

**Community Advisory Panel (CAP) Meeting  
Wednesday, October 9, 2013**

**Note: The following is a summary of the Greenpoint Community Advisory Panel (CAP) meeting held on 10/9/2013. The notes represent an ongoing dialogue with the CAP related to the development and implementation of the Greenpoint Environmental Benefit Projects Program aka the Greenpoint Community Environmental Fund (GCEF).**

**Introduction, Purpose and Meeting Goals:** Amanda Bassow, National Fish and Wildlife Foundation (NFWF) described the primary goals of the meeting which included discussion about: 1) to finalize RFP and supporting materials; 2) to discuss follow up to September 25<sup>th</sup> community meeting 3) to discuss RFP roll out, applicant assistance.

**Notes, Updates and Other Business:** The CAP approved the summary notes from the 8/25/2013 and 9/11/2013 meetings.

**Discussion and Finalization of RFP and Supporting Materials:** Amanda Bassow, NFWF reviewed the final edits to the GCEF RFP: (1) Significant changes were made to Legacy Grant language. The section was re-written to include benefits other than environmental although primary benefit still needs to be environmental (2) Under Grant Guidelines, in the sixth bullet, language referencing city budgets was deleted (3) Under Grant Guidelines, a final tenth bullet was added with language regarding projects that receive grants for planning and design (4) Under Grant Guidelines, language change was made regarding when projects must begin implementation; it is now within 6 months instead of within 3 months per CAP recommendation (5) The program schedule was changed in response to feedback received at the September 25<sup>th</sup> community meeting. The General Administrator (GA) recommended the following scheduling changes: (1) Due date for Small Grant proposals and Large and Legacy Grant pre-proposals: December 18<sup>th</sup>; (2) Announcement of Small Grants: late February, 2014; (3) Invitation for Large and Legacy Grant full proposals: mid-March, 2014; (4) Due date for Large and legacy Grants full proposals: mid-May, 2014; (5) Community meeting(s) on draft slate of Large and Legacy Grants: September 2014; and (6) Announcement of Large and Legacy Grants: October 2014.

**CAP discussion and feedback:** The CAP expressed comfort with the new Legacy Grant language. There was a CAP suggestion to qualify what "minimum standards" meant with regard to review of the Large and Legacy Grant applications, which NFWF agreed to address at the next CAP meeting. There was a question about whether the Independent Review Committee (IRC) would be screening all proposals. NFWF responded that during the Small Grant and Large and Legacy Grant pre-proposal round, a subset of the IRC comprised of neutral, third-party federal, state and local government agency representatives would review proposals for the purpose of "red flagging" any potential impediments that could affect implementation of proposed projects.

The CAP took a formal vote on approval of the RFP. All CAP members in attendance voted approval of the RFP.

**Follow up to Community Meeting:** Amanda Bassow, NFWF, and Laura Treciokas, North Brooklyn Development Corporation (NBDC) discussed the follow-up to the September 25<sup>th</sup> community meeting. Among the most prominent issues raised were: (1) the due date of the application; and (2) ways in which the GA could help facilitate collaboration on projects between community members and provide introductions to technical experts. The State and GA team suggested the development of a survey to ask people if they would participate in a meeting to network with other people interested in developing other projects and how else they would like to collaborate. The survey would be released alongside the RFP and feedback from the survey would be generated quickly to determine whether there was sufficient interest to schedule such a networking opportunity.

*CAP discussion and feedback:* Several CAP members advocated for a networking event that would be very loose and organic, and would provide an opportunity for technical assistance providers to find project partners. A CAP member suggested an online list of technical assistance providers who have offered to make themselves available to potential applicants. Another CAP member suggested providing community members with a list of non-profits who could sponsor their project ideas. The State asked for CAP input on the usefulness of a web-based bulletin board that would be a resource for people seeking to collaborate on projects as well as those seeking to offer technical assistance.

After discussion, CAP members agreed that a survey of interest in a networking event would be useful. NFWF committed to create and rollout a survey quickly, and act on its findings accordingly, namely whether to create an online bulletin board and schedule a networking event.

**Rollout of RFP and Applicant Assistance Process:** Laura Treciokas, NBDC reviewed the Applicant Assistance Process to-date: (1) NBDC has already begun implementing a system for collecting, responding and tracking inquiries. Emails and phone calls are recorded, assigned a tracking number, and tracked in a spreadsheet; (2) to date NBDC has received 18 e-mail inquiries, 8 of which were ideas, another 7 questions, and 2 offers of project assistance. All have been addressed by NFWF and NBDC; and (3) to date NBDC has received 10 phone calls, equally divided between those looking for answers to basic questions about the GCEF and those asking to be added to the email listserv. Laura also discussed dissemination of information about the RFP release, and available workshops and webinars. This information will be disseminated through many of the same mechanisms used to advertise the September 25<sup>th</sup> community meeting, including e-mail blasts to the GCEF listserv and through GCEF cross dissemination partners (e.g., Greenpoint Waterfront Association for Parks and Planning, Neighbors Allied for Good Growth, Brooklyn's Community Board 1, and local elected officials. Information about events will also be placed as calendar items in online publications like Greenpoint Gazette, Kurier Plus, Greenpoint Star, Brooklyn Paper, Crains, New York Post, NY1, and Daily News, as well as in weekly local church bulletins.

Lynn Dwyer, NFWF, discussed how One-to-One Applicant Assistance is proposed to work. She explained that it would really get underway once the RFP is released. People will be asked to make appointments either by calling or e-mailing NBDC. One-to-one assistance will typically be conducted on the phone, although site visits may also be arranged if warranted. Lynn then explained the workshops and webinar presentations, which would use PowerPoint presentations to walk participants through a shorter version of the RFP. Both events also include substantial question and answer time. Handouts of "Frequently Asked Questions" and "Tips for a Successful Application" are also provided to support the events. An update was also provided on the status of GCEF website. NFWF stated an abbreviated version of the website would debut in concert with the release of the RFP. Information on the website will include: the RFP, the "Tips for Preparing a Successful Application" and the "Frequently Asked Questions," and sample Small Grant and Large and Legacy Grant application narrative documents, a GCEF boundary map, a link to the on-line application, and a

section for signing-up to participate in workshops and webinars. Sample screen shots of how the website would look once the final version was completed were shared.

***CAP discussion and feedback:*** A CAP member wanted to know who would be providing the technical assistance. NFWF clarified that they will be providing technical assistance in the Small Grant and Large and Legacy Grant pre-proposal round and where warranted, NBDC will participate and provide local community knowledge. Applicants for Large and Legacy Grants that are invited to submit full proposals may be provided with further specialized technical assistance where necessary to further strengthen the proposals. CAP members expressed disappointment with the delay in the debut of the website. NFWF explained that the launch of the full website was being pushed back until after the RFP issue date, in case there were technical glitches associated with the launch. NFWF said the existing, basic website would be rounded out for the RFP issuance to provide the community and potential applicants all information necessary to apply for funds. .

The next in-person CAP meeting was scheduled for November 20<sup>th</sup>.

**Participants in 10/9/2013 CAP meeting:**

Christine Holowacz	Newtown Creek Monitoring Committee (NMC)
Dewey Thompson	Greenpoint Waterfront Association for Parks and Planning (GWAPP) and North Brooklyn Boat Club (NBBC)
Heidi Shea Springer*	Greenpoint Gardens
Kate Zidar*	Newtown Creek Alliance (NCA)
Katie Denny	Open Space Alliance for North Brooklyn (OSA) Community Committee
Leah Archibald	EWVIDCO
Manuel Zuniga	47 Java Garden Collective
Ryan Kuonen	Brooklyn Community Board 1
Ronald VanCooten	LaGuardia College
Steve Levin	33 <sup>rd</sup> District New York City Councilmember
Emily Mijatovic	NY State Assembly member Joe Lentol's office
Heath Heimroth*	NY State Senate member Martin Dilan's office
Peter Washburn	NY State Office of the Attorney General (OAG)
Joe Haas	NYSOAG
Amanda Bassow	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
Filip Stabrowski	GA/NBDC
Laura Truettner	State Outreach Consultant, ESE

\*denotes participants attended meeting by telephone conference