

# 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

12/14/2016

City Hall, Levi Lincoln Chamber

455 Main Street

Worcester, MA

5:30pm

### MEETING MINUTES

CDAC present: Edward Moynihan (Chair), Doug Arbetter, Nicola D'Andrea, Martha Asseta, Dana Strong, Paula Stuart, Daniel Whalen, Matthew Yalouris

CDAC absent: None

City Staff: Greg Baker, Steve Hill, Anthony Miloski

#### 1) Call to Order

The meeting was called to order by Chairman Ed Moynihan at 5:49 p.m.

#### 2) Review and Approval of 10/19/2016 CDAC Minutes

There were no changes suggested to the 10/19/2016 CDAC meeting minutes, and a motion was seconded and passed to vote their approval. The CDAC voted 6-0 for their approval.

#### 3) Review Year 43 Applications

- **Binder distribution / overview of applications**

The following items were distributed to all CDAC members:

- Binder of Community Development Block Grant Program Year 43 RFP application copies
- Community Development Block Grant Application summary sheets for Fiscal Year 2018 (Program Year 43) applications

- Excel table showing CDBG Y41 grant funds allocated, Y42 grant funds allocated, Y42 percentage of grant funds expended to-date, Y43 grant funds requested, Y43 grant funds requested vs. Y42 grant funds allocated
- A handout on Yr. 43 / FY18 CAC CDBG Proposal Ranking System (guide for CDAC member scoring)
- A City of Worcester CDBG Interdepartmental FY 18 / Yr. 43 Application Scoring Sheet
- A draft Guide & Ground Rules document for CDBG Yr. 43 / FY 2018 RFP Applicant Presentations to Community Development Advisory Committee
- A copy of SP-45 Goals Summary – 91.215(a)(4) (hand out pg. #'s 192-201) from the City of Worcester's Five (5) Year Consolidated Plan
- A copy of the Public Hearing #1 Community Needs Assessment Meeting Results from 11/9/2016
- Three (3) different types of State of MA Conflict of Interest Disclosure forms

Greg Baker guided CDAC members through a review of the above items. He presented an overview of the Year 43 CDBG applications that the Office of Economic Development had received by the 12/7/2016 deadline and noted that there were no applications received after the deadline. He answered questions that various CDAC members asked with regard to the applications.

He reported that this year's process had been started about one month earlier compared to last year's process, partly in response to a request made by CDAC members to have more time for application reviews. Notification of the RFP availability had been sent out to more than 300 e-mail addresses related to potential applicants and related parties. Applicants were still given the same amount of time as in prior years which to complete and submit applications. There is no evidence to suggest that the earlier time line negatively affected the number of applications received.

- **Review scoring / ranking system**

Greg Baker reviewed how the ranking and scoring sheets had been updated slightly compared to the prior year. It was noted that this year's RFP scoring system made sole use of the City of Worcester's "new" Five (5) Consolidated Plan (2015-2020), as the prior Plan (2010-2015) was no longer being used as a reference point for evaluating applicants.

In response to a CDAC member's suggestion that the city use Facebook to post meeting notices in order to more effectively target low-income persons and increase public hearing participation, it was noted that the City's computer usage policy blocked staff use of Facebook and other social media, but that it would be explored as a potential option for next year's announcement process.

- **Prepare for Mandatory CDBG Applicant Presentation Session, 1/11/17, 5:00 - 8:45pm in the Saxe Room of the Worcester Public Library**
- Review of agenda and process

There was a discussion among CDAC members and City staff with regard to the upcoming Mandatory Applicant Presentation Session scheduled for 1/11/17. The format of the proposed process was expected to be very similar to last year's process. There was a discussion of potentially changing the order of presenters from last year in which public services applicants presented first, followed by public facilities applicants, then followed by interdepartmental applicants. CDAC members talked about building on the experience gained as a result of last year's process and felt that CDAC's role was vital in advising the application recommendation process. The Chairman underscored the importance of the committee's adherence to the rules and regulations that govern its processes.

#### **4) Adjournment**

As there were no more items for discussion, the meeting was adjourned at 6:39pm.

#### **5) City of Worcester Boards & Commissions Group Photo**

Seven of eight CDAC members present at that above meeting agreed to participate in a group photograph which was taken a few minutes after the meeting had adjourned. Group photographs are being taken of all the City's Boards & Commissions in the interest of transparency and to promote membership diversity.