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Community Advisory Panel (CAP) Meeting Wednesday, July 23, 2014

Note: The following is a summary of the Greenpoint Community Advisory Panel (CAP) meeting held on 7/23/2014. The notes represent an ongoing dialogue with the CAP related to the development and implementation of the Greenpoint Community Environmental Fund (GCEF).

Introduction, Purpose, and Meeting Goals: Amanda Bassow, National Fish and Wildlife Federation (NFWF), presented the primary goals of the meeting as discussions of : 1) Large and Legacy Grant Applicant Technical Assistance; 2) overall community outreach and engagement activities; 3) community outreach regarding the community preferencing process for Large and Legacy Grants; and 4) the Second Round of Small Grant Request for Proposals.

Notes, Updates, and Other Business:

- The CAP approved the notes of the 5/7/14 GCEF CAP Meeting.

Large and Legacy Grant Technical Assistance Update:

- Lynn Dwyer, NFWF, discussed the two Large and Legacy Grant Full Proposal Applicant workshops, conducted by NFWF and North Brooklyn Development Corporation (NBDC) on 6/11/14 and 6/12/14 at the Dupont Street Senior Center. The purpose of the workshops was to provide guidance to those applicants invited to submit Large and Legacy Grant Full Proposals. Lynn Dwyer also discussed the Large and Legacy Grant Full Proposal Webinar (held on 6/13/14) and the Quality Assistance/Quality Control (QA/QC) workshop, held on 7/7/14. Lynn Dwyer explained that the purpose of a QA/QC plan was to ensure that all data collected in connection with a GCEF grant was robust and scientifically valid. The purpose of the QA/QC workshop was to provide applicants with assistance in producing a complete QA/QC narrative before the Full Proposal due date.
- Lynn Dwyer informed the CAP that NFWF offered to provide all Large and Legacy Grant Full Proposal applicants with technical assistance in drafting their proposals, and that some have taken up the offer.





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- Peter Washburn, OAG, explained that throughout the GCEF process, the OAG, DEC, and GA have been dedicated to helping projects succeed and providing “ground-up” projects (i.e., projects emerging from within the community) with the necessary technical assistance throughout the process.

Community Outreach and Engagement Activities:

- Filip Stabrowski, North Brooklyn Development Corporation (NBDC), discussed recent GCEF community outreach activities, including: 1) Small Grant Celebration and Networking Event; 2) Go Green! Greenpoint! Festival 2014; 3) outreach meeting with Greenpoint schools superintendent; and 4) GCEF “listening and engagement tour” with leadership of local community-based organizations.
- Lynn Dwyer described the Small Grant Celebration and Networking Event held on 5/19/14 at the Newtown Creek Wastewater Treatment Plant Visitor Center. The purpose of the event was to celebrate the GCEF Small Grant awardees and to provide them with an opportunity to meet each other, exchange project information, and explore possibilities for collaboration on projects. Over 50 project partners and members of the Greenpoint public attended the event.
- Filip Stabrowski discussed GCEF participation in the 2014 Go Green! Greenpoint! Festival at McCarren Park on 6/7/14. The GCEF GA (NBDC and NFWF) set up a table at the day-long event, distributing general information about the GCEF and the grants that have been awarded, answering questions from the public, and collecting contact information to add to the GCEF listserv.
- Lynn Dwyer discussed GCEF outreach efforts with Greenpoint public schools, specifically District 14 Schools Superintendent Alicja Winicki. NFWF, NBDC, and the OAG discussed possibilities for collaboration among Greenpoint public schools in the upcoming round of GCEF funding.
- Filip Stabrowski discussed plans for a GCEF “listening and engagement” tour with the leadership of local community-based organizations. The purpose of the tour is to continue to expand and deepen the engagement of the Greenpoint community about the GCEF, including: 1) GCEF accomplishments to-date; 2) current and ongoing GCEF activities; and 3) the GCEF process moving forward, including the upcoming round of Small



Grant applications; and 4) the Large and Legacy Grant Community “Preferencing” Process.

Community Outreach and Engagement: Community Preferencing:

Laura Truettner, State Outreach Consultant, explained amendments to the proposed GCEF Community Preferencing Process document, which had been circulated among CAP members prior to the CAP meeting.

- Laura Truettner first highlighted an amendment on page one underscoring the State’s intention to fund proposed projects commanding sufficient community support. The CAP was enlisted to discuss what constitutes “sufficient” community support.
- Peter Washburn explained that the amendment clarifies that the State does not intend to fund projects that do not register sufficient community support through the preferencing process.
- Laura Truettner discussed CAP feedback on the proposal suggesting that there should be a weekend option for the community preferencing event. The CAP agreed that one of the community preferencing events should take place on a Saturday. A CAP member requested that both community preferencing events be equal in length (5 hours). NFWF responded that this would not be a problem. Laura Truettner added that the two community preferencing events would be held at two different venues, in two geographically distinct parts of Greenpoint. Venues currently under consideration to pursue include the Kickstarter space on Kent Street and the Polish National Home on Driggs Avenue.
- Laura Truettner raised the question of whether NBDC staff should be involved in the community preferencing events. The CAP indicated it would be best to exclude NBDC staff from the events in order to avoid any potential perceived conflict of interest. Amanda Bassow asked the CAP if NFWF could recruit additional assistance (from outside of Greenpoint) to assist in the events. The CAP consented to this request.
- Laura Truettner discussed eligibility for participating in the community preferencing process. She explained that although, in consultation with the CAP, it has been decided that only Greenpoint residents would be permitted to “cast” a preference ballot, the question of how to verify residence remained. She asked whether the CAP preferred requiring some form of “official” documentation, such as a drivers license or a school ID or whether a signed affidavit would be sufficient, or if the GCEF should accept some





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combination of formal IDs and affidavits.. She explained NFWF's concerns about having to verify eligibility by reviewing documentation and that possibly turning away members of the public was a role with which it was unfamiliar.

- One CAP member expressed the opinion that it was important to require preferencing participants to identify themselves in order to prevent individuals from outside of Greenpoint from participating.
- Another CAP member disagreed, stating that the preferencing process itself was an "inexact science" (preferencing rather than voting), which suggests a certain amount of leeway in regulating the process. If the GCEF regulated the events too strictly, there might be an unreasonable expectation of exactitude in the process.
- Amanda Bassow stated that NFWF did not have experience to inspect and verify the extensive list of identification documents, adding that a signed affidavit including physical addresses would allow the GCEF to follow up in case of any suspected improprieties. Laura Truettner replied that since the ballots will be anonymous, it would be difficult to determine the recourse to any suspected impropriety.
- The CAP discussed the community preferencing process in the previous Newtown Creek environmental benefits program (including Queens), as well as the City Council participatory budgeting process. It was mentioned that the City Council participatory budgeting process allowed members of the public to sign affidavits in lieu of documentation.
- One CAP member suggested using the program Eventbrite to track participants in real time and ensure that individuals were not voting multiple times.
- The CAP agreed that requiring either documentation (photo ID with address) or a signed affidavit (including address) was an acceptable approach to documenting eligibility for the GCEF community preferencing process.
- Laura Truettner reviewed the CAP's direction, from the May 2014 meeting, regarding the possible results of the preferencing process. If the results were sufficiently clear (with specific projects receiving clear and widespread community support), the CAP was comfortable allowing the State to determine the grant recipients. If, however, the community preferences were unclear or the number of preferred projects exceeded the available





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funding, the CAP or a CAP Subcommittee would likely be engaged in the subsequent decision-making process.

- Peter Washburn expressed his desire to ensure that Greenpoint residents understood that participation in the preferencing process was an integral part of decision-making process. The State wanted to ensure that Greenpoint residents understood precisely how their preferences would be registered and used in decisionmaking. He proposed using a threshold preference of 51%– above that a project would be funded, and below that it would not be funded.
- The CAP asked what would happen if the distribution of preferences was fairly flat. Peter Washburn responded that if the number of allowable preferences is adequate, the results should show a clear preference. He suggested using half the number of eligible projects as the maximum number of preferences that can be “cast.”
- Another CAP member asked what would happen if the budgets of the proposals receiving at least 50 percent of the preferences exceeded the total amount of GCEF funding available. Peter Washburn responded that the GCEF could start by funding the projects receiving the highest number of preferences and proceeding down the list until the funding was exhausted. If the budgets of projects that collected more than 50 percent of the preferences did not use all of the available funding, another round of GCEF funding would be conducted.
- One CAP member asked whether the Independent Review Committee (IRC) scores would be made available to the public. Peter Washburn confirmed that they would.
- There were no objections among the CAP to the requirement that projects would need to receive majority support (i.e., at least 50 percent of the preferences) to receive funding.
- The CAP also agreed that the State could provide support to NFWF in staffing the community preferencing events.
- The CAP proceeded to vote on the proposed Large and Legacy Grant Community Preferencing Process document. In a unanimous vote (10-0), the CAP approved the document.
- Laura Truettner announced that she would finalize the community preferencing document and send to Filip Stabrowski to distribute to the CAP.





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- One CAP member asked how the number of Large and Legacy Grant projects presented to the community for the preferencing event would be determined, and how many votes would be allowed per participant. Laura Truettner replied that the number of eligible projects would be based on IRC scoring of all full proposals. Only those projects that exceed a threshold score will be presented to the community. Members of the Greenpoint community will be allowed to submit a minimum of two preferences and a maximum number of preferences of up to half of the total number of projects presented.
- One CAP member asked about the posterboards and fact sheets for the preferencing event. Laura Truettner replied that the GA would develop posterboards and fact sheets (using standardized templates) based on information provided by applicants. Applicants would be allowed to review these materials for factual content only. Amanda Bassow added that the scoring criteria (including environmental benefit) would be standardized and quantified. Joe Haas, OAG, added that the posterboards and fact sheets would address the key areas according to which the projects had been scored by the IRC.

Small Grant Request for Proposal (Round 2):

- Amanda Bassow informed the CAP that the GCEF intended to follow the same time line as last year (2013), with the Small Grant Request for Proposals (RFP) being issued in mid-October. She also noted that QA/QC items would be addressed in the Small Grant Round 2 RFP.
- Peter Washburn asked that CAP share feedback and/or thoughts about the first round Small Grant RFP. He asked new CAP members to provide input about the second round Small Grant RFP as well. It was announced that Filip Stabrowski would circulate a redlined version of the second round Small Grant RFP among the CAP for input.
- NFWF said that it would update the GCEF timeline on the GCEF website once the community preferencing document was finalized.

Closing Business: Future CAP Meeting

- The next GCEF CAP Meeting was scheduled for Wednesday, September 17, 2014.





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Participants in 5/7/2014 CAP meeting:

Christine Holowacz	Newtown Creek Monitoring Committee (NCCMC)
Heidi Shea Springer	Greenpoint Gardens
Ronald Vancooten	La Guardia College
Leah Archibald	EWVIDCO
Joanna Micek	Greenpoint resident
Katie Denny	Open Space Alliance Community Committee
Fernando Villafuerte	Greenpoint Resident
Manuel Zuniga	Java Street Community Garden
Ingrid Bromberg-Kennedy	McGolrick Park Neighborhood Alliance
Dewey Thompson	North Brooklyn Boat Club
Mike Schade	McGolrick Park Neighborhood Alliance
Zeeshan Ott*	State Senator Daniel Squadron's Office
Emily Mijatovic	Assemblyman Joseph Lentol's Office
Charveys Gonzales	State Senator Martin Dilan's Office
Tamara Slogosky	State Senator Martin Dilan's Office
Lacey Tauber	City Councilmember Antonio Reynoso's Office
Joe Haas	OAG
Peter Washburn	OAG
Amanda Bassow	General Administrator (GA)/NFWF
Bob Polin	GA/NFWF
Lynn Dwyer	GA/NFWF
Margaret Kostecki	GA/NBDC
Rich Mazur	GA/ NBDC
Filip Stabrowski	GA/NBDC
Laura Truettner	State Outreach Consultant, ESE

*denotes participants attended meeting by telephone conference

