



## CDBG & Home Taskforce FY 23-24

Tuesday, February 28, 2023

CitySpace Large Conference Room/Virtual

6-7 PM

### MINUTES

- Introductions
  - Attendance & sign-in page
- Minutes
  - How will the group record minutes at each meeting?
  - I suggest on a rotating basis, with recorder emailing group a copy of minutes shortly after each meeting concludes (e.g., email to me and CC to membership)
- Review Process
  - AW led the group through a review of the Taskforce binder, including a brief history of the CDBG and HOME programs in Charlottesville and an overview of the application evaluation process
  - Group reviewed and discussed the specific evaluation criteria to be used and the scoring sheet
- Review of Applications
  - Each taskforce member received a binder containing printed copies of the application received during the RFP process
  - Taskforce members briefly reviewed the standardized sections of the application
- Questions & Closing
  - AW took taskforce members questions
  - Review session meeting dates were set for Wednesday, March 15, and Monday, March 27
  - With no further questions, orientation was adjourned and AW stayed behind for individual member questions