

**MEETING MINUTES OF THE HYBRID
ARLINGTON COUNTY COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**

May 1, 2024

The Community Development Citizens Advisory Committee convened its meeting at 6:30pm on Wednesday, May 1, 2024.

PRESENT (IN-PERSON) Lara Malakoff, Chair
Jennifer Bodie
Robert Burnette
Lincoln Cummings
Maccoy Kauffman
Walter Sargent
Margaret McGilvary
Tim Denning, Vice Chair

PRESENT (VIRTUALLY) Christopher Concepcion
Wendy Thomas
Steven Gallagher

ABSENT Greg Bramham

STAFF Caitlin Jones, Jennifer Daniels, Rolda Nedd

1. *Approval of March 6, 2024 Meeting Minutes.*

The March 6, 2024 minutes were approved unanimously.

2. *FY 2025 Community Development Fund Notice of Funding Availability (NOFA) Debrief and Long-Term Changes to NOFA Process*

Staff introduced a discussion with CDCAC members to cover both short term and long-term changes to the Community Development Fund Notice of Funding Availability (NOFA) structure and process. Staff is proposing to make small changes to the upcoming FY 2026 NOFA but wanted to hear feedback from CDCAC about what to consider for broader, longer-term changes to consider through a comprehensive NOFA evaluation that staff will be undertaking after the FY 2026 process concludes.

As far as short-term changes, CDCAC recommended that staff consider the following for the FY 2026 NOFA:

1. Rearrange application narratives including moving up the organizational description, consolidating organization capacity with the description and separating long-term strategy from project sustainability question.
2. Clarify that proposal presentations are Q&A sessions with CDCAC.
3. Set more manageable word limits for sections.
4. Rethink the proximity of ranking proposals to when the Q&A sessions actually occur.
5. Provide CDCAC with a final list of applications and requested amount prior to the proposal ranking session.

The FY 2026 NOFA is set to be released on July 8, 2024 and applications are due September 6, 2024.

Longer-term areas to consider for evaluation include:

- Streamlining NOFA process and requirements to encourage new applicants and new programs.
- Evaluate number of questions and information that is required of applicants.
- Create more templates and table-based questions to allow for ease of review.
- Focus more questions on economic independence/long term sustainability of organizations.
- Evaluate necessity of and format of proposal presentations / Q&A sessions.
- Create more opportunities for technical assistance for applicants.
- Create more opportunities for applicants to provide feedback about NOFA process to staff.
- Evaluate review process for CDCAC, staff and subject matter experts.

County staff is beginning to structure the longer-term evaluation process for the Community Development Fund NOFA and will consult CDCAC once more information is available.

3. Staff Report

Jennifer Daniels reported that the 2024 Tenant Summit will take place Saturday, June 8 at Lubber Run Community Center.

Caitlin reported that the County had been asked to host the HUD Region III Administrator to highlight County HUD programs. The event is to take place Tuesday May 21 at Terwilliger Place Apartments.

4. Member Reports

Nothing to report.

5. Chair Report

Lara reported on a recent meeting with Advisory Board and Commission Chairs with the County Board Office. First, Lara reported that Commissioner feedback is requested for the Arlington 2050 Visioning process.

Lara also reported that the new electronic meeting policy was reviewed and the main takeaway is that virtual meetings can be held 2 times per calendar year or 50% (change from 25%) of the meetings, whichever is greater. Staff provided the most recently adopted version of the Electronic Meetings Policy, and CDCAC voted unanimously to adopt a new policy, with the new virtual meeting allowance.

In addition, there is a new draft of the Advisory Board Handbook, which the Board office is looking for feedback on. At the meeting, advisory chairs provided some immediate feedback, but the County Board office welcomes additional input. Lara offered to compile comments and submit them on behalf of CDCAC by the June 11 deadline.

Meeting adjourned at 8:20pm.