

City of Worcester, Massachusetts

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COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

11/02/2017

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

MEETING MINUTES

CDAC present: Paula Stuart (Chair), Nicola D'Andrea, Suzanne Graham, Danaah McCullum, Edward Moynihan, Michael Murphy, Dana Strong.

CDAC absent: Doug Arbetter, Arline Rosario

City Staff: Greg Baker, Steve Hill, Tony Miloski

1) Call to Order

The meeting was called to order by Chairperson Paula Stuart at 6:10pm. A file containing the following items were distributed to each CDAC member:

- 1) Agenda
- 2) Minutes from 10/26/17
- 3) Yr. 44 / FY19 CDAC CDBG Proposal Ranking System
- 4) FY 19 / Yr. 44 Application Scoring Sheet

2) Review and Approval of 10/26/17 CDAC Meeting Minutes

A motion was seconded and passed to vote approval of the 10/26/2017 minutes. The CDAC voted 7-0 for their approval.

3) Discussion of Proposed Changes to annual CDBG RFP and process

- Review proposed changes to scoring/evaluation system in lieu of planned CDBG set-aside for prior non-funded entities and intent to implement discretionary scoring points

Greg Baker explained the elements contained in the Yr. 44 / FY 19 CDAC CDBG Proposal Ranking System and the FY 19 / Yr. 44 Application Scoring Sheet and highlighted modifications made to these documents compared to those used during last year's process. Attention was drawn to changes made including the addition of

Discretionary Committee Points to the Yr. 44 / FY 19 CDAC CDBG Proposal Ranking System, and a column which was added to the FY 19 / Yr. 44 Application Scoring Sheet which identified and cross referenced Relevant RFP Content with Advisory Committee Scoring Criteria. There was also a strengthening of RFP review criteria as pertains to program sustainability and project readiness.

CDAC members spoke favorably relative to these proposed changes and were comfortable that all applicants, including those new to CDBG, would be subject to the same scoring metrics. A motion was seconded and passed and the CDAC voted 7-0 to adopt the changes as presented in these two scoring sheets.

4) Discussion of Next Steps and Next Meetings

The next CDAC meeting is scheduled January 11, 2018. CDAC members were reminded that the City planned to release FY 19 / Yr. 44 RFP documents on November 27, 2017. Members would receive a follow up email notification of the release. They were also invited to attend the Technical Assistance Workshop scheduled for December 7, 2017 and the Community Needs Workshop scheduled for December 12, 2017.

5) Adjournment

As there were no more items for discussion, the meeting was adjourned at 6:44pm.