



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**2/26/2024**  
**Virtual Meeting\***  
**Worcester, MA**  
**6:00pm**

\*This meeting was conducted virtually/remotely, using the Microsoft Teams online computer meeting platform to allow participation by computer or by phone [in accordance with the stated preferences of CDAC members].

***DRAFT* - MEETING MINUTES**

CDAC present: Suzanne Graham Anderson (new chair – voted 2/26/24), Jack Newton (new vice chair – voted 2/26/24), Steve Hill (new recorder – agreed to serve 2/26/24), Emmanuel Larbi, Michael Murphy, Joel Wallen

CDAC absent: No absences, four CDAC seats vacant at time of meeting

City Staff: Greg Baker, Jared Sas, Noah Magid

Meeting was video recorded and is available at the following link:

<https://play.champds.com/worcesterma/event/2154>

**1) Call to Order**

The meeting was called to order at 6:10 pm. The following items had been e-mailed to each CDAC member prior to the start of the meeting:

- Agenda
- CDBG Request for Proposal Application Materials

**2) Introductions and Meeting Overview**

CDAC members and city staff introduced themselves.

**3) Update on Current Status of CDAC Membership**

The information the City of Worcester, MA Community Development Advisory Committee CDAC Membership 2023-2024 table was read by city staff. It was reported that CDAC membership has been reduced to six active members, as Steve Hill replaced previous Year



49 member Lizbeth Perez Rodriguez, and there remain four unfilled vacancies, two each in District 1, one in district 2, and one in district 4. As a result of these changes, there is a need to elect a new chairperson and vice chairperson. It was also reported that one member will have their service term expire at the end of June 2024 and is ineligible for renewal due to reaching their term limit.

#### **4) Election of Chairperson, Vice Chairperson and Recorder (vote needed)**

A motion was seconded and passed to vote Suzanne Graham Anderson as the CDAC's new Chairperson. The CDAC voted by rollcall 6-0 for her election as Chairperson to succeed Jack Newton.

A motion was seconded and passed to vote Jack Newton as the CDAC's new Vice-Chairperson. The CDAC voted by rollcall 6-0 for his election as Vice-Chairperson to succeed Bryan Milward as CDAC Vice-Chairperson.

Steve Hill agreed to serve as the CDAC's new Recorder for 2024.

#### **5) Overview of Year 50 RFP and Public Service Applications #1 through #9 (African Community Education – Easter Seals Massachusetts, Inc.) from master binder**

All members reported that they had received binders containing Year 50 Community Development Block Grant (CDBG) applications.

As part of the overview, a PowerPoint entitled Year 50 CDBG RFP Data was displayed by city staff. It was reported that there were a total of 26 public service applications, an increase of 6 over the previous year. The percentage of funding proposals by category are as follows: Case Management – 38%, Youth Development – 19%, Food – 12%, Job Training – 8%, Healthcare – 8%, Transportation – 4%, Tax Assistance – 4%, Legal Assistance – 4%. Additionally, it was reported that Interdepartmental Proposals requested a total of \$2.15 million (average \$430,000 per application), Public Services a total of \$1.375 million (average \$53,000 per application), and Public Facilities, \$.925 million (average \$132,000 per application).

After the summary of application data, the first nine Year 50 RFP Public Service Applications from the master binder table of contents as listed below were reviewed and discussed.

1. African Community Education – After School Program
2. Arts Bridge International – Craft-Making & Sewing Training Center
3. Catholic Charities Worcester County – Emergency Stabilization Programs
4. Central Massachusetts Agency on Aging, Inc. – Grandparents Raising Grandkids Resource Center
5. Centro Las Americas – Case Management
6. Centro Las Americas – Emergency Food Pantry
7. Community Builders – Volunteer Income Tax Assistance (VITA) Program
8. Dismas House – BAR None



9. Easter Seals Massachusetts, Inc. – Year-Round Swim Program for Youth and Adults with Disabilities.

CDAC members stated that they preferred proposals that included strong outcome measures, as well as programs that leveraged outside funding in addition to requested CDBG funding.

Members requested a spreadsheet that would show repeat applicants and their amounts requested this cycle compared to Year 49. Members also requested the opportunity to ask questions of organizations through the CDAC staff liaison, contacting RFP applicants by email for clarification on their applications.

There were some concerns raised regarding the financial information and organizational structure of Arts Bridge International.

There were several questions regarding the location of the Central Massachusetts Agency on Aging office, and whether services are provided at that location.

After some questions by members regarding case management programs utilizing one-time interactions as opposed to comprehensive in-depth assistance, City staff mentioned previous efforts to request organizations provide expanded coverage, and the various financial safeguards in place to track client interactions.

Members discussed the outcome measurements as described by Easter Seals Massachusetts, Inc. A new applicant to for this years CDBG funding.

Members stated they would evaluate current requests based on previous cost-per-unit changes when City staff provide an updated dataset on the change in funding year-over-year.

## 6) Next Steps

The following upcoming next steps were discussed and agreed upon by CDAC members:

City Staff would transmit CDBG Scoring Rubrics and Instructions to CDAC members prior to the next meeting date.

Two subsequent meeting times were set.

3/11/2024 (Monday, 6:00 pm) – CDAC Meeting to discuss and review the remainder of the Year 50 CDBG RFP Public Service applications (#10 through #26).

3/18/2024 (Monday, 6:00pm) – CDAC Meeting to discuss and review the Year 50 CDBG RFP Public Facility and Interdepartmental applications.



## 7) Adjournment

As there were no more items, a motion was seconded and passed to vote to adjourn the meeting. CDAC voted by rollcall 6-0 to adjourn the meeting at 7:45 pm.