CONSOLIDATED COMMUNITY FUNDING ADVISORY COMMITTEE
Tuesday, September 9, 2025, at 7:30 PM

Name: 9/9/2025 CCFAC Virtual Meeting
Attendance Link: September 9th CCFAC Meeting Link
Call in (toll-free audio only): (571) 429-5982 and enter code: 706 451 025#

Meeting Summary

CCFAC Members Present:

1. Marlene Blum (Chair) (Virtual)
2. Michele Menapace (Vice Chair)
3. Stephen Cerny
4. Amanda Caughran
5. Rev. Andre Christian
6. Michael Cushing
7. Andrew Magill
8. Marcia McDevitt
9. Jane Plum
10. Ayeshia Quainoo

CCFAC Members Absent: Catherine Cole

Inter-agency county staff present: Michelle Brizzi-Graham (DPMM), Sherryn Craig (HCD), Laura Lazo (HCD), Sara Miner (NCS), Chadwick Pressey (NCS), Callahan Seltzer (HCD), Sharon Shields (HCD), Michelle Smith (HCD), Karen Ventura (NCS) and Marla Zometsky (NCS)

Michelle Jefferson, Chair, Community Action Advisory Board (CAAB)

Call to Order
The meeting was called to order by Chair Blum at 7:31 pm.

To conduct an all-virtual meeting and comply with Virginia Code, the following findings were made: (1) Each member's voice may be adequately heard; (2) the meeting will be all virtual because it is unsafe to convene in person; and (3) the all virtual public meeting comports with CCFAC's previously adopted virtual meeting policy and will be conducted electronically by video and a dedicated audio-conference line.

M. Blum Introduced new CCFAC member Amanda Caughran.

Approval of June 10, 2025, CCFAC Meeting Summary
June 10, 2025, CCFAC Meeting Summary was approved as submitted.

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FY 2025 Consolidated Annual Performance Evaluation Report (CAPER)
Five-Year Consolidated Plan for FY 2027-2031 and FY 2027
One-Year Action Plan Calendar, Public Engagement for Action Plans

S. Craig provided an update on the CAPER, which covers the prior program year (July 1, 2024 – June 30, 2025) and measures overall performance. The public comment period runs from August 22, 2025 through September 17, 2025. No comments have been received to date.

M. Blum noted that FCRHA's goals were not met. S. Craig explained that this was due to delays in contract work at Little River Glen and the manufactured home rehabilitation program.

Looking ahead to the Five-Year Consolidated Plan, the next five-year cycle (FY 2027–FY 2031) will establish overarching goals. VT will assist in assessing countywide needs. Data analysis will inform both the needs assessment and the market analysis. This cycle will include more robust community engagement and will utilize the new Public Input platform, which will also expand language access.

The One-Year Action Plan outlines how the County will meet these goals on an annual basis. Both the Action Plan and the Consolidated Plan will be brought to CCFAC for input.

S. Craig reported that the FY 2026 One-Year Action Plan has been approved by HUD, and grant awards are currently being drafted.

Review & Approve Public Hearing on Housing and Community Development (HCD) Needs Advertisement

M. Blum asked if participants would be able to join the roundtable discussion virtually.
S. Craig clarified that Virginia Tech (VT) consultants advised against a hybrid format for the roundtable discussion. However, participants will have the option to join the public hearing virtually. An overview will also be provided to guide the structure of the roundtable discussion.

M. Blum suggested forming a separate group composed only of virtual participants. M. Menapace noted some limitations with this approach. S. Craig added that a community survey will also be available, providing an opportunity for those unable to attend in person to share input.

A motion was made and approved to announce the public hearing notice with an edit to reflect a an online community survey opportunity.

Update on Consolidated Community Funding Pool (CCFP)
FY 2027-2028 Request for Proposal (RFP)

M. Zometsky reported that the draft CCFP RFP is currently under review by the Office of the County Attorney (OCA), which is evaluating changes related to federal requirements.

Emergency Food and Emergency Housing have been removed from the RFP and will instead be directly administered by NCS in a second RFP scheduled for release in December.

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Recruitment is underway for the Selection Advisory Committee (SAC); 20 members have been confirmed, but a total of 40 are needed.

The Technical Advisory Committee (TAC) will serve as non-scoring members of the SAC.

M. Zometsky also shared the CCFP Process Roadmap. The process is currently at Step 9, with the RFP finalized. The next step is to launch the RFP.

M. Blum requested that M. Zometsky resend the SAC information for distribution, noting that there are new members. M. Zometsky responded that the opportunity is already listed in the volunteer portal.

M. Menapace asked about limits on the amount of funding a nonprofit can receive. M. Zometsky clarified that this change will not take effect until the next RFP cycle.

M. Menapace also inquired about emergency food and shelter funds. C. Pressey explained that no federal funding will be included; these funds will fall under NCS.

M. McDevitt asked whether individuals from organizations that do not apply for County funding could still serve on the SAC. M. Blum confirmed that they could, as long as their organizations do not apply.

M. Blum also asked whether the overall amount of funding will change with the division of RFPs. Marla explained that funding for Emergency Food and Housing will be shifted to RFP 2.

Marla introduced a new member from NCS who will be working with CCFP, Sara Miner.

Appoint Working Advisory Group (WAG) members from CCFAC
(FCRHA will appoint WAG members) Updated membership list

M. Blum explained the purpose of the WAG and the expected level of involvement.

The following members agreed to serve on the WAG: M. Cushing (Chair), M. Menapace, S. Cerney, and M. McDevitt.

Discussion Executive Committee Discuss

M. Blum suggested amending the by-laws regarding the required number of members on the Executive Committee. She emphasized that the committee should remain a small, nimble group able to meet and make decisions between regular meetings.

The current by-laws require six members; M. Blum proposed revising Section 4 to reduce the number to three members: the Chair, Vice Chair, and Past Chair.

This proposal will be voted on at the next CCFAC meeting.

Review FY 2026 CCFAC Calendar Discussion

M. Blum asked whether there will be time to cover additional agenda items at the October 14th meeting, given the scheduled public comment and roundtable discussion.

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M. Menapace noted that including calendar topics on the agenda is helpful

Information from Appointing Organizations

M. Menapace announced that the Human Services Council is under new leadership, with Paul Thomas appointed as Chair and Maria Posey as Vice Chair.

M. Blum reported that the Healthcare Advisory Board met last night, finalized its calendar, and voted on issues to include in the legislative package for the Board.

Rev. Christian shared that his church has relocated to 5350 Shawnee Rd, #220-250, Alexandria, VA 22312, and is working on recertification for food distribution. The process, initially expected to be done by October's end, is still ongoing.

M. McDevitt commented that demand for emergency food at the YMCA has also recently declined, and different demographics of people are presenting.

A. Caughran shared there will be an immigration and housing workgroup meeting hosted by NVAHA on Friday, September 12. She will forward the information to S. Shields to distribute to CCFAC members so those interested can attend.

Other Business-
There being no further business, the meeting adjourned at **8:45 p.m.**

Next CCFAC Meeting: October 14, 2025

Meeting at 7:00 PM, Jim Scott (Providence) Community Center

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