on the following SDHC processes:
 - i. SDHC NOFA Process
 - ii. Authority and control of funds
 - iii. How CPAB can be incorporated or engaged in the cycle
 - iv. Ensuring all questions previously asked are answered

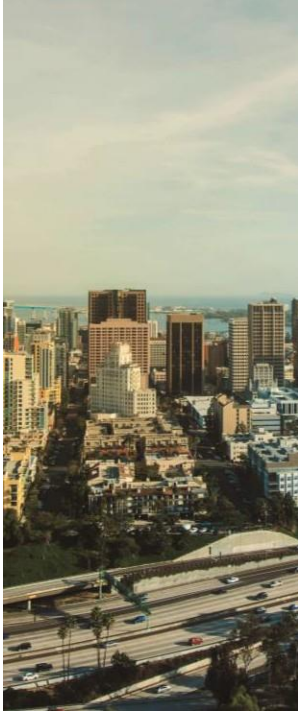
Member Bradford moved to approve. Member Richmond seconded the motion. The motion passed (7-0) with Members Bradford, Gulino, Garces, Eisenberg, Kongphouthone, and Barba voting in favor.

Item 10: Other Items

There were no other items.

Meeting Adjourned at 11:34 a.m.

NEXT SCHEDULED MEETING: July 8, 2026



Applicant Fiscal Year (FY) 2027 Community Development Block Grant (CDBG) Application Process/Survey Results

Consolidated Plan Advisory Board
June 10, 2026



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Overview

FY 2027 RFQ/RFP Application Process

- FY 2027 RFQ and RFP Summary
- Survey Process and Application Feedback

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Responses to RFQ and RFP Applications Received - Background

Year	RFQ Responses	RFP Responses
FY 25	56	48
FY 26	74	46
FY 27	70	46

FY 2027 CDBG RFP Summary

Categories	Projects	Allocation
Public Services	8	\$1,264,852
Community Economic Development	11	\$2,364,823
Nonprofit CIP (Facilities)	4	\$2,329,650

FY 2027 Application Survey Process

FY 2027 CDBG NOFA Survey

The City of San Diego is committed to continuously improving our grant application processes, and we value your feedback as an essential part of making improvements and positive changes.

We would appreciate learning 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 the Fiscal Year 2027 (FY27) **Community Development Block Grant (CDBG)**.

Your insights will help us identify areas of strength and opportunities for enhancement to better serve nonprofit organizations during the CDBG application process.

Your identity and responses will remain confidential.

We greatly appreciate your participation in this brief survey.

The deadline to complete this survey is **Monday, May 4, 2026**.

- Survey released April 13, 2026
- Questions on the RFQ and RFP, ED Grants system, and overall experience.
- 19 Questions Total
- 47 Responses Received

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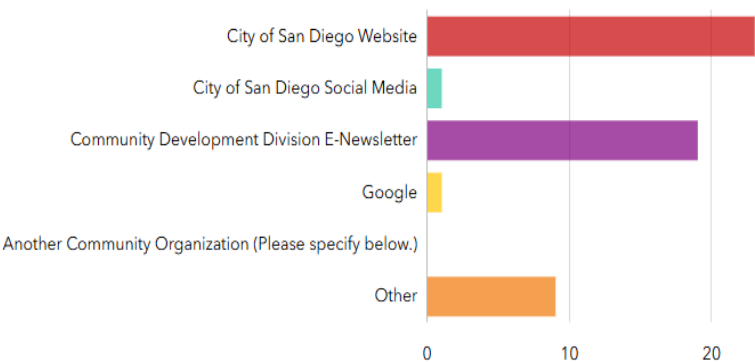
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Survey Questions

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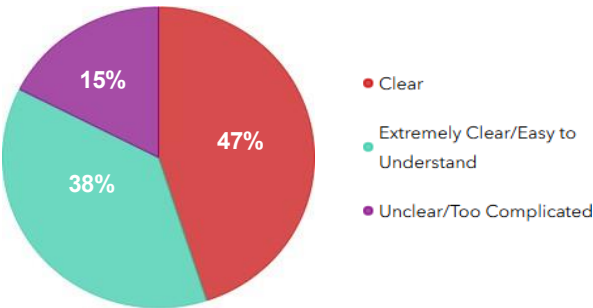
How did you hear about the release of the
FY 2027 CDBG RFQ?



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Did you understand the FY 2027 CDBG RFQ
requirements?



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How satisfied were you with the FY 2027 RFQ Process?



4.0

Feedback on the FY 2027 CDBG RFQ Process

1. Accessibility & Eligibility

- Some organizations were unaware of the eligibility restrictions
- High time commitment required to meet all application requirements

2. Application Experience

- RFQ process perceived as extensive, with multiple steps and detailed requirements
- Budget detail expectations were unclear

Feedback on the FY 2027 CDBG RFQ Process (Continued)

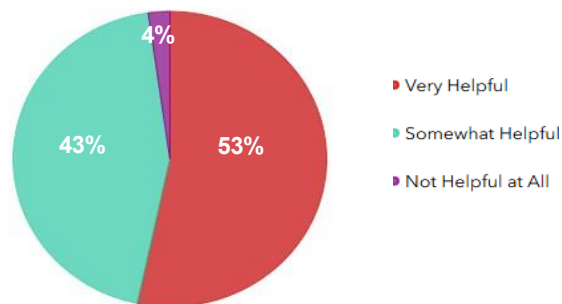
3. System & Portal Usability (ED Grants)

- Desire for simpler functionality (e.g., clear submit/save/edit features)
- Portal was difficult to navigate

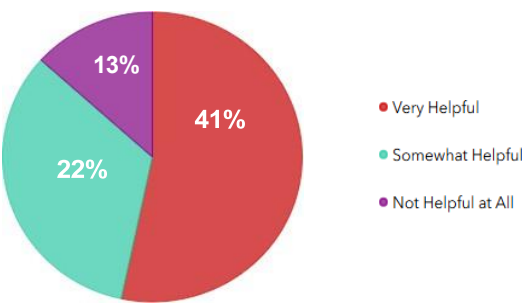
4. Clarity of Guidance & Communication

- Most applicants understood the process well, especially if they were applicants from previous year(s)
 - Some applicants expressed increased clarity in instructions and expectations
 - Applicants requested more precise funding amounts instead of estimates
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How helpful were the materials developed to assist you with navigating ED Grants?



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



How would you rate the City of San Diego staff’s performance in responding to any of your inquiries?



Comments & Suggestions Received from Applicants

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Additional Comments Received from Applicants

- The RFP is overly lengthy and contains redundant information
- Duplicate data entry requirements increase effort and inefficiency
- City Council dates are missing from the timeline
- Staff support is viewed very positively
- Guidance materials and manuals are considered helpful
- The process is perceived by some as complex and inconsistent

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Improvements Suggested by Applicants

- Simplify instructions and clarify budget expectations
- Streamline and consolidate similar questions
- Allow partial funding
- Ensure all guidance documents are updated and version-controlled. Outdated instructions of ED Grants for some caused login confusion

**Does CPAB have any additional feedback
based on your experience with the
application process?**

