

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

June 5, 2024

The Community Development Citizens Advisory Committee convened its meeting at 6:30pm on Wednesday, June 5, 2024.

**PRESENT (VIRTUALLY)**           Lara Malakoff, Chair  
Jennifer Bodie  
Robert Burnette  
Lincoln Cummings  
Maccoy Kauffman  
Margaret McGilvray  
Tim Denning, Vice Chair  
Greg Bramham  
Christopher Concepcion  
Wendy Thomas  
Steven Gallagher

**ABSENT**                           Walter Sargent

**STAFF**                           Caitlin Jones, Jennifer Daniels, Rolda Nedd, Elizabeth Matlock

**1. *Approval of May 1, 2024 Meeting Minutes.***

The May 1, 2024 minutes were approved unanimously.

**2. *RACE to Rebuilding Trust and Community NOFA Results and Next Steps (Information)***

Elizabeth Matlock from the Arlington County Manager’s Office presented on the results of the RACE to Rebuilding Trust NOFA, as well as next steps. Elizabeth reported that there were 38 completed applications submitted as well as 2 applications that were not complete. There were a total of 36 multi-year requests and requests totaled over \$5M, with 3-year request being about \$14M. The County made around \$1.5M available, so demand far exceed the availability of funding.

Elizabeth discussed the reviewer process as well as how reviewers were asked to come to consensus on scores for each application. As far as funding, the County decided to fund all proposals above the average application score and capped awards at \$225k. In addition, the County only approved the first year of requests.

All applicants were given a final score sheet that detailed their reviewer consensus score. Staff also offered personalized one-on-one feedback to all organizations. The consulting team that the County partnered with on the development of the NOFA, United Way, is currently evaluating the process.

Early feedback about the process has suggested that more focused funding priorities, better centering community voice/need, establishing funding constraints up front, creating multi-year options, creating startup or mini grant opportunities, offering equity training to applicants, and incorporating reviewers who consider all applicants are being considered for process improvements.

One CDCAC member observed that about 80 percent of the organizations that are funded are organizations that also receive Community Development Funding. While they might not be exactly the same program, they appear to be very close. The CDCAC member asked why there are two processes that are funding the same organizations and if there is a difference between them? Staff responded that there are different pots of money to begin with and the RACE funding came about through funds that had traditionally been awarded ad hoc. Staff is focusing on coordinating better between both funding programs to avoid duplication where we can.

A CDCAC member asked for specifics about the programs that were awarded funding in addition to the organization to see if there is truly duplication. Staff indicated that they would follow up. [A list of programs is here.](#)

Another member reiterated that if what we are trying to make it easier for organizations to receive funding, then we should not make them go through similar but duplicative processes. Staff might consider merging the two funding opportunities. There is a huge focus on having community reviewers, same sorts of organizations might be reviewers and receiving funding. This suggests that it's validating that CDCAC is somewhat reflective of the community as an Advisory Group.

Another member asked whether there is a way to base funding decisions on how much funding organizations are getting from other County sources? Staff responded that we are trying to coordinate as staff first to avoid duplication.

Another member recommended that under the NOFA, where it discusses leveraging funds, that it is broadened to ask whether this funding will leverage other funding you received from other County grants? Staff responded that the way we have historically interpreted leverage is that it is just other funding or should we be counting local dollars. One member suggested that the County consider a subsidy layering analysis, similar how HUD looks at how much Federal money is in a project as opposed to other sources. Another member suggested that we say in the NOFA that we encourage organizations to source other funds for the project. This will be an area that the Committee can tackle as we move forward with the CD Fund evaluation.

Another member asked that since all of the organizations were awarded for one year of funding, what is the risk of the NOFA going away? Staff responded that the funding was one-year but the understanding is that the process will receive another \$1.5M going forward on an annual basis.

Staff reiterated that County leadership continues to think very highly and is appreciative of the work that Community Development Citizens Advisory Committee does.

### **3. *FY 2025 Final HUD Action Plan***

Caitlin Jones provided an overview of the revised FY 2025 HUD Action Plan and budget recommendations. Staff develops these recommendations based on the applications that are submitted through the FY 2025 Community Development Fund Notice of Funding Availability (NOFA) and the subsequent review conducted by CDCAC. When the Action Plan was approved by the County Board in April 2024, the final allocations for most funding sources were not yet known.

The final allocations include \$1,329,439 in CDBG, \$698,792 in HOME, \$178,925 in CSBG, \$153,550 in TANF, and \$300,000 in AHIF Housing Services. With the updated amounts, staff did not make any changes to the originally recommended Community Development Fund grant amounts, rather updated the Planning and Administration budget as well as the amount being allocated to the Moderate Income Purchase Assistance Program (MIPAP).

In terms of next steps, CDCAC will act on whether to recommend approval of the Final FY 2025 Action Plan Recommendations. If Committee recommends approval, the County Board will consider the FY 2025 Action Plan and budget recommendations at the June 15 Board meeting.

CDCAC members approved unanimously with one member abstaining from the vote.

**4. Chair's Report**

Lara reported that she attended HUD Regional Administrator visit with Arlington that took place at Terwilliger Place Apartments in May 2024. During the visit, Lara provided summary of citizen engagement in the recommendations for funding.

Lara reported that there is a new Arlington County Advisory Group Handbook and the County Board Office is encouraging committees and commissions to provide feedback. Feedback is required by June 11. Lara will send the updated Advisory Board handbook to members and will coordinate providing feedback to the Board office.

**5. Staff Report**

Caitlin overviewed the main changes to the FY 2026 Notice of Funding Availability document, based on feedback from the [May 2024 meeting](#). Staff reported that if there were any further comments on the NOFA, those could be shared directly with staff by email.

Meeting adjourned at 7:47pm.