

**Greenpoint Environmental Benefit Projects Program
Community Advisory Panel (CAP) Meeting Summary
May 2, 2013**

Note: The following is a summary of the Greenpoint Community Advisory Panel (CAP) meeting held on 5/2/2013. They represent an ongoing dialogue with the CAP related to the development and implementation of the Greenpoint Environmental Benefit Projects Program.

Introduction. David O'Neill of the National Fish and Wildlife Foundation (NFWF), which serves as the General Administrator (GA) for the Greenpoint Environmental Benefits Projects Program (the Program), introduced the goals of the meeting which were to: review the proposed grant making strategy for the Program in its entirety; and to seek CAP input and support for it.

Highlights of the 4/18/2013 conference call. The meeting was kicked-off with a brief summary of the key action items from the April 18th conference call with the CAP. First, the CAP agreed that 60 percent of its membership is required to achieve a quorum and for decisions to be finalized; however, the CAP would continue to seek consensus on all issues and decisions. The CAP also agreed with NFWF's recommendation to use a mandatory pre-proposal format in the grant application process. Third, NFWF recommended that a small grants program be implemented for projects ranging from \$5,000 to \$25,000 to support, for example, community-based stewardship or environmental education activities. NFWF noted it will discuss this topic in more detail at the May CAP meeting, but sought initial reaction to this proposal from the CAP. The CAP was generally supportive of the small grant programs purpose and funding range. Finally, the CAP approved the 4/18/13 conference call meeting notes.

Next, NFWF presented a diagram titled *Greenpoint Community Environmental Fund Award Process* detailing the entire proposed grantmaking process for the Program with details as follow:

Increasing community awareness. The first step in the grant making process represented on the diagram concerned the *Community Engagement Process*. Key elements of that process are to: identify key stakeholders, develop and implement an outreach strategy, develop communication tools, and share and discuss the priorities and next steps associated with Program delivery to the community on an ongoing basis. The primary goal of the *Community Engagement Process* is to make the CAP and community aware of the grant program implementation process, to ensure the community's preferences are understood and incorporated and to highlight opportunities for the community to actively participate in the program. .

Outreach materials. NFWF further discussed the community outreach strategy and materials. It noted activities will include identification of and one to one meetings with key outreach contacts and public agencies; and dissemination of materials in "hot spots" around Greenpoint; and through listservs maintained by the GA and other Greenpoint organizations to achieve broad distribution in the community. CAP members were invited to share additional ideas for outreach. A fact sheet and draft webpage were shared with the CAP and comments on those documents were requested by NFWF.

Defining of the process for grant review & decision-making. This section of the presentation concerned the: *Pre-proposal and Small Grants Process, Establishing Technical Assistance Program, the Full Proposal Process; and Administrative Priorities: Finance and EasyGrants*. Regarding the administrative priorities of the process, NFWF highlighted the fact that it is establishing the financial structure for Program funds, developing application and review templates in the online EasyGrants system and developing a contracting tool to execute grant awards.

The Pre-proposal and Small Grants Process. Key steps in the *Pre-proposal and Small Grants Process* were described:

-Development of a Draft Request for Proposals (RFP) for review by CAP and State. An RFP typically outlines goals and priorities of the funding program, and provides information about the structural elements of funding such as size of grants, eligibility requirements and criteria for project selection.

-Conducting CAP and community meetings to discuss the draft RFP and Program next steps. A CAP and community meeting will be conducted to discuss the draft RFP and describe how to apply for grants. This outreach step allows for CAP and public comment about the draft RFP, increases understanding about the application process; and provides information to inform revisions to the RFP.

-Approval of the RFP by the State. After CAP and community consultation, NFWF will request final review and approval of the RFP by New York State Office of the Attorney General and NYS Department of Environmental Conservation (State).

Announce pre-proposal and small grants opportunity and provide technical assistance and webinars. NFWF/NBDC will announce the availability of funds through the pre-proposal RFP and conduct workshops and webinars, and provide one to one technical assistance to potential Program applicants.

Proposals received by GA are analyzed and presented to the CAP and State. At this stage in the *Pre-proposal and Small Grants Process*, NFWF will analyze and sort proposals into “buckets” based upon the goals and criteria of the Program as presented in the RFP. Bucket #1: schedule meeting with the applicant and invite to participate in the next round of grants providing feedback about how to improve application to better align with Program priorities; Bucket #2: direct the proposal to the small grants program; Bucket #3: invite for full proposal and offer technical assistance to enhance the quality of the proposal; and Bucket #4: invite to full proposal stage as proposed. The draft slate of pre-proposals will be presented to the CAP and State. NFWF will then recommend a grant slate to State for their approval. Upon receipt of State approval, applicants will be notified about the status of their applications. There are no declines of funding at this stage of the process.

Establish Technical Assistance (TA) Program. Another major step in the grant making process is to *Establish a Technical Assistance Program*. TA needs will be identified in the pre-proposal round and aimed at applicants requiring help to remedy deficiencies in proposals (i.e., proposals sorted into Bucket #3). NFWF has a number of models to draw upon to establish this program.

The Full Proposal Process. The full proposal draft RFP will outline goals and priorities of the Program as well as seek more information from the applicant including more budget details and more project information. NFWF will provide a draft full proposal RFP for comment to the CAP and then to the State for approval. The full proposal RFP will then be announced publically. After the full proposal RFP is announced, NFWF/NBDC will offer workshops and webinars to those invited to submit a full proposal, and offer one to one TA and provide updates to the community about the process. After the close of the application period, full proposals will be technically evaluated and scored by an Independent Review Committee comprised of neutral experts. A draft slate of proposals will be shared with the CAP, State, and community. After CAP and community consultation, NFWF/NBDC will ask for final review and approval of the slate by the State.

Action and Information issues to be addressed in subsequent CAP meetings.

- Multiple rounds of grantmaking and funding levels allocated to each round.
- Evaluation of small grants and pre-proposals and full proposals.
- Technical assistance during the grantmaking process.
- Program schedule details.
- Communicating to the community about draft small, pre-proposal and full proposal slates.
- Conflict of interest policy and key decision points for CAP recusal.
- Responding to high demand for funds in the first Program grant round.

- Match policy.
- Standards for funding aspirational or high ticket projects.

Conclusion. NFWF noted that there was general CAP support for the proposed grantmaking process outlined at the meeting. NFWF/NBDC asked CAP members to send additional questions regarding the process to NBDC Community Outreach Liaison, Laura Treciokas. The next in person CAP meeting date is 5/20/2013, 6 pm to 8 pm.

Participants in the 5/2/2013 CAP Meeting.

Leah Archibald	EWVIDCO
Christine Holowacz	Newtown Creek Monitoring Committee (NMC)
Dewey Thompson	Greenpoint Waterfront Association for Parks and Planning (GWAPP)
Michael Heimbinder	Newtown Creek Alliance
Katie Denny	Open Space Alliance Community Committee
Laura Hofmann	Barge Park Pals
Phillip Musegaas	Riverkeeper
Ryan Kuonen	Brooklyn Community Board 1
Manuel Zuniga	47 Java Garden Collective
Lisa Bloodgood	Council member Stephen Levin's office
Emily Mijatovic	Assembly member Joe Lentol's office
Charveys Gonzalez	State Senator Martin Dilan's office
Michelle Moore	NYS Department of Environmental Conservation
Peter Washburn	NYS Office of the Attorney General (OAG)
Joe Haas	NYSOAG
David O'Neill	General Administrator (GA)/National Fish and Wildlife Foundation (NFWF)
Lynn Dwyer	GA/NFWF
Courtney Kwiatowski	GA/NFWF
Bob Polin	GA/NFWF
Rich Mazur	GA/North Brooklyn Development Corporation (NBDC)
Margaret Kostecki	GA/NBDC
Laura Treciokas	GA/NBDC
Laura Truettner	State Outreach Consultant, Enviro-Sciences Engineering/ARC Engineering & Construction, P.C.