

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager



Michael E. Traynor
Interim Chief Development Officer
Executive Office of Economic Development

Gregory J. Baker
Director
Neighborhood Development Division

Community Development Advisory Committee City Hall, Room 401 Monday, March 10, 2014 5:30 PM

MEETING MINUTES

CDAC present: Edward Moynihan (Chair), Mark Borenstein, Michael Larkin, Carol Claros, James Spillane, Cherylann Strom, Dana Strong

CDAC absent: Tracy Pakstis-Claiborne, Mathew Yaloris

City Staff present: Greg Baker, Stephen Hill, Tony Miloski, Hung Nguyen

1) Call to Order

The Chair called the meeting to order at 5:35 PM.

2) Minutes of March 4, 2014 meeting

At the recommendation of a CDAC member, the draft minutes of the 3/4/14 CDAC meeting were amended to indicate that the CDAC would not be giving firm scores for the proposals that were to be discussed at each of their meetings. Instead they would finalize their scores after the meetings in which each proposal was reviewed. A motion was seconded and passed to vote for approval of the 3/04/14 minutes as amended.

3) Discussion of the Applications

A discussion ensued on the appropriate utilization of the revised scoring sheets. Greg Baker reminded CDAC members that scoring should be tied closely to the point ranges given in the FY15 CDAC CDBG Proposal Ranking System handout. For example, with regard to addressing community needs, top scores should only be given to an RFP addressed one of the top 5 needs identified through the FY14 Information Sessions or FY14 Community Needs Survey, or was focused primarily on addressing a priority neighborhood currently targeted for revitalization. The correct use of points to rate a project's ability to leverage funds was also clarified. The CDAC members acknowledged that the use of the revised scoring sheet and proposal ranking system would act to minimize the

subjectivity of rating, and instead tie the ratings more closely to the quality of each application and its intended activity or emphasis.

CDAC then commenced a discussion of each of the applications strengths and weaknesses according to the six scoring criteria utilized:

- Quality of the application narrative and proposal
- Community needs addressed by the proposal
- Quality and type of outcomes defined in the proposal
- Program delivery plans for implementing the proposal
- Organizational experience and staff capacity to implement proposal
- Leveraging of funds other than CDBG

The proposal categories and applications discussed included the following:

Economic Development Category

- Business Assistance Division – Microloan and Façade & Awning Incentive Grant

Public Facilities Category

- Public Works & Parks Department – Arlington St. & Aetna St. Rehabilitation
- The Community Builders – Renovation of After-School Space

Public Services Category

- African Community Education – After School Program
- Central Massachusetts Housing Alliance – Elder Home Repair
- Centro Las Americas – Case Management
- Centro Las Americas – Emergency Food Pantry
- Community Healthlink – Youth Employment Program
- Ethiopian Dream Center / CMMAP – Social Services for Immigrants
- Family Health Center – Emergency Dental Services
- Friendly House – Case Management
- Friendly House - Quinsigamond Village Services
- Friendly House - Youth Services

After some discussion among the CDAC, it was decided that members would forward their final RFP ratings to one CDAC member who would then ensure completeness, and tally all the ratings prior to transmitting the review total results to the Executive Office of Economic Development's Neighborhood Development Division by 3/26/14.

Members agreed to begin their review of the Public Services RFPs #11 – 27 (from alphabetic order of master application binder) at the next CDAC meeting scheduled for 3/17/14.

4) Adjournment

As there were no more items for discussion, the meeting adjourned at 7:30 P.M.