

## COMMUNITY GRANTS ADVISORY COMMISSION

APRIL 3, 2019

The Community Grants Advisory Commission of the City of McKinney, Texas met in regular session in the 2<sup>nd</sup> Floor Conference Room, Municipal Building, 222 N. Tennessee Street, McKinney, Texas on April 3, 2019 at 6:30 p.m.

Commissioners Present: Chairman Randy Hubbard, Vice Chairman Essie Hennie, and Commissioners Samuel Franklin, Jennifer Mott, and William Wehunt

Absent: Commissioners Adriana Pedraza and Donna Loughmiller

Staff Members Present: Community Services Administrator Shirletta Best, Community Services Coordinator Camille Smith, Administrative Assistant Judy Hawkins

Chairman Hubbard called the meeting to order at 6:30 p.m. after determining the presence of a quorum.

**19-0267** Minutes of the November 8, 2018 Meeting of the Community Grants Advisory Commission. Commissioners unanimously approved the motion by Commissioner Franklin, seconded by Commissioner Wehunt, to approve the minutes of the November 8, 2019 meeting of the Community Grants Advisory Commission.

Commissioner Mott arrived at 6:41 p.m.

**19-0268** Consider/Discuss FY 2019-20 Consolidated Grant Application Process. Administrator Best stated that the application process is currently underway with a final deadline for submissions at 5:00 p.m. on Friday, April 12, 2019. She noted that CDBG and CSG applications have been consolidated into one application process using the Zoom Grants software. A pre-application meeting was held on February 28 with approximately 30 organizations represented. Technical assistance is available for applicants through our office until April 11, 2019, and through Zoom Grants at any time. We expect to receive 15-20 applications again this year. Organizations may submit up to two applications per program. The minimum grant amount for CSG is

\$3,000; the minimum grant amount for CDBG is \$5,000. To be eligible for a CSG grant, organizations must be in existence at least one year; CDBG grants require organizations to be in existence at least three years. Once staff has vetted all submissions, approximately two weeks, applicants will be asked to present on either May 8 or May 9, 2019. City programs for funding will also be presented on one of these nights. Presentations will be held in Council Chambers starting at 6:30 p.m. Commissioners will convene on May 30, 2019 to deliberate and make recommendations for funding. Recommendations will be followed by a 30-day public comment period. City Council will consider CDBG funding recommendations in August and city funding in September.

**19-0269** ZoomGrants Grant Reviewer Training. Commissioners viewed a ZoomGrants training video that summarized how the review process works. After the application deadline, commissioners will be provided with a list of all applicants. Commissioners should review this list to ensure there are no conflicts of interest. Contact Administrator Best or Coordinator Smith if you have questions on any applications. Questions and answers will be shared with all commissioners.

**19-0270** Housing & Community Development - Staff Updates. During the 30-day public comment period, we will also receive input on how well the ZoomGrants process worked.

Due to the government shut-down, our annual performance report review was delayed to March, and we received “no findings”. Best noted that, in 2019, we are completing the fifth year of our 5-year plan. During program year 2019-2020, we must submit a new 5-year plan. Commissioners will be meeting to develop this plan following public input from agencies and individuals regarding their areas of concern. Focus groups and small meetings will be scheduled this summer to begin discussing ideas. We expect to submit the new 5-year plan in August 2020.

Commissioners unanimously approved the motion by Commissioner Franklin, seconded by Commissioner Mott, to adjourn the meeting. Chairman Hubbard declared the meeting adjourned at 7:11 p.m.

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RANDY HUBBARD  
Chairman