

Community Development Citizen Advisory Committee (CDCAC) Meeting  
May 1, 2019  
2100 Clarendon Blvd – Room 311

Members Present: Kenneth Robinson, Zachary Butler, Tim Denning, Larry Withers, Clare Casey, Steve Gallagher, Maryclare Whitehead, Rosemary Leffler, Lincoln Cummings, Lara Malakoff, Greg Bramham, Linda Hearne,

Staff: Caitlin Jones, Jennifer Daniels, Brooke Hammond-Perez

Tim Denning called the meeting to order at 6:33pm.

**1. Approval of March 6, 2019 Minutes**

The March 2019 meeting minutes were approved unanimously.

**2. CSBG Monitoring Follow-Up**

The Virginia Department of Social Services Office of Volunteerism and Community Services monitored Arlington County for its Community Services Block Grant (CSBG) program in February 2019. The monitoring visit included file review, site visit and interviews with CDCAC members.

As a result of that monitoring visit, DSS had one finding and five concerns related to the management of Arlington's CSBG program.

Finding:

1. Agency is aware that filling board vacancies over the years have been a challenge, however, there are a total of seven and four of those are within the low income sector. Board Chair Tim Denning is working diligently on recruiting qualified participants that will be engaged with the organization and community.

Concerns:

1. There has been inconsistent monitoring of sub grantees.
2. Monitoring schedule needs to be updated to reflect three years process
3. AEC has not been monitored since 2013
4. No financial monitoring of sub grantees has taken place since loss of staff member
5. No backup documentation in client files to match Arlington's monitoring checklist tool

Arlington submitted a response the Department of Social Services detailing how the County is in the process of remedying these concerns. The final report and response will be sent to CDCAC members following the meeting.

**3. Brooke Hammond Pérez, DHS Economic Independence Division Chief**

Brooke Hammond Pérez was recently hired as the new chief of the Department of Human Services Economic Independence Division. EID encompasses many of the agencies that the Housing Division works with on a regular basis, including Public Assistance, the Crisis Assistance Bureau, Housing Assistance Bureau, Customer Service, as well as the Arlington Employment Center.

AEC is a certified one-stop center and provides a variety of employment services including case management and employment support. AEC also has partner staff that help with specific populations

that operate office hours within AEC. Most of the funding for AEC comes from local government, WIOA, GO Virginia and CDBG/CSBG. AEC had 4,000 visitors in FY 2018.

Since Brooke began with DHS, she has begun tailoring some of the new programming at AEC to consider the needs of the regional economy. For instance, 40% of jobs in labor market require soft skills so AEC is looking to provide more soft skills training coupled with hard skills to clients. In addition, more and more employers from a variety of industries are looking for a workforce that has certification so AEC is trying to offer more training that can result in an industry-recognized certification. Finally, many of the barriers to retaining a job can also be a barrier to obtaining proper training to secure a job so AEC is expanding offering to include trainings that address these barriers (i.e. childcare, transportation, non-traditional schedules).

Steven Gallagher asked whether AEC could continue to serve undocumented immigrants if the Executive Branch were to declare that federal money couldn't be used to serve undocumented population. Staff clarified that as a local government, the County is not able to serve clients with undocumented status but nonprofits are not required to ask the legal status of their clients.

Ken Robinson asked whether the Arlington Chamber of Commerce gets involved in AEC activities. MS. Hammond Perez responded that AEC focuses primarily on serving those that need a job, but takes the needs of the labor market into consideration when determining what types of trainings to offer. The Arlington-Alexandria Workforce Council interfaces with the business community but AEC does not receive corporate sponsorship.

Tim Denning asked who else AEC works with in the community? Brooke Hammond Perez responded that AEC, particularly the employment specialists, work very collaboratively with the Continuum of Care network and other agencies within EID. AEC also works with partner organizations to hear what the employment needs of at risk populations are, how can AEC collaborate and add value.

Greg Bramham asked what criteria is used to determine the needs of clients or what certifications to recommend. Brooke Hammond Perez responded that AEC often does not make a recommendation until a client's case manager has worked with the client and has determined what the client is eligible for.

Finally, Tim Denning asked what are some workforce training areas that CDCAC should be looking at when reviewing proposals. Brooke Hammond Perez recommended the following to consider when reviewing proposals:

- Certifications are important. (Examples: CDA, childcare certifications)
- Soft skills (Examples: ESL, computer training)
- Training related to information technology
- Trainings that address barriers (Examples: childcare, transportation, etc.)

#### **Tenant-Landlord Commission: Eviction Reduction Subcommittee**

Tim Denning reported that he was approached by Kellen MacBeth, chair of Tenant Landlord Commission about a new subcommittee that are facing tenants and landlords in Arlington and is recruiting members to participate from Housing Commission and CDCAC. The subcommittee is looking to better understand how preventable evictions can be addressed, including what other jurisdictions are doing and examining best practices for intervening before an eviction judgement is issued.

The meetings will be held the second Monday of the month and members do not have to currently sit on the T-L Commission to participate.

### **FY 2021 Community Development Fund Notice of Funding Availability (NOFA)**

Staff is in the process of developing the FY 2021 Community Development Fund Notice of Funding Availability and asked CDCAC members to provide recommendations for changes to the application and guidance for the next fiscal year.

A summary of recommended changes are as follows:

- Emphasize in the NOFA that applicants should develop a plan or pathway to sustainability.
- Reframe question related to project sustainability to encourage applicants to develop a plan for self-sufficiency, how the applicant will secure alternative sources of funding for their program, and to demonstrate progress towards economic independence.
- Add a question that asks what an applicant to describe what the organization will be using additional funds for if the organization is asking for additional funds over the previous year.

In addition to changes to the NOFA and application, CDCAC members suggested that at the June meeting, the Committee should further discuss the NOFA evaluation criteria to encourage some standardization amongst the evaluation between members. Staff will also conduct an analysis of the scoring distribution and share with CDCAC at the June meeting.

### **Chair's Report**

Tim Denning reported that he recently attended a meeting with Matt de Ferranti and the Chairs of other Arlington Committees and Commissions. During the meeting, the topic of how various nonprofits receive funding from the County came up. Tim recommended the County Board look into the Community Development Fund process as a way for determining how various nonprofits receive County funding.

### **Staff Reports**

Staff provided a FY 2020 County budget update. The FY 2020 Community Development Fund budget was approved by the County board on April 23, 2019. The County received its CDBG and HOME allocation, which was only a slight decrease over FY 2019.

<b>Source</b>	<b>FY 2019</b>	<b>FY 2020</b>
<b>CDBG</b>	\$1,363,320	\$1,345,258
<b>HOME</b>	\$762,215	\$712,272

In addition to the CD Fund budget, the County Board allocated an additional \$1.5 million in Affordable Housing Investment Funds (AHIF) funds to support additional affordable housing development. Finally, the County Board has also launched a new initiative called Housing Arlington. With Amazon coming and higher housing costs anticipated across the region, the County Board is charging the Housing Division with working more collaboratively work with new partners to expand affordability range and to expand existing work.

### **Member Reports**

There were no member reports.

The meeting adjourned at 8:26pm.