

Citizens Advisory Commission for Community Grants

Minutes – 3/20/18

Meeting start – 17:10

In attendance, in person: Carrie Schena, Jason Telersky, Alderman Caron, Mike Apfelberg, Beth Todgham

Not in attendance: Jennifer Bishop-Saucier

Topic: Approval of 3/5/18 Minutes; Motion – Tricia / Second – Beth; All in favor

Topic: Application itself – Do we need to make substantive changes to the application itself? What questions should be asked in the proposal? Tricia and Beth are going to work off line on some application changes and propose them back to the group. What are some of the things we want to address in the new application....

-) Difference between agency budget and program budget
-) Difference between funding for operations versus programs
-) Identification of need which is specified and will be addressed
-) Sustainability plan – where will you be one, three, five years from now?
-) Do we want to / need to cap grants at a certain level; per program? Per agency?
-) Can we summarize the questions and answers a little bit more clearly so that the information jumps out a little bit more easily?
-) Getting to the nature of collaboration and volunteers?
-) Categorizing budgets by operations vs. capital vs. programs?
-) Why should the city actually fund the program.... Is the agency financially very health or really in need of city dollars?
-) Do we need the percentages and ratios?
-) How do you measure the success of your programs? What is your method for program evaluation?
-) Funding of religious programming... do we exclude? Should we adopt CDBG exclusion language?

Topic: Budget and schedule: moving everything up to accelerate into city budget schedule – make application release beginning of November and due middle of December with reviews completed by end of February, having started the review process the beginning of January

Topic: Process should change as much as possible to be online submission

Topic: Do we have enough people to do the process? Per June, we need another representative and should recommend somebody to her for the aldermanic representative. Beth also needs to decide whether to re-up and if not, will need to be replaced, as well.

Topic: Final decisions and documentation – fill in the feedback blurb; use a common evaluation approach, then the decision would be made by the time you get to the end. What to do about CDBG money in the future if the number is unknown. Do we stack rank and have a formula based on a

question like “if you could give more money, would you give more money?” Perhaps a better approach than what we did this year.

Topic: Next meeting will be 5/17 at 5PM; goal will be to finalize the new application at that meeting. Please get any feedback on the current application to Beth and Tricia by 4/3.

There being no further business, the meeting adjourned at 19:19.

Respectfully submitted, Mike Apfelberg