CONSOLIDATED COMMUNITY FUNDING ADVISORY COMMITTEE
Tuesday, May 8, 2018

Fairfax County Government Center
12000 Government Center Pkwy
Conference Room 9/10
Fairfax, Virginia 22035

Meeting Notes

CCFAC Members Present: Jim Edwards-Hewitt (Chair), Dick Kennedy (Vice-Chair), Pam Barrett, Cookie Hymer-Blitz, Marlene Blum, Judy Farabaugh, Michele Menapace, and Ann Zuvekas.

Inter-Agency Staff Present: Sara Brinkmoeller (DAHS), Michelle Brizzi (DAHS), Dawn Hyman (NCS), Laura Lazo (HCD), Beverly Moses (HCD), Cathy Muse (DPMM), LeeAnn Pender (DAHS) and Katie Strotman (NCS)

CCFP SAC Members Present: John Town (SAC Chair), Robbie Snow, Leeann Alberts and Andres Ciriello

CALL TO ORDER

Chairman J. Edwards-Hewitt called the meeting to order at 7:31 p.m.

APPROVAL OF April 10, 2018 MEETING NOTES

The April 10, 2018 meeting notes were approved on the motion of J. Farabaugh and second by M. Menapace.

CCFP SELECTION ADVISORY COMMITTEE DEBRIEFING

M. Brizzi distributed copies of: 1) May 1, 2018 Board of Supervisors (BOS) Information Item #1, 2) FY 2019 CCFP Analysis of Funded Programs; and 3) Proposals Not Recommended for Funding. There were several first-time funded recipient organizations, the list of which will be provided to the CCFAC.

The SAC representatives provided comments about the proposal evaluation process and responded to questions from CCFAC members. J. Town served as both SAC chair and chair of one of the four SAC subcommittees. L. Alberts, A. Ciriello and R. Snow each served as chair of a SAC subcommittee. Their comments and responses to questions from CCFAC members included:

- 167 proposals were reviewed and scored;
- Each subcommittee reviewed 41 or 42 proposals;
- 16 proposals that scored 91 or above were recommended for full funding;
20 percent of the programs recommended for funding were new to the CCFP;
• Region 1 received the highest proportion of funding recommendations;
• There is a good match between the funding recommendations and the priorities;
• Most proposals were very well done and the organizations proposed a valuable service to the community. The SAC would have approved funding more, were there sufficient resources;
• Some proposals were of poor quality, with typing errors and misspellings;
• The SAC perceived that some organizations did not write sufficiently strong good proposals because they have been funded in the past and assumed they would receive continued funding;
• Staff sent the SAC members a survey to identify ways to improve the quality of the proposals submitted. Positive responses about the process include:
  o The evaluation scoring standards applied were uniform across the subcommittees;
  o The flexibility in meeting locations and the option to hold meetings by teleconference were very helpful to the subcommittees;
  o Having the preliminary technical financial review conducted by staff was very helpful, particularly for SAC members who did not have experience in financial evaluations; and
  o All capital program proposals were reviewed by the same subcommittee for the first time.
• The SAC made the following suggestions for improvements to the RFP and SAC evaluation process:
  o List the instructions and the required proposal content in bullet points rather than paragraph form so it is easier for the offeror and evaluator;
  o Remove the requirement to duplicate responses in different proposal sections;
  o Make any other changes to the RFP instructions and requirements that will help to level the playing field for large and small, experienced and inexperienced organizations relative to writing the proposals;
  o All proposals for human services programs by the same organization should be reviewed by the same subcommittee so that budgets, costs and other financial data can be compared;
  o Provide more guidance to the nonprofits and to the SAC on what kind of response is expected related to an organization’s efforts to achieve ADA compliance.
• There were four proposals reviewed for capital programs, two of which were recommended for funding;
• The SAC also reviewed and recommended funding for non-capital programs for housing services;

M. Blum reported that the BOS has established a health and human services innovation fund to encourage the development of new programs by teams of businesses and nonprofits.

L. Pender distributed a copy of Supervisor Herrity’s Budget Question regarding organizations that are provided or lease space from the County. M. Blum stated that the list should be considered in the CCFP funding recommendations by the CCFAC and the SAC. L. Pender
explained that the SAC does not consider the leases in the evaluation of CCFP funding proposal budgets. However, the list is being considered as part of the on-going evaluation of the equitable use of County space.

UPDATE AND APPROVAL OF THE CONSOLIDATED PLAN ONE-YEAR ACTION PLAN FOR FY 2019

L. Lazo reported that the final HUD funding allocations reflect that the County will receive increases of approximately $600,000 (12%) for CDBG, $570,000 (37%) for HOME and $4,600 for ESG. The funding award amounts have been incorporated into the Consolidated Plan One-Year Action Plan for FY 2019 (Action Plan). The projected Program Income and FY 2018 carryover funding have also been updated by the HCD Finance Division and incorporated into the Action Plan.

Based on the FY 2019 grant award, staff made pro rata budget increases to the projects funded by CDBG. The increased CDBG Program Income has been allocated to the FY 2019 RFP (50%) and Rehabilitation of FCRHA Properties (50%). The increase in funding due to the HOME grant award was allocated to Rehabilitation of FCRHA Properties to address priority needs, and the increased HOME Program Income was divided between the FY 2019 RFP (50%) and Rehabilitation of FCRHA Properties (50%).

M. Menapace provided suggested edits to the draft Action Plan, which staff agreed to make to the extent possible.

Upon the motion of M. Blum, seconded by J. Farabaugh, the CCFAC unanimously approved the updated proposed Action Plan with the edits and revisions.

The BOS will approve the Consolidated Plan at its regularly scheduled meeting on June 19, 2018.

UPDATE ON THE CCFP WORK GROUP

L. Lazo distributed a revised Section II, CFIT and CCFAC and M. Blum distributed a CCFP and Community section for CCFAC members to review. There were no suggested edits by CCFAC members. K. Strotman shared that the June 26, 2018 Board of Supervisors Health, Housing and Human Services Committee meeting will be focused entirely on CCFP Work Group/CCFAC issues. In advance of the meeting, BOS members will receive a White Paper on CCFP and CCFAC information; the CCFAC has been reviewing the White Paper sections over the past several meetings.

NOMINATING COMMITTEE

J. Edwards-Hewitt proposed to dispense with the Nominating Committee if there are nominations to be made at this meeting.
M. Menapace agreed to be nominated to serve as the Chairman of the CCFAC.

J. Farabaugh moved and M. Hymer-Blitz seconded the nomination of M. Blum to serve as the Vice-Chairman of the CCFAC.

Both nominations were accepted unanimously. The election of officers will be held at the June meeting.

INFORMATION FROM APPOINTING ORGANIZATIONS

J. Edwards-Hewitt reported that the CAAB selected the CCFP programs to receive Community Services Block Grant funding in FY 2019. The process has been complicated by new HUD regulations concerning accounting and procurement process qualifications.

M. Menapace reported that the new regulations also require reimbursements rather than advancements for the funded programs.

M. Blum reported that the HCAB was on vacation in April and will meet next week.

C. Hymer-Blitz reported that the DSB also will resume meetings next week.

D. Kennedy referred CCFAC members to e-ffordable.org and reported that he and M. Blum attended the BOS Health, Housing and Human Services Committee meeting and heard the presentation on the County’s Housing Strategic Plan. The Office to Prevent and End Homelessness (OPEH) also made a report about their Point In Time Survey results and HCD/OPEH collaboration efforts were discussed.

J. Farabaugh reported that Fairfax County Public Schools will be fully funded in FY 2019, which will be the first time in 20 years.

The meeting adjourned at 9:10 p.m.

Next CCFAC Meeting Date: Tuesday, June 12, 2018, 7:30 p.m., Fairfax County Department of Housing and Community Development, 3700 Pender Drive, HCD Center (1st Floor)