



Cambridge Human Services Commission  
Meeting Minutes  
September 14, 2017  
5:30 – 7:30 pm  
Citywide Senior Center  
806 Massachusetts Avenue  
Cambridge, MA 02139

Commissioners present: Christopher R. Hall, Khari Milner, Sumbul Siddiqui, Nan Stone

DHSP staff present: Janice Alger, Mike Payack (recorder), Ellen Semonoff

Presenter: Michelle Farnum, Assistant Director of Child, Youth & Family Services, DHSP

I. Welcome, Networking, and Dinner

- Ellen Semonoff welcomed members of the Commission and reviewed the agenda
- Ellen announced that CCTV's Backyard BBQ fundraiser is taking place tonight and some members of the Commission may be heading there after the meeting

II. Community Needs Assessment Overview

- Ellen Semonoff reviewed a [presentation on the City of Cambridge Needs Assessment](#) originally presented to the Cambridge City Council's Finance Committee on April 25, 2017
  - The City Council was interested in using "mitigation" or "linkage" funds pledged by developers to expand services for, and meet unmet needs of, Cambridge residents
  - The City, in consultation with the Cambridge Nonprofit Coalition, established:
    1. The Community Benefits Ordinance
    2. The Community Benefits Fund, from which funds can be appropriated to support appropriate expenditures
  - The City, in collaboration with the Cambridge Community Foundation and the Cambridge Nonprofit Coalition, conducted this Needs Assessment to inform the City Council's establishment of broad funding goals and development of an allocation plan for these funds
  - The Needs Assessment identified the following needs:
    1. Top Tier Needs
      - a. Affordable Housing and Homelessness
      - b. Financial Security
      - c. Mental Health, Behavioral Health, and Substance Abuse
    2. Middle Tier Needs
      - a. Food
      - b. Civic Engagement and Social Capital
      - c. Education
      - d. Employment

3. Lower Tier Needs
  - a. Safety
  - b. Transportation
  - c. Arts, Culture, and Recreation
  - d. Health
  - e. Built and Natural Environment

### III. FY2018 Community Development Block Grant (CDBG) Award Review and Planning for Yet-To-Be Allocated CDBG Funds

- FY2018 CDBG Award Review
  - Mike Payack reviewed the FY2018 CDBG Public Services allocation process, which took place in spring 2017, and reviewed the reason that the Commission recommended holding off on allocating a portion of the funding
    - The City had yet to receive its FY2018 CDBG allocation announcement from HUD, but the City was anticipating a funding cut of up to 5%
    - Per the Commission's recommendation, the City invited current satisfactorily-performing CDBG subrecipients to apply for renewal funding at their FY2017 base level, while leaving a portion of the funding "unallocated" to act as a buffer between subrecipients and any potential cut to the City's overall CDBG allocation
      - The Commission recommended that, if the City's overall CDBG allocation is not cut or if the decrease in the City's allocation is less than the "unallocated" amount, DHSP and the Human Services Commission will hold a formal process whereby existing CDBG subrecipients will be invited to apply for this additional funding in support of their current CDBG-funded program or to address a particular unmet need in the community
    - Renewal Applications were issued May 19
    - As expected, all FY2017 CDBG subrecipients applied for renewal funding for FY2018
    - At the Commission's June 8 meeting, the Commission recommended FY2018 renewal funding for all currently funded CDBG subrecipients at their FY2017 base level
- Planning for Yet-To-Be Allocated FY2018 CDBG Funds
  - The City's FY18 CDBG allocation was announced by HUD on June 14
    - The City's allocation was reduced by just about 1%
  - Due to the City and Commission planning for a larger cut, the amount remaining to be allocated in FY2018 is \$33,000
  - Mike reviewed the process the City and Commission undertook in FY2017 to allocate "one-time additional funding"
  - The Commission recommended a similar process for allocation of FY2018 yet-t-be allocated funding:
    - Existing subgrantees will be invited to apply for up to \$16,500 in additional FY2018 CDBG funding in support of their current CDBG-funded program or to meet an unmet community need
    - Note that we do not expect any FY2018 funding increases to carry over to FY2019.

- The Department will institute a six-month funding cycle for these additional FY2018 CDBG Public Services funds
  - Contracts will run Jan 1, 2017 - June 30, 2018 unless specified otherwise.
- Programs must target a population classified as low and low-moderate income as defined by the Department of Housing and Urban Development (HUD):
  - The Department is seeking applications that will address the following priority areas:
    - Children, youth, or family support
    - Domestic violence
    - Linguistic minorities
    - Homelessness
    - Emergency food resources
    - Elderly and individuals with disabilities
- Proposed Process Timeline:
  - September HSC Meeting (tonight) – determine application process
  - Mid-September – issue application to subgrantees (applicants will have 1 month to complete)
  - Mid-October – applications due
  - Late October – completed applications are forwarded to Commissioners for review
  - November 9 HSC Meeting – Commissioners discuss completed applications and make funding recommendation
  - Late-November – Award Letters issued
  - December – contract generation and execution
  - Jan 1, 2018 – 6-month contract period begins

IV. Announcements

- No announcements

V. Upcoming Schedule:

- Mike Payack announced that the next meeting of the Human Services Commission is scheduled for Thursday, October 12, 2017

VI. Meeting Adjourned

Respectfully submitted,

Mike Payack, Planner/Contracts Manager  
DHSP/Planning & Development