DATE: Thursday, February 9, 2017
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: Elizabeth Boyd, Norka Ruiz Bravo, Gary Cardillo, Jay Keller, Lesley Perry, Jennifer Wofford

Members Absent: Nadine Bloch

Staff Present: Erin Kelley, Grants Coordinator, Department of Housing and Community Development

1. Call to Order
   Meeting called to order at 7:35 p.m.

2. Welcome and Introductions
   Erin Kelley described her role in working with the committee and each committee member introduced him/herself.

3. Adoption of Minutes – September 27, 2016 and October 6, 2016
   Minutes from the September 27 and October 6 meetings were reviewed and approved.

4. Overview of FY18 Grants Programs
   a) Community Grants - Quality of Life
      • Erin reviewed the revised guidelines for the community grants. The program parameters remain the same. City staff has requested a budget increase and will keep the committee posted.
      • The schedule for application review and disbursement has been aligned with fiscal year, which begins July 1.
      • Takoma Foundation is interested in aligning their application review schedule and rollout with the city dates. The committee agrees that this alignment would be beneficial for the applicants.

5. FY18 Community Grants Cycle
   a) Review Draft “Call for Letters of Inquiry” Announcement and LOI cover sheet
      • In an email sent prior to the meeting, Erin requested feedback on the
application materials via a SurveyMonkey link. She encouraged committee members to submit their feedback via this form if they had not had a chance to do so before the meeting.

- Committee members suggested adding text to project budget amounts to indicate that:
  - Amount of Grant Request (Line A) + Value of Required Match (Line B) = Total Project Budget (Line C)
- Erin clarified that the addition of the guidelines text, “51% of participants must meet income requirements,” was based on a CDBG requirement to better align the program requirements and provide a needed metric for accountability and demonstrate that the program is reaching out to different communities.

b) Review Proposed Community Grants Schedule
- The committee requested that a date when the confirmed budget will be available to the committee be added to the schedule.
- Erin asked if 7 business days would be enough time for LOI review by the committee. The committee thought it could be, depending on number of applicants. The committee requested flexibility if the number of submissions was high.

c) Identification of Potential Applicants
- Erin asked for feedback on ways to reach potential applicants. The committee suggested using the following:
  - Takoma Foundation list – Gary will look into receiving list
  - Contacts through other committees
  - Takoma Mobilization post on Facebook
  - Urge council to promote to their constituents
  - Neighborhood listservs, including Blair
- Erin will send marketing text that city developed to the committee
- Erin will get list of neighborhood listservs, contacts for city website, radio, newspaper, TV, Voice

d) Recommendations for Outreach and Promotion
- Erin asked whether the committee preferred targeted or wide promotion of the grant application. The committee agreed that they preferred wide promotion rather than targeting certain organizations.

6. Upcoming Meeting Agendas
   a) Group Agreements (tentative)
      - The group agreements developed by Nadine in a previous meeting will be discussed at our next meeting.
   b) Selection of Next Meeting Date
      - Erin will send a Doodle poll to determine the start times for our next meetings.
      - The committee requested that city council members help recruit new
committee members to increase community participation, fill the current committee, and diversify its membership.

- Lesley is pregnant with a due date in early May and will not be able to fulfill the duties of Secretary for the May and June meetings. She suggested that someone else be elected to the position for the remainder of her term. The committee requested that Lesley remain in her role with Erin taking minutes during Lesley’s absence.

7. Adjourn
   - Meeting adjourned at 8:15 p.m.

Respectfully Submitted
Lesley Perry, Grants Review Committee Secretary