



CONSOLIDATED PLAN ADVISORY BOARD

AGENDA FOR THE REGULAR MEETING OF

Wednesday, January 11, 2022

at 10:00 a.m. to 11:30 a.m.

Virtual Meeting

VIRTUAL MEETING

Please click the link below to view the meeting live:

[CLICK HERE](#)

Please click the link below to join the meeting as an attendee:

[CLICK HERE](#)

Note: This link is inactive until the date and time of the CPAB meeting listed above.

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MEETING ACCESS AND PUBLIC COMMENT DURING COVID-19:

Until further notice, meetings of the Consolidated Plan Advisory Board (CPAB) will be conducted pursuant to the provisions of California Government Code section 54953(e), added by Assembly Bill 361, which allows the CPAB to use teleconferencing and to provide the public an opportunity to address the CPAB via a call-in option or an internet-based service option during a proclaimed state of emergency. The San Diego City Council declared an existing proclaimed state of emergency and that their finding applies to all boards, commissions, and committees of the City of San Diego.

During the proclaimed state of emergency related to the COVID-19 pandemic and in the interest of public health and safety, some, if not all, CPAB members may be participating in the CPAB meeting via a virtual teleconference platform.

In lieu of in-person attendance, members of the public may participate and provide comment via call-in option, internet-service option, or written comment using the webform, as follows:

Via Virtual Teleconference Platform:

Members of the public wishing to address the CPAB under public comment in writing may submit a webform prior to the meeting. The webform can be found [here](#). Instructions for

word limitations and important submittal deadlines will be noted on the webform. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by the CPAB on any comment brought forth under non-agenda public comment.

Members of the public in attendance via internet-service option, using the [meeting link](#), please click the button to raise your hand during the portion of the meeting you wish to comment on to indicate that you would like to speak and staff will prompt you to unmute yourself and enable you to speak. When staff calls your name, please state it for the record, and you will have three minutes (or a time that is allotted by the Chair) to provide comment. You will be placed on mute once your time to comment ends.

Via Call-In Option:

Members of the public in attendance via call-in option and wishing to address the CPAB, press star 9 to raise your hand during the portion of the meeting you wish to comment on to indicate that you would like to speak. Staff will call on you by the last four digits of your phone number. When staff calls on you, press star 6 to unmute yourself and proceed with providing comment during your allotted time.

Please click the link below to join the meeting:

<https://sandiego.zoomgov.com/j/1612889234>

Or One tap mobile:

US: +16692545252, 1612889234# or +16692161590,1612889234#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 254 5252 or +1 669 216 1590 or +1 551 285 1373 or +1 646 828 7666 or +1 833 568 8864 (Toll Free)

Webinar ID: 161 288 9234

Or an H.323/SIP room system:

H.323: 161.199.138.10 (US West) or 161.199.136.10 (US East)

Meeting ID: 161 288 9234

SIP: 1612889234@sip.zoomgov.com

Assistance for Individuals with Disabilities and Questions Regarding Agenda Items:

This information is available in alternative formats and can be requested by calling (619) 236-6700 or emailing CDBG@sandiego.gov at least three business days prior to the meeting to ensure availability.

AGENDA ITEMS

1. Call to Order

2. Approval of CPAB Virtual Meeting Minutes: October 27, 2022

3. Board Member Announcements

4. Staff Announcements

5. Non-Agenda & Agenda Public Comments

6. Action Item(s):

a. Election of Vice Chair for Remainder of Fiscal Year 2023

The CPAB will be asked to elect a vice chair for the remainder of the year.

7. Discussion Item(s):

a. Conflict of Interest/Brown Act/Public Records Act Policies

The City's Attorney's Office will give a brief presentation on the City's conflict of interest, Brown Act and Public Records Act policies pertaining to CPAB members and staff.

b. CPAB Handbook and Attachments for Fiscal Year 2024 Request for Proposals

Staff will review key elements in the CPAB Scoring Handbook that can be used in evaluation of the responses to the CDBG Request for Proposals (RFP). Staff will also provide a sample/practice application for the CPAB members to score.

8. Other Items

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

9. Adjournment

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

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 or in a hybrid setting for the near future.

Calendar Year 2023 meetings listed below:

- Wednesday, January 11, 2023 at 10 a.m.
- Wednesday, February 8, 2023 at 10 a.m.
- Wednesday, March 8, 2023 at 10 a.m.
- Wednesday, April 12, 2023 at 10 a.m.
- Wednesday, May 10, 2023 at 10 a.m.
- Wednesday, June 14, 2023 at 10 a.m. *(possible adjournment)*
- Wednesday, July 12, 2023 at 10 a.m.
- Wednesday, August 9, 2023 at 10 a.m.
- Wednesday, September 13, 2023 at 10 a.m.
- Wednesday, October 11, 2023 at 10 a.m.
- Wednesday, November 8, 2023 at 10 a.m.
- Wednesday, December 13, 2023 at 10 a.m. *(possible adjournment)*

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Thursday, October 27, 2022

VIRTUAL CPAB MEETING

([LINK](#))

| BOARD MEMBERS PRESENT | BOARD MEMBERS ABSENT |
|--|--|
| <ul style="list-style-type: none"> • Yegin Chen, Council District 1 • Brenda Campbell, Council District 4 • Peter Dennehy, Council District 9 • Rich Thesing, Council District 7 • Victoria Barba, Council District 8 • Abena Bradford, Council District 3 • Patrick Batten, Council District 5 | <ul style="list-style-type: none"> • VACANT, Council District 6 • VACANT, Council District 2 |

| STAFF PRESENT | ATTENDANCE |
|---|--|
| <ul style="list-style-type: none"> • Angela Nazareno Clark, Program Manager • Michele Marano, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Ashley Gain, Community Development Project Manager | <p><i>(Public had access to meeting via Zoom Webinar and YouTube link)</i></p> |

Call to Order

1. CPAB Chair Peter Dennehy called the meeting to order at 10:00 a.m. Peter Dennehy took role call; seven board members were present. Quorum was achieved at the same time.
2. Community Development Project Manager Nadine Hassoun reviewed meeting rules including that the meeting will be streamed live.

Board Member Announcements

3. *No board member announcements were made*

Staff Announcements

4. Community Development Coordinator Michele Marano announced that regular announcements would be forgone and that the staff announcements have been communicated via email distribution.
5. Community Development Coordinator Michele Marano introduced new CPAB member Abena Bradford appointed in early September. Abena has assisted in creating joint venture agreements with community development corporations and private developers

to build shopping centers, create small business opportunities and construct low-income housing. She is an appointee of Council District 3.

Approval of Minutes

1. Motion to approve minutes from previous meeting by Rich Thesing, seconded by Brenda Campbell. Abstention from board member Abena Bradford. Minutes approved, 6-0-1.

Non-agenda Public Comment

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

Action Items**3. Fiscal Year Scoring Criteria Recommendations**

- a. Community Development Project Manager Nadine Hassoun presented on the draft Fiscal Year 2024 CDBG Scoring Criteria for the RFP Phase. Ad Hoc committees met to review the scoring policy. Suggested revisions include:
 - i. Section 1. D: Organization Capacity, update to modify language from Covid-19 centered to organization's resiliency;
 - ii. Section 4. D: Project Benefits, update to modify language to address the "ongoing" impacts of Covid-19;
 - iii. Section 6. B: Project Eligibility, update to reinstate deductions based on prior year's performance.
- b. Abena Bradford asked a clarifying question about whether organizations submitting for funding are current grantees. Michele Marano stated that it varies, staff will be evaluating the past performance of organizations that were previously awarded CDBG funding from the City and have a completed project from Fiscal Year 2022.
- c. Yegin Chen asked a technical question on fractional deductions based off of prior year's performance and asked if fractional responses would be possible with CPAB scores. Michele Marano answered no, CPAB scores will be whole points but that fractional scores will be possible based off staff deductions. Fractional scores are also possible as final CPAB scores are averaged.
- d. Rich Thesing stated that next year, questions could be updated based off of feedback. He stated that there are currently three questions on the impact of COVID-19, and suggested that next year we will no longer ask those questions. Nadine Hassoun stated that the FY24 RFP application includes one question on COVID-19, and others were updated to ask about organizational resiliency. Rich thanked individuals who worked on the Ad-Hoc committee to update the scoring criteria.
- e. Patrick Batten motioned to approve the recommendations, seconded by Victoria Barba. Abstention from board member Abena Bradford. Motion approved 6-0-1.

4. Calendar Year 2023 Meeting Schedule

- a. CPAB to meet second Wednesday of every month in 2023. It is likely the November and December meetings will be adjourned as there are no items for board approval.
- b. Rich Thesing motioned to approve the calendar, seconded by Brenda Campbell. Approved 7-0.

Discussion Items

None

Other Items**1. Update on Previous Subgrantee**

- a. CPAB Member Rich Thesing informed meeting attendees that previous grantee Workshop for Warriors just received the County's small business award. He wanted to commend the organization and the board for the support provided to the organization.

Adjournment

Meeting was adjourned at 10:29 a.m.

DRAFT