

**DRAFT**

**Community Development Advisory Committee (CDAC)  
April 28, 2020 – 5:00 PM**

**ZOOM Platform Audioconference – Meeting ID:** 883 1017 3449      **Password:** 102998

**Public Dial-In** +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York)

**Members Present:** Les King, Sean Barnes, Mark Marcy

**Members Absent:** Gemma Fabris, Kevin Saythany

**Others Present:** Kathy Crees and Tianne Curtis

- I. The CDAC meeting was called to order at 5:00 PM.
- II. Upon motion by Mark Marcy, second by Sean Barnes, the Committee voted to approve the minutes of the 4/16/20 meeting. Motion passed unanimously
- III. Non-substantial Amendment Approval – Norwich Works

Kathryn Crees presented the request from NHS Director Lee-Anne Gomes for the change to her Norwich Works Program as follows:

“In our original Norwich Works grant we asked for 21 hrs./wk. of casework time at a cost of \$29,251/yr. We are asking to amend the caseworker’s hours to 35 hrs./wk. from 4-27-2020 to 8-31-2020, at an increase of \$5330.78.

The original amount allocated for training was \$20,749, allowing us to train about 20-22 people. We would like to amend the training allotment to \$15, 418.22. We currently have spent \$12,644.99 on training for 12 people. This would leave us with \$2773.23 for training through 8-31-2020, and hopefully we will be able to train another 3 people.

Each unemployment compensation application takes approximately 1.5-2 hours to complete over the phone with a person. The increase in hours would allow us to assist an additional 7 people each week, for a total of an additional 127 people through the end of August.”

The Committee agreed the request was acceptable and on motion by Mark Marcy; second by Sean Barnes; voted to approve the non-substantial amendment as requested. Motion passed unanimously.

Committee requested Staff forward a memo to City Council regarding the update.

**IV. CARES Act**

Kathryn Crees explained that HUD has awarded Norwich \$506,569.00 but not yet released the funds for the Coronavirus Aid, Relief, and Economic Security (CARES Act) supplemental funding. The CARES program is still in development stage and we are awaiting guidance from our HUD CPD office. The program must still comply with HUD eligible activities and meet a national objective. All CARES funding must be used in a manner to prepare, prevent or respond to the COVID-19 pandemic and

does not duplicate services. Consideration is being given to utilize the funds in a way that can assist small businesses in retaining/employing low income residents by paying utility bills, rents etc. Kathryn Crees stated the funds are being proposed as a grant package and not a loan.

Once the CARES application is finalized, the anticipated due date is on or around May 18, 2020.

The Committee scheduled the next meeting for May 26, 2020 at 5:00 PM.

#### V. Adjournment

Upon motion by Mark Marcy, second by Sean Barnes, it was unanimously voted to adjourn at 5:47 PM.

Respectfully submitted.  
Tianne Curtis, CD Program Asst.