

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager



Michael E. Traynor, Esq.
Chief Development Officer
Executive Office of Economic Development

Gregory J. Baker
Director
Neighborhood Development Division

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1/11/2018

City Hall, Levi Lincoln Chamber
455 Main Street
Worcester, MA
6:00pm

MEETING MINUTES

CDAC present: Paula Stuart (Chair), Doug Arbetter (Vice Chair), Nicola D'Andrea, Suzanne Graham, Edward Moynihan, Michael Murphy, Arline Rosario

CDAC absent: Danaah McCullum, Dana Strong

City Staff: Greg Baker, Sandy Amoakohene, Tony Miloski

1) Call to Order

The meeting was called to order by Chairperson Paula Stuart at 6:00 pm.

The following items were distributed to each CDAC member at the start of the meeting:

- 1) Agenda
- 2) Minutes from 11/02/17
- 3) Community Development Block Grant Program Year 44 RFP Application Summaries (binder)
- 4) CDBG Years 41- 43 Allocations and Year 44 Requested (double-sided sheet)
- 5) Draft CDAC Schedule for CDBG Yr. 44 Action Plan Purposes (single-sided sheet)
- 6) Public Hearing #1 Community Needs Assessment Meeting Results, December 12, 2017 – Levi Lincoln Chamber, City Hall (single-sided sheet)
- 7) City of Worcester CDBG Program FY 19 / Yr. 44 Application Scoring Sheet (single-sided)
- 8) City of Worcester CDBG Interdepartmental FY 19 / Yr. 44 Application Scoring Sheet (single-sided)
- 9) Yr. 44 / FY19 CDAC CDBG Proposal Ranking System (3 pages)

2) Review and Approval of 11/2/17 CDAC Meeting Minutes

A motion was seconded and passed to vote approval of the 11/2/2017 minutes as amended to correct the meeting date listed in the narrative of item 2) from 10/12/2017 to 10/26/2017. The CDAC voted 6-0 for their approval as amended.

3) Distribution of binders containing CDBG Year 44 RFP responses

- **Overview of nature and amount of RFP responses**

Greg Baker gave an orientation and overview of the Community Development Block Grant Program Year 44 RFP Application Summaries binders that had been distributed to each CDAC member at the start of the meeting. By CDBG & RFP categories, the city had received 19 Public Services, 3 Public Facilities & Improvements, and 5 City of Worcester Interdepartmental requests. Only one Public Service proposal qualified for review under the “new applicant” category and evaluation pool that had been created for Program Yr. 44 to give newer applicants a better competitive advantage in the review process.

There was a discussion and review of the other hardcopy distributed materials noted in the first section of these notes (above), including the summary sheet titled “CDBG Years 41-43 Allocation Amounts and Year 44 Amounts Requested” and the draft CDAC meeting schedule for CDBG Yr. 44. It was noted that one of the public facilities projects had inadvertently been left off the first chart and would be added, while the second chart contained some minor corrections of dates which had been mistakenly listed as 2017 instead of the correct 2018.

In the interest of gauging the extent to which agencies were successfully exploring alternate sources of funding beyond CDBG, Paula Stuart, CDAC Chairperson, asked if the City could provide information that would show the percentage of CDBG funds as part of overall program budgets for programs that were funded over the last several years.

4) Review and Discussion of CDBG RFP scoring system

Greg Baker provided guidance, and an overview, of the CDBG RFP scoring system. He stated that the scoring of CDBG RFPs continues to be closely tied to the objectives outlined in the City’s Five Year Consolidated Plan and should reflect any recent needs identified through the Community Needs Assessment meeting (Public Hearing #1) held at City Hall on December 12, 2017 (as noted above, a summary of the results of this meeting had been distributed and were discussed). It was noted that as a result of the City’s launching of a new website at the beginning of 2018, some of the existing website links to Executive Office of Economic Development’s CDBG RFP documents were temporarily non-working, but had subsequently been changed / restored by the City’s Technical Services division. Some of these links provided access to the City’s Five (5) Year Consolidated Plan, as well as the City’s community needs assessment meeting summaries, both of which are needed by CDAC members to evaluate the applications. Greg Baker therefore agreed to send the new website links for these resources to the CDAC members by e-mail. He also agreed to send CDAC members the fillable PDF formatted scoring sheets by e-mail.

CDAC members discussed a method to finalize and submit scores and agreed to provide their scoring sheets for each program reviewed to the Recorder (Arline Rosario) as soon as possible in order to help expedite her tabulation responsibilities to the committee. It was agreed that scoring sheets would be due to the Ms. Rosario no later than the Sunday night immediately following the Thursday night CDAC meeting in which the related proposal had been discussed by the committee.

5) Preparation and discussion for mandatory CDBG RFP applicant presentations scheduled for 2/1/18

CDAC members discussed the mandatory CDBG RFP applicant presentations to be given at the next CDAC meeting. Members were reminded that this meeting would start slightly earlier than the other CDAC meetings and that it was important that a prompt quorum be achieved. The meeting was scheduled to start at 5:30 p.m. on Thursday, February 1, 2018 in the Levi Lincoln at City Hall. The meeting format would be the same as used last year and the agenda of presenters would follow the table of contents listed in the Year 44 RFP binders with the exception that Intedepartmental Projects would likely be presented first.

6) Adjournment

As there were no more items for discussion, the meeting was adjourned at 6:32pm.