



Cambridge Human Services Commission  
Meeting Minutes  
May 11, 2017  
5:30 – 7:30 pm  
Citywide Senior Center  
806 Massachusetts Avenue  
Cambridge, MA 02139

Commissioners present: Julie Asher, Christopher R. Hall, Nan Stone

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

Ellen Semonoff welcomed members of the Commission. Ellen announced that the Commission would be planning the application process for the Public Services portion of the City's FY2018 Community Development Block Grant (CDBG) allocation later in the meeting.

Before moving on to FY2018 planning, Ellen asked Mike Payack to briefly discuss any notes from working with the CDBG subrecipient agencies in FY2017 in his capacity as a grants manager. Mike shared observations gathered from quarterly reports, monthly or quarterly fiscal monitoring, and program site visits. Mike stated that all FY2017 CDBG subrecipients are in good standing. Members of the Commission asked if it would be possible to invite all existing subrecipients to apply for renewal (level) funding as they are all in good standing.

Mike stated that the City of Cambridge's FY2018 CDBG allocation had yet to be announced by the Federal Department of Housing and Urban Development (HUD), but the City is anticipating a funding cut. Mike reminded the Commission that due to the sudden closure of one of the CDBG-funded agencies in FY2016, the portion of the CDBG Public Services funding for which the agency would have been invited to apply would remain unallocated if all current subrecipients were level-funded. Mike further stated that the City does not anticipate that the funding cut would be larger than this potentially "unallocated" amount. The Commission recommended that the City invite all current CDBG subrecipients to apply for renewal funding at their base FY2017 level, with the "unallocated" funding acting as a buffer between subrecipients and any potential cut to the City's overall CDBG allocation. The Commission further 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 in the fall of 2018.

Mike Payack announced that the next meeting of the Human Services Commission is scheduled for Thursday, June 8, 2017. Prior to the June meeting, DHSP staff will invite all current CDBG subrecipients to apply for renewal funding at their base FY2017 level per the recommendation of the Commission. Applications will be due to DHSP prior to the June meeting. At the June meeting, members of the Commission will review submitted FY2018 CDBG renewal applications and make a funding recommendation to the City Manager.

Meeting adjourned.

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Respectfully submitted,

Mike Payack  
Planner/Contracts Manager  
DHSP/Planning & Development