

City of Takoma Park Maryland
GRANTS REVIEW COMMITTEE
AGENDA

DATE: Monday, July 11, 2016
TIME: 7:00 p.m. to 8:30 p.m.
LOCATION: Takoma Park Community Center-Sam Abbott Citizen's Center
Council Conference Room, 7500 Maple Avenue, Takoma Park

1. Call to Order
2. Welcome and Introductions
3. Adoption of Minutes – March 1, 2016 (attached)
4. Overview of FY17 Grants Programs
 - a) Community Grants - Quality of Life (attached)
 - b) Community Development Block Grant CDBG (attached)
 - c) Mini-Grants – Takoma Foundation
 - d) Community Partners (attached)
5. Review of Proposed Grants Schedule (attached)
6. Upcoming Meeting Agendas
 - a) Selection of Next Meeting Date
 - b) Norms of Committee Conduct
 - c) Election of Officers – Chair, Vice Chair and Secretary
7. Adjourn

Notice of ADA Compliance

The City of Takoma Park is committed to ensuring that individuals with disabilities are able to fully participate in all public meetings. Please contact the Housing and Community Development Department at (301) 891-7217 or (800) 735-2258 TTY/Voice if you plan to attend a Grants Review Committee meeting and wish to receive auxiliary aids, services, or other accommodations.

City of Takoma Park Maryland
GRANTS REVIEW COMMITTEE
WORKSESSION MINUTES

DATE: Tuesday, March 1, 2016
TIME: 7:30 p.m. to 9:00 p.m.
LOCATION: Takoma Park Community Center-Sam Abbott Citizen's Center
Hydrangea Room, 7500 Maple Avenue, Takoma Park

Members Present: Nadine Bloch, Elizabeth Boyd, Gary Cardillo, Pamela Coffey, Jay Keller, Lesley Perry, and Jennifer Wofford

Members Absent: Akena Allen

City Staff Present: Sara Anne Daines, HCD Director

Also Attending: Joan Schaffer, Montgomery County Council Grants Manager
Norka Ruiz Bravo, Resident
T.J. Mathews, Resident

8. Call to Order

Meeting called to order at 7:30 p.m. Copies of all current grant instructions, guidelines, and review procedures were distributed.

9. Welcome and Introductions

Joan Schaffer, Montgomery County Council Grants Manager, facilitated the meeting.

10. Facilitated Discussion of Grants Review Process and Funding Priorities

a. Program Guidelines and Priorities:

- Are the Council's established funding priorities clear? If not, what type of clarification is needed?

The committee agrees that the priorities are clear, but the weight of each priority is not as understood. After talking through what considerations the committee members saw as the Council's preferences, it was decided that the committee members would take time to think about their suggestions for the weight of the written priorities and submit them to the group. Based on the

responses, the committee will submit their recommendations to the Council.

- Are the current three-year funding limitations and the limit on the number of grants that can be awarded to single entity in a given funding cycle appropriate?

Discussion centered on whether systemic change can happen in three years and if organizations need more time with City funding before being able to create sustainable outside funding for their projects. The current three-year requirement was based on the Community Development Block Grant's three-year limitation. The committee agreed that there could be some flexibility on the three-year guideline.

b. Grants Review Process and Procedures:

- Does the current application process work? If not, what modifications should be considered?

The committee agreed that moving to using the Washington Regional Association of Grantmakers' common grant application was a wise move, both for city processing and for applicants to apply for other grants using the same framework. The committee will review the application further and submit any suggestions for improvement.

- Does the current evaluation process work? If not, what modifications should be considered?

The committee debated the need for interviews. The current process does not include interviews and relies upon the Letter of Intent (to be changed to Letter of Inquiry) and application responses and the opportunity for the committee to ask clarifying questions. The question was posed: What problem with the current application process would introducing interviews solve? The committee decided to table discussions until the end of the year for a final decision. A straw poll indicated that the committee was in favor of continuing without interviews.

- Newly formed groups or groups the committee members are not experienced with may be at a disadvantage in the selection process. How can the process allow the committee to develop familiarity with such groups?

The majority of the committee did not see an issue with new organizations having a disadvantage. Jen stated that it was an issue before she joined the committee, and in fact was asked to join by Council members because of the decisions made in the funding round before her joining.

- How should mid-year funding requests be handled by the Council?

The Council should advise applicants requesting mid-year funding to apply for City of Takoma Park grants during their active cycles or apply for Takoma Foundation funds, since they have more than one funding cycle per year.

c. City Council Expectations for Committee Recommendations:

- What kind of direction from Council would be helpful to the committee – e.g. ranked priorities?

The committee ran out of time to thoroughly discuss this question. It was somewhat handled in our discussion of weighting priorities.

- What is the best way to present funding recommendations to the City Council?

The committee ran out of time to thoroughly discuss this question.

d. Norms for Committee's Application Review Process

- Should the committee consider adoption of rules of conduct to govern discussions?

Nadine is tailoring an example list of norms for this particular committee, using a different name than rules of conduct, focusing on the need for respect within discussions.

- Are there ways to restructure the process to systematize the decision making?

The committee ran out of time to thoroughly discuss this question. It was somewhat handled in our discussion of the grants review process.

11. Selection of Next Committee Meeting

The next meeting will be Tuesday, April 12 at 7:15 p.m. in the third floor conference room at the Community Center.

12. Adjourn

Meeting adjourned at 9:00 p.m.

Respectfully Submitted
Lesley Perry, Grants Review Committee Secretary

**CITY OF TAKOMA PARK, MARYLAND
RESOLUTION 2016-14**

**ESTABLISHING GUIDELINES FOR
COMMUNITY “QUALITY OF LIFE” GRANT PROGRAM**

WHEREAS, the City of Takoma Park currently offers grant funding for a variety of programs ranging from capital projects to operating support for eligible entities through its Community Grants program; and

WHEREAS, the guidelines developed for the Community Grants program were adopted by Resolution 2014-7 on February 10, 2014; and

WHEREAS, the Council, having completed a review of the Community Grants Program, supports the establishment of a new grants program to provide financial support for specific programs, projects and events that improve residents quality of life through the advancement of arts and sciences; and

WHEREAS, the Council endorses the funding parameters and guidelines generally described in the accompanying attachment and identified as Program Summary: Community “Quality of Life” Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT

- Section 1. The Community Grants Program, established by Resolution 2014-7 will be discontinued effective June 30, 2016.
- Section 2. A new Community “Quality of Life” Grants Program, described in the accompanying program summary, will be established effective July 1, 2016.
- Section 3. The Community “Quality of Life” Grant Program shall be reviewed periodically to ensure the appropriate distribution and award of funds.

Adopted this 15th day of June, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

**PROGRAM SUMMARY:
Community “Quality of Life” Grant Program**

<p>Purpose</p> <p>Council Priority</p> <p>Eligible Projects</p> <p>Award Process</p>	<p>To provide financial support for specific programs, projects and events that improve residents’ quality of life through the advancement of arts and sciences.</p> <p>Livable Community for All</p> <p>Arts and Humanities projects and events, Science, Technology Engineering and Math (STEM) programs and events, innovative economic development projects. Examples include: Science and/or Math Clubs, Robotics Clubs, Computer Programming Classes, Concert and Film Series, Public Art, Maker Spaces, Technology-based Internship and/or Apprenticeship Programs, etc.</p> <p>Competitive grants process with applications reviewed by the Grants Review Committee. Final awards approved by the City Council.</p>
<p>Funding Structure</p> <p>Recommended Funding Level</p> <p>Recommended Awards</p> <p>Match Requirements</p> <p>Award Restrictions</p> <p>Term of Award</p>	<p>Competitive Application - Grant Agreement</p> <p>Total FY17 Budget - \$60,000</p> <p>Minimum \$5,000 - Maximum \$10,000</p> <p>\$1: \$1 - may include in-kind donations and volunteer time</p> <p>One grant per funding cycle</p> <p>12 month award</p>
<p>Targeted Beneficiaries</p> <p>Residency Requirements</p> <p>Eligible Applicants</p>	<p>Low and moderate income individuals and households</p> <p>75% Takoma Park Residents</p> <p>501(3) organizations recognized by the IRS</p> <p>Business Associations</p>

CITY OF TAKOMA PARK, MARYLAND

**RESOLUTION 2016-16
ESTABLISHING FUNDING PRIORITIES FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

WHEREAS, the City of Takoma Park participates in the U. S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, receiving a proportionate share of Montgomery County Maryland's annual CDBG entitlement funding, and

WHEREAS, the CDBG program provides a flexible funding source for a variety of community development projects including public service programs which benefit persons of low and moderate incomes and capital projects located within designated low and moderate income areas; and

WHEREAS, funding for public service programs under the CDBG program is limited and the use of funds for this purpose is heavily regulated by HUD; and

WHEREAS, comparable grant opportunities for public service programs have been developed by the City for programming benefitting this same targeted population that provide greater access to funds and are less burdensome to administer than grants awarded through the CDBG program; and

WHEREAS, the Council, having completed a review of the grant programs offered by the City, have found that the continued use of CDBG funds for public service programs is not an efficient use of resources; and

WHEREAS, federal regulations governing the CDBG program do not require funding of public service programs.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the expenditure of future Community Development Block Grant (CDBG) allocations will be limited to capital projects benefitting low and moderate income populations as defined by the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED THAT this policy shall be reviewed periodically to ensure the appropriate distribution of Community Development Block Grant (CDBG) funds and compliance with federal regulations governing the CDBG program.

Adopted this 15th day of June, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

**PROGRAM SUMMARY:
Community Development Block Grant Program (CDBG)**

<p>Purpose</p> <p>Council Priority</p> <p>Eligible Projects</p> <p>Award Process</p>	<p>To provide funding for capital projects in designated low and moderate income census tracts and/or which benefit certain low and moderate income populations.</p> <p>Advance Economic Development Efforts Environmental Sustainable Community Livable Community for All</p> <p>Capital projects including purchase and installation of equipment. Examples include: Flower Avenue Green Street, Commercial Façade Easements, Community Kitchens, ADA Improvements, etc.</p> <p>Competitive grant process with applications reviewed by the Grants Review Committee and recommendations endorsed by the City Council. Final awards approved by Montgomery County Council.</p>
<p>Funding Structure</p> <p>Recommended Funding Level</p> <p>Recommended Awards</p> <p>Match Requirements</p> <p>Award Restrictions</p> <p>Term of Award</p>	<p>Competitive Application - Grant Agreement</p> <p>100% of Annual CDBG Allocation - Estimated at \$91,000</p> <p>Minimum \$10,000 award</p> <p>None</p> <p>One grant per funding cycle</p> <p>12 month award</p>
<p>Targeted Beneficiaries</p> <p>Residency Requirements</p> <p>Eligible Applicants</p>	<p>Low and moderate income neighborhoods</p> <p>100% Takoma Park Residents</p> <p>501(3) organizations recognized by the IRS City of Takoma Park</p>

Wednesday, June 15, 2016

**CITY OF TAKOMA PARK, MARYLAND
RESOLUTION 2016-15**

ESTABLISHING GUIDELINES FOR COMMUNITY PARTNERS PROGRAM

WHEREAS, the Council recognizes the contributions made by local organizations, service providers and others to create the vibrant and sustainable community that is Takoma Park; and

WHEREAS, the Council values the partnerships it has developed over time with many of these entities; and

WHEREAS, the Council has endorsed the establishment of a Community Partners program designed to provide new and ongoing opportunities for organizations to partner on a contractual basis with the City to provide a variety of programs and services; and

WHEREAS, the focus of the Community Partners program is the expansion and enhancement of the programs and services offered by the City; and

WHEREAS, the Council has endorsed the funding parameters generally described in the accompanying attachment and identified as Program Summary: Community Partners Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the Community Partners Program, described in the accompanying program summary, is approved effective July 1, 2016.

Adopted this 15th day of June, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

**PROGRAM SUMMARY:
Community Partners Program**

<p>Purpose</p> <p>Council Priority</p> <p>Eligible Projects</p> <p>Award Process</p>	<p>To provide services that augment but do not duplicate existing City programming, advance Council priorities, and provide residents with support and resources needed to meet fundamental human needs.</p> <p>Advance Economic Development Efforts Environmental Sustainable Community Livable Community for All</p> <p>Ongoing programs which supplement existing city services and programs, advance Council priorities, provide basic human needs and services, engage families and youth. Examples include: Food Pantry / Food Distribution, Mentoring Programs, Afterschool or Summer Enrichment Programs, Community Organizing, Environmental Sustainability Initiatives, Classes for Disadvantaged Populations, Support Services for Seniors, Job Ready Training, etc.</p> <p>Competitive Request for Proposals process with solicitations issued with specific scopes of services and deliverables developed by staff to address programming needs. Proposals reviewed by staff with recommendations forwarded to Council for final review and award of contract.</p>
<p>Funding Structure</p> <p>Recommended Funding Level</p> <p>Term of Award</p>	<p>Competitive Procurement - Contract for Services</p> <p>Total FY17 Budget - \$160,000*</p> <p>Unallocated Funds for Contracts - \$100,000</p> <p>MANUP FY17 set aside - \$35,000</p> <p>Lunch and Learn FY17 set aside - \$25,000</p> <p>Maximum 36 month contract with renewal options</p>
<p>Targeted Beneficiaries</p> <p>Residency Requirements</p> <p>Eligible Applicants</p>	<p>Low and moderate income individuals and households</p> <p>75% Takoma Park Residents</p> <p>501(3) organizations recognized by the IRS</p> <p>Entities in Good Standing with the State of MD</p> <p>Sole Proprietors</p>

**FY17 Community Grants - Quality of Life Grants
TENTATIVE SCHEDULE**

June 30	Grant announcement posted
July 11	Informational meeting on grant program w/ Grant Review Committee
July 25	Grants Review Committee meets (tentative)
July 29	LOIs due
August 8	LOIs reviewed & approved
August 25	Informational meeting
September 16	Grant applications due
September 19/26 or Oct 4	Grant Committee meets
October 7	Grant selections finalized and forwarded to Council
October 14	Grant contracts, materials go to Clerk
October 26	Grants approved by Council
November 7	Information meeting for grantees

06/30/2016