Meeting 10 Minutes: CDBG Priority Setting Task Force

This document represents the meeting minutes from the CDBG Priority Setting Task Force's tenth meeting, held on August 26, 2026.

Attendees

- Tae Chong - Chair
- Barbara Ginley
- Gwendolyne Tuttle-Beaudoin
- Jill Johanning
- Teale Smith
- Carly Lappas
- Kristen Dunphey - Co-Chair
- Miyabi "Abbie" Yamamoto
- Stephanie Miller

City Staff

- Mary Davis (HCD Div. Dir.)
- Laken Chapin (CDBG Program Manager)
- Cameron George (HCD)

Major Discussion Points

- The committee reviewed the CDBG application questions and scoring categories to simplify the process for applicants and clarify requirements for reviewers.
- Members discussed the use of the term "methodologies" versus "systems" when asking applicants about data collection, ultimately deciding to focus on data collection systems.
- The committee debated whether applicants should provide narratives or visual diagrams for timelines, concluding that requiring an uploaded detailed timeline document is the most practical approach.
- Addressed whether organizations can start working without a signed federal grant agreement, noting that they often proceed with pre-development costs while waiting for July 1st and federal approvals.
- Discussed financial stability requirements and how to accommodate small organizations that do not have audited financial statements, opting to accept P&L statements or IRS Form 990s.
- Considered how to evaluate strategic partnerships and service duplication, determining that applicants should identify their role in the ecosystem rather than defending against

duplication.
- Reviewed the final task force report, emphasizing the need to communicate to the City Council that the committee made transformative, significant changes to the grant application process rather than just minor tweaks.

Actions Taken (Motions Approved)

- Approved the minutes from the previous meeting .
- Approved updated wording for Question 1 in the "Experience Providing Service" section.
- Approved updated wording for Question 2 in "Experience Providing Service" regarding data collection systems.
- Approved Question 1 in "Measurable Community Impact" as written.
- Approved Question 2 in "Measurable Community Impact" with an amendment for city staff to link to resources within the application.
- Reallocated the 5 remaining points in "Measurable Community Impact" to give 3 points to Question 1 and 2 points to Question 2.
- Approved modified wording for Question 1 in "Readiness to Proceed".
- Approved Question 2 in "Readiness to Proceed" to require uploading a timeline instead of writing a descriptive narrative.
- Approved Question 3 in "Readiness to Proceed" addressing barriers and how the organization plans to overcome them.
- Approved a motion for staff to wordsmith the "Financial Stability" requirements to include Form 990s, the most recent 6 months of financials, and audited statements.
- Approved splitting the "Strategic Partnerships" section into two 3-point questions with helper text.
- Approved a motion to adjourn the meeting.

City Staff will continue to work on the PSTF Final Report and prepare to present the PSTF Recommendations to City Council.