

**Community Development Citizens Advisory Committee (CDCAC)
CHARTER
Adopted by the Arlington County Board April 20, 2021**

Introduction: The Community Development Citizens Advisory Committee (CDCAC) was created as an advisory body by the County Board of Arlington County, Virginia in 1978 in order to comply with Section 104 (a)(3) of the Housing and Community Development Act of 1974, which requires a citizen participation plan in allocating and planning for federal Community Development Block Grant (CDBG) funds. It also serves as the tripartite board for the Community Service Block Grant (CSBG) program, per 42 USC Chapter 106.

Mission: CDCAC advises and provides recommendations to the County Board regarding the allocation of Community Development Fund (CDF) program dollars, which is comprised of federal Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), Temporary Assistance for Needy Families (TANF) and Affordable Housing Investment Fund (AHIF) Housing Services funds and serves as the primary vehicle for citizen participation in the CDF allocation process.

Governing Documents: FY 2022-2026 Consolidated Plan for Arlington County and Affordable Housing Master Plan.

Functions and Scope: CDCAC advises on development of the annual Community Development (CD) program goals and objectives; provides recommendations and proposes amendments for the annual HUD Action Plan and five-year HUD Consolidated Plan; evaluates performance of programs receiving CDF program funds; makes recommendations to staff regarding current projects and programs and advises the County Board on items requiring Board action; provides guidance concerning the allocation of current year entitlement, program income, and unprogrammed funds; and functions as the Community Action Board (CAB) for CSBG funding.

CDCAC shall keep up to date on issues facing the community, particularly around issues facing the Arlington community that benefits from the grant funding. CDCAC shall keep the County Board, *schools (if applicable)*, other County committees/commissions, and community leadership apprised of issues and actions regarding community development needs of Arlington. CDCAC shall liaise as needed with the County Board, other relevant County committees/commissions, service organizations, and other stakeholders/interest parties on issues and actions regarding community development needs of Arlington. Each year, these issues and needs facing the community may change, and as such, CDCAC shall reflect those needs in its recommendations to staff and the County Board on the size, number, and types of projects and programs receiving grants.

Membership: CDCAC is made up of representatives of County-wide organizations or constituencies with a special interest in community development and affordable housing programs, and of neighborhoods where significant CD-funded activities are taking place and where there are concentrations of very low, low and moderate-income persons. The County Board designates the organizations represented on CDCAC. Representation on CDCAC reflects a tripartite organization:

Elected Public Officials:

5 TOTAL SEATS

Arlington Community Services Board
Commission on Aging
Citizens Advisory Commission on Housing
Disability Advisory Commission
Tenant-Landlord Commission

Arlington Public Schools
Commission on the Status of Women
Other commissions as appropriate

**Low or Moderate Income
Neighborhoods or
Organizations:
5 TOTAL SEATS**

Elected from
Radnor/Fort Myer Heights
Lyon Park
Buckingham
Arlington Mill
Columbia Forest
Pike Village CenterGreen Valley
Columbia Heights
Arlington View
Aurora Highlands
Long Branch Creek
Low-Income Interests at-Large

**Private Sector:
5 TOTAL SEATS**

Non-profit housing developer
Nonprofit service provider
Business Interests-at-Large
General Public Interest-at-Large

The County Board appoints the category of Elected Public Officials who are representatives selected from among the Commission on Aging, Arlington Community Services Board, Tenant-Landlord Commission, Disability Advisory Commission, Arlington Public Schools, Citizens Advisory Commission on Housing, the Commission on the Status of Women, or other commissions that represent community interests. Each of these boards/commissions selects its own alternate.

In addition, the County Board appoints the Private Sector category. These are representatives from at-large interest groups: housing and service providers, businesses, and general public interest seats. Notice of the vacancy is given to organizations and interested parties that represent these groups. Nominations are submitted to the County Board.

For the Low- or Moderate-Income category, representatives are elected by the civic association serving the neighborhood, and are recommended by a letter or e-mail from civic association leadership. The representatives and alternates selected by the neighborhood must be residents of the neighborhood, own property, or operate a business located in the neighborhood. For at-large low-income interest representatives, County staff will identify appropriate groups and assist them to develop a democratic process to elect a representative to CDCAC.

All members serve at the pleasure of the County Board. CDCAC members are expected to serve as a liaison to interested parties in Arlington including any group that has formally submitted their name for membership. A member of the Commission who fails to attend three (3) CDCAC meetings in a single year without notice or explanation to the Chair or staff liaison may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member's term.

Members may be reappointed at the direction of the County Board or by the neighborhood or organization that originally appointed the member. Where no other membership rules have been adopted by the CDCAC, the County Board's Advisory Group Policy prevails.

Chair, Vice Chair (if applicable) and Committees (if applicable): The Chairman, is selected by the membership of the CDCAC, and is designated annually by the County Board in June. The Chairman's term runs from July 1 to June 30. Also, one member of the group may be designated by the County Board or CDCAC membership to serve as Vice-chair when the Chair is unavailable.

Staff Liaison: The County Manager shall appoint a County staff member to serve as liaison to CDCAC. The staff liaison provides technical assistance and support services to the CDCAC, such as provision of meeting space, notice of meetings, minutes, interpretation of HUD and HHS policies and requirements, and CDF project and program status reports. Staff also may prepare letters, reports, responses, and other documents for the CDCAC, as requested, and attend CDCAC meetings and hearings.

Meetings: CDCAC will meet on the first Wednesday of every month to adequately fulfill its role and responsibilities outlined in this charter. A quorum consists of fifty-one percent of currently sitting members. The committee determines its own rules of procedure and has adopted "Robert's Rules of Order" for operating procedures not addressed by its own rules.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full committee will be advertised on the County-maintained website, with meeting time and location, and are open to the public. All materials distributed to members, meeting agendas, and meeting minutes will be made available to the public in a timely manner on the website.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: CDCAC will provide recommendations to the County Board about Community Development Fund priorities and programs. CDCAC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. CDCAC may, from time to time, be asked to provide comment at a regular County Board meeting or work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, CDCAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.