

COMMUNITY DEVELOPMENT PROGRAM
CITIZENS ADVISORY COMMITTEE (CDCAC)

Role and Composition

The Arlington County Board has final responsibility for developing and ensuring implementation of the Community Development Block Grant (CDBG) and Community Services Block Grant (CSBG) programs, together called the CD Program. The County Board actively seeks input from the community. This input occurs through submission of citizen proposals, especially from the Neighborhood Strategy Areas (NSAs); advice from the Community Development Citizens Advisory Committee (CDCAC); comments at public hearings and meetings; and community involvement in the identification of community development and housing needs and the review of program performance.

Role: The CDCAC which was established by the Arlington County Board in 1978 in order to comply with Section 104 (a)(3) of the Housing and Community Development Act of 1974, is key to community participation in all aspects of the CDBG and CSBG programs. CDCAC advises on development of the annual CD program, Annual Action Plan, and the Consolidated Plan, implementation and evaluation of the CD program, proposed amendments to the Consolidated Plan, and allocations of unprogrammed funds.

Notice and Purpose of Meetings: The calendar of Committee meetings is established at the beginning of the fiscal year (July) and serves as notice of the time and place of each meeting, generally held the first Wednesday of the month. Meetings are held more frequently in October and November in order to complete review of proposals. The time and place of CDCAC's meetings can be obtained by calling the Housing Division at (703) 228-3760 and on the County's website at www.arlingtonva.us.

At each meeting of the Committee throughout the year, staff reports on progress of current projects and programs. The CDCAC makes recommendations to staff regarding these activities and to the County Board on items requiring Board action. All Board actions are reviewed and acted upon in a manner that allows for community participation.

The CDCAC periodically reviews and evaluates CDBG and CSBG program performance, including the Consolidated Annual Performance Evaluation Report. It welcomes comments on program performance at the hearings it holds jointly with the Housing Commission. Neighborhood Strategy Area groups periodically evaluate CD programs and activities of interest to the neighborhood at their meetings and communicate concerns to CDCAC.

Composition: The CDCAC is made up of representatives of County-wide organizations or constituencies with a special interest in community development and affordable

housing programs, and of neighborhoods where significant CD-funded activities are taking place and where there are concentrations of very low, low and moderate income persons. The County Board designates the organizations represented on CDCAC. Representation on CDCAC reflects a tripartite organization:

Elected Public Officials:

6 TOTAL SEATS

Arlington Community Services Board
Commission on Aging
Citizens Advisory Commission on Housing
Disability Advisory Commission
Tenant-Landlord Commission
Arlington Public Schools

Low-

Income/Neighborhood

Strategy Areas:

7 TOTAL SEATS

Elected from

Columbia Heights West
Nauck
Buckingham
Pike Village Center
Arlington View
Radnor/Ft. Meyer Heights
Long Branch Creek
Lyon Park
Barcroft
Westover
Low Income Interests At-Large

Private Sector:

6 TOTAL SEATS

Non-profit housing developer
Non-profit service provider
Minority/Newcomer Interests-at-Large
Business Interests-at-Large
Public Interests-at-Large

The County Board appoints the category of Elected Public Officials who are representatives from the Commission on Aging, Arlington Community Services Board, Tenant-Landlord Commission, Disability Advisory Commission, Arlington Public Schools, and the Citizens Advisory Commission on Housing. Each of these boards/commissions selects its own alternate.

In addition, the County Board appoints the Private Sector category. These are representatives from at-large interest groups: minorities/newcomers, businesses, and general public interest seats. The County Board also appoints representatives from nonprofit housing developers and service providers. Notice of the vacancy is given to

organizations and interested parties that represent these groups. Nominations are submitted to the CD staff and forwarded to the County Board for selection and appointment.

For the Low Income category, NSA representatives are selected by the civic association serving the neighborhood through a democratic process and are recommended to the Committee by a letter bearing the letterhead of the Civic Association. The representatives and alternates selected by the NSA must be residents of the neighborhood, own property, or operate a business located in the neighborhood. For at-large low income interest representatives, the CD staff will identify appropriate groups and assist them to develop a democratic process to select a representative to CDCAC.

Term of Office: New representatives to the CDCAC, including County Board appointed representatives and those selected by an organization or NSA, may serve two terms of 2 ½ years each, not to exceed two consecutive terms, or a total of 5 years. Where no other membership rules have been adopted by the CDCAC, the County Board's Advisory Group Policy prevails.

Rules of Procedure: The chairman, selected by the County Board from the membership of the CDCAC, is appointed annually by July 1 by the County Board. A quorum consists of fifty-one percent of currently sitting members. The Committee determines its own rules of procedure and has adopted "Roberts Rules of Orders" for operating procedures not addressed by its rules. The CD staff in the Housing Division provide technical assistance and support services to the CDCAC, such as provision of meeting space, notice of meetings, minutes, interpretation of HUD and HHS policies and requirements, and program status reports. Staff also may prepare letters, reports, responses, and other documents for the CDCAC, as requested, and attend CDCAC meetings and hearings.

Adopted July 1978;
Revised September 1991;
Revised April 1997
Revised April 2005
Revised April 2007
Revised April 2009