



## CONSOLIDATED PLAN ADVISORY BOARD (CPAB) AGENDA

**WEDNESDAY, SEPTEMBER 08, 2021**

**10:00 A.M. – 11:30 A.M.**

ONLINE VIRTUAL MEETING

YOUTUBE PUBLIC LINK BELOW

[CLICK HERE](#)

1. **Call to Order**
2. **Approval of CPAB Virtual Meeting Minutes: August 11, 2021**
3. **Board Member Announcements**
4. **Staff Announcements**
5. **Non-Agenda & Agenda Public Comments:** Public comments can be received live, using the “attendee” link, which can be found [here](#). Public comments can also be submitted using the Office of Boards and Commission form, which can be found [here](#). All public comments will need to be submitted by September 07, 2021 by 4:00 p.m. Public comments received will be read aloud by City staff during the virtual meeting. Comments should be able to be read in three (3) minutes.
6. **Discussion Item(s):**
  - a. **Draft Fiscal Year (FY) 2021 Consolidated Annual Performance and Evaluation Report (CAPER)**

The CAPER is prepared on an annual basis for submittal to the United States Department of Housing and Urban Development (HUD). It is a requirement of the annual funding granted to the City as part of the following federal programs: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Emergency Solutions Grant (ESG); and CARES Act related funding (CDBG-CV and ESG-CV). The CAPER provides an assessment of the City’s progress toward its 5-year goals and how funds were spent during the FY 2021 (July 1, 2020-June 30, 2021) reporting period.

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.**

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

**7. Other Items**

This Item will be open for CPAB to comment or request future agenda items.

**8. Adjournment**

Unfinished business shall be tabled and placed on the agenda of the following meeting.

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**Tentative Future Meeting Dates/Times**

*Subject to change. CPAB meetings are usually scheduled the second Wednesday of the month.  
Check CDBG website at <http://www.sandiego.gov/cdbg>  
for latest information, locations, and special meetings.*

*Please note, all CPAB meetings will be held virtually for the near future.*

- Wednesday, September 08, 2021 at 10 a.m.
- Wednesday, October 13, 2021 at 10 a.m.
- Wednesday, November 10, 2021 at 10 a.m.
- Wednesday, December 08, 2021 at 10 a.m. *(possible adjournment)*

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)**

**MINUTES**

**Wednesday, August 11, 2021**

**VIRTUAL CPAB MEETING**

[\(LINK\)](#)

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
<ul style="list-style-type: none"> <li>• Eileen Gonzales, Council District 3</li> <li>• Brenda Campbell, Council District 4</li> <li>• Patrick Batten, Council District 5</li> <li>• Rich Thesing, Council District 7</li> <li>• Peter Dennehy, Council District 9</li> </ul>	<ul style="list-style-type: none"> <li>• VACANT, Council District 1</li> <li>• VACANT, Council District 2</li> <li>• VACANT, Council District 6</li> <li>• Victoria Barba, Council District 8</li> </ul>

<b>STAFF PRESENT</b>	<b>ATTENDANCE</b>
<ul style="list-style-type: none"> <li>• Monica Hardman, Assistant Deputy Director</li> <li>• Angela Nazareno Clark, Program Manager</li> <li>• Michele Marano, Community Development Coordinator</li> <li>• Nadine Hassoun, Community Development Project Manager</li> </ul>	<p><i>(Public had access to meeting via Zoom Webinar and youtube link)</i></p>

**Call to Order**

1. Mr. Peter Dennehy called the meeting to order at 10:05AM. Mr. Dennehy took role call; 5 board members were present. Quorum was achieved at the same time.

**Board Member Announcements**

2. *No board member announcements were made*

**Staff Announcements**

3. Ms. Michele Marano gave a brief update on the round two Notice of Funding Availability (NOFA) that was released for some of the remaining CARES Act funds leftover from the last application process, as well as a second Fiscal Year (FY) 2022 CDBG Community Economic Development (CED) NOFA that was released, which were both approved by City Council to go forward during the Annual Action Plan approval process. The NOFA was released in early July, with a deadline of Request for Qualifications (RFQ) July 23. 23

submissions were received for the CARES Act RFQ, of those 5 were disqualified, and 18 will be invited to submit Request for Proposals (RFP). 10

submissions were received for the CED RFQ; with 2 applications deemed disqualified for receiving FY 2022 funds for the same activity. 8 projects will move forward with the application process. The deadline to submit proposals is September 7, and organizations who wish to submit RFPs are required to attend Technical Assistance session with Community Development Division (CDD) staff. Notices of award will go out sometime at the end of September. The CPAB will not be asked to score applications as City Council has already approved the use of these funds. Proposals will be scored by an internal panel who will use the same scoring criteria that the CPAB has approved for the FY 2022 applications.

Ms. Nadine Hassoun announced Mayor Todd Gloria's plan to provide \$10 million to support small businesses and nonprofits in industries hardest hit by the COVID-19 pandemic and low-income communities. The San Diego Foundation will administer the program and provide an additional \$2 million to increase the total program funding to \$12 million, with grants ranging from \$5,000 to \$25,000 for small businesses and other amounts for nonprofits. The application will be open for 45 days, starting Wednesday, August 11. Those interested can find more information by visiting SBCD's site at [www.sdivsbdc.org/city-of-san-diego-stimulus-grant/](http://www.sdivsbdc.org/city-of-san-diego-stimulus-grant/)

#### Approval of Minutes

4. Mr. Rich Thesing made the motion to approve the July 14, 2021 meeting minutes. Mr. Patrick Batten seconded the motion. The minutes were approved unanimously.

#### Non-agenda Public Comment

5. *No non-agenda public comments were received.*

#### Discussion Items

6.
  - a. **Office of Boards and Commissions**  
The Director of the Office of Boards and Commissions, Mathew Gordon, introduced himself and the new features of the [Boards and Commissions website](#). Additionally, the Boards and Commissions application has been simplified and the process streamlined.

**Action Items****7. a. Election of Chair and Vice-Chair for Fiscal Year (FY) 2022**

In compliance with Ordinance Number O-19963 that established the CPAB, section 26.2106 states the following:

*During July of each year, the Mayor may designate one member of the CPAB as Chair. In the absence of such designation, the CPAB shall on or after August 15, elect or select a chair from one of its members.*

Staff did not receive an election memo from the Mayor's office this July, and so are using this opportunity to allow the CPAB to select a Chair and Vice-Chair from among its members.

Mr. Thesing made the motion to re-appoint Mr. Peter Dennehy and Ms. Eileen Gonzales as Chair and Vice-Chair, respectively. Mr. Dennehy and Ms. Gonzales accepted the nomination.

Mr. Patrick Batten seconded the motion. The motion passed unanimously.

**a. Creation of Ad-Hoc Committees for FY2023 Scoring Criteria**

As stated in [Council Policy 700-02](#), the CPAB is required to revisit the Scoring Criteria and update as deemed necessary. The Ad Hoc Committee(s) will meet to discuss possible revisions to the Scoring Criteria. Staff requested an approval of the creation of Ad Hoc Committees to review and revise the scoring criteria for the Fiscal Year 2023 CDBG application process.

Ms. Gonzales motioned to approve the creation of Ad Hoc Committees. Mr. Batten seconded the motion. The motion passed unanimously.

**Adjournment**

8. Mr. Dennehy adjourned the meeting at 10:35AM.