



Consolidated Plan Advisory Board

Meeting Notice and Agenda

In-Person Meeting

January 23, 2025

10:00 a.m. – 11:30 a.m.

Location: 1200 Third Avenue, 14th floor, Large Conference Room
San Diego, CA 92101

Chair: Abena Bradford

Board Members: Lauren Garces, Victoria Barba, Jordan Beane, Nick Gulino

Staff Liasion: Nadine Hassoun

Public Comment

Public Comment on an Agenda Item: If you wish to address the Board on an item for today's agenda, please complete and submit a speaker form before the Board hears the agenda item. You will be called at the time the item is heard.

Public Comment on Matters Not on the Agenda: You may address the Board on any matter not listed on today's agenda. Please complete and submit a speaker form. However, California's open meeting laws do not permit the Board to discuss or take any action on the matter at today's meeting. At its discretion, the Board may add the item to a future meeting agenda or refer the matter to staff or committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Item 1: Call to Order

Item 2: Board Member Announcements

Item 3: Staff Announcements

Item 4: Non-Agenda Public Comments

Item 5: Discussion: Conflict of Interest Review and Questions re: Public Records Act/ Brown Act Training

Item 6: Discussion: CPAB Handbook and Attachments

Item 7: Discussion: Board Code of Conduct

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 in-person, unless otherwise noticed.

Calendar Year 2025 meetings listed below:

- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025
- June 11, 2025 (*possible adjournment*)
- July 9, 2025
- August 13, 2025
- September 10, 2025
- October 8, 2025
- November 12, 2025
- December 10, 2025 (*possible adjournment*)

Economic Development

Fiscal Year 2026 CPAB Review Handbook

Consolidated Plan Advisory Board
January 23, 2025

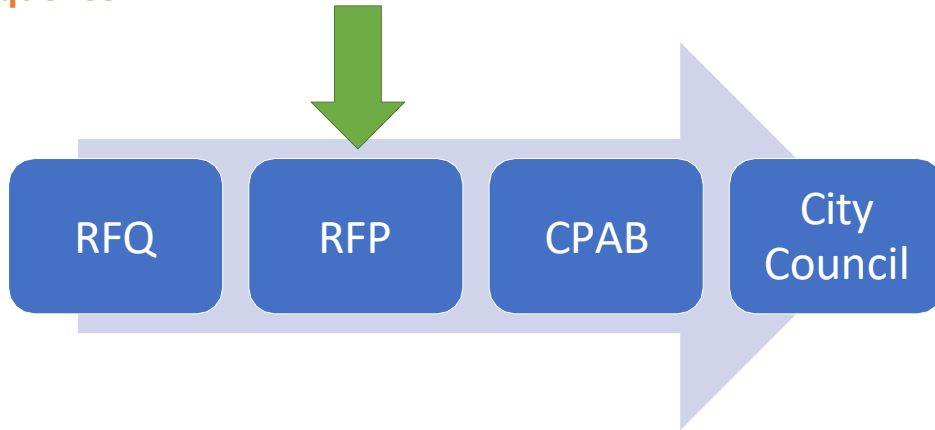


 Economic Development

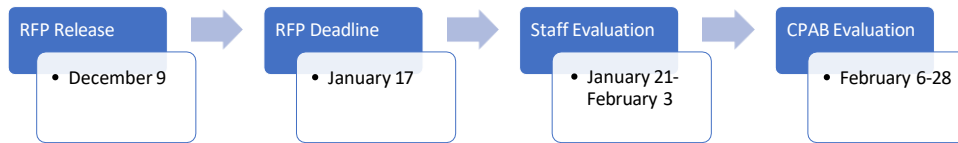
Overview

- Status of Request for Proposals (RFP) Process
- Considerations
- FY 2026 Updates/Changes
- Appendices
- Next Steps

Sequence



RFP Process



EDGrants

- Economic Development Grants Management System (EDGrants):
<https://edgrants.force.com/ApplicantLogin4?username=null>
- Completion of registration process
 - Pledge of Confidentiality
 - Acceptance of Conflict of Interest
 - All other relevant information
 - 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”?
 - Outcomes attainable?

Scoring Criteria Revisions

Section 1: Organization Capacity :

Organizational experience with LMI clients

- Applicant provides proof of **positive impact** through testimonial(s) or a success story that speaks to their past work with similar populations and explains how the **experience** is applicable and beneficial.
- Applicant describes their organization's **resiliency** and ability to anticipate and adapt to unexpected changes to continue to serve their clients.

Scoring Criteria Revisions

Section 2: Project Characteristics

- Applicant selects whether the **proposed project** will result in either the continuation of an existing service, an expansion, or a new service, describes the **impact and/or potential impact** of the project, **identifies the goal(s)** and describes how these goals will be met
- Applicant includes information on associated **monitoring systems and procedures**, and provides a clear methodology for determining anticipated outcomes

Scoring Criteria Revisions

Section 3: Project Specifics

- Applicant provides a listing of the services to be provided and a **clear description** of each of these services, including the quality and duration and the delivery method
- Applicant provides an **explanation and justification** for the total amount of CDBG funds requested in relation to the services provided and if any fees will be charged
- Applicant describes how the project will be implemented and completed within the required **12-month timeline**

Scoring Criteria Revisions

Section 4: Project Benefits

- Applicant's office(s) providing the project services and/or the project service delivery location is in the **Opportunity Zone or Promise Zone**.
- The organization has a (confirmed) **signed or pending MOU** with the City of San Diego regarding the Promise Zone.

Appendices and Resources

- Appendix A: FY 2026 Applicant Organization Board Rosters (updated after February 3, 2025)
- Appendix B: FY 2026 Applicant Organizations and Project Names (updated after February 3, 2025)
- Appendix C: Past Performance (updated after February 3, 2025)
- 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 21 – February 3, 2025	CDD Staff Review of RFP Proposals
February 4 - 5, 2025	CDD Staff Internal Verification of RFP Reviews; Preparation for Release to Consolidated Plan Advisory Board (CPAB)
February 6 – 28, 2025	FY 2026 CDBG RFP Materials Available to Consolidated Plan Advisory Board (CPAB) Members for Review and Scoring
February 10 – 21, 2025	Potential CPAB Ad Hoc Meetings on Proposals
March 3, 2025	CPAB FY 2026 CDBG scoring results are due to CDD staff
March 5, 2025	FY 2026 CDBG RFP scoring results are posted on the CDBG website
March 12, 2025	CPAB Meeting to ratify scores and recommend to San Diego City Council for approval

Next Steps

Date	Event
April – May (TBD)	Public Comment period for FY 2026 Annual Action Plan (AAP)
April 2025 (TBD)	FY 2026 CDBG funding recommendations presented to City Council Committee for approval with FY 2026 AAP.
April/May 2025 (TBD)	FY 2026 CDBG funding recommendations presented to San Diego City Council for approval with FY 2026 AAP