

**Greenpoint Environmental Benefit Projects Program
Community Advisory Panel (CAP) Meeting Summary
June 20, 2013**

Note: The following is a summary of the Greenpoint Community Advisory Panel (CAP) meeting held on 6/20/2013. The notes represent an ongoing dialogue with the CAP related to the development and implementation of the Greenpoint Environmental Benefit Projects Program.

CAP Meeting Overview and Goals: David O'Neill, National Fish and Wildlife Foundation (NFWF), introduced the goals of the meeting: 1) review an updated diagram of proposed grant-making process, 2) discuss a draft version of a proposed conflict of interest policy for the CAP, 3) review the community engagement strategy, and 4) introduce proposed elements of the draft pre-proposal and small grant Request for Proposals (RFP).

Proposed Grant-making Process Overview:

Updates to the Grant-making Process: David O'Neill presented an updated version of the proposed *Greenpoint Community Environmental Fund Award Process* diagram presented at the May 2, 2013 CAP meeting. Updates to that diagram included:

- increased emphasis on a continuing commitment to community engagement throughout the grant-making process to show that these activities span the entire grant-making process,
- adding the small grant process,
- elaborating on the activities associated with the first "bucket" pre-proposal applications sorting process to show that it involves scheduling a meeting with the applicant and inviting them to next grant round,
- clarifying steps in the pre-proposal and small grants process to show that after proposals are received they will be analyzed and sorted by NFWF and North Brooklyn Development Corporation (the Program General Administrator [GA])and then the proposed "bucketing" will be shared with CAP and State
- clarifying steps in the proposed full proposal application process to show that:
 1. after proposals are received they will be scored by the Independent Review Committee,
 2. a draft slate will be shared with the CAP and State (e.g., NYS Office of the Attorney General and NYS Department of Environmental Conservation),
 3. appointments will be scheduled with applicants not selected for small grants or to move into the full proposal round at this time to discuss possible refinements to their proposal and to invite them to participate in later grant rounds,
 4. the draft slate of full proposals will be shared with the community,
 5. the GA will recommend a final slate of projects for funding to State,
 6. the State will approve selection of projects for funding.

Draft Proposed Conflict of Interest Policy: Bob Polin, NFWF, reviewed a draft of a proposed CAP conflict of interest policy associated with the pre-proposal and small grant process. It was proposed that no CAP member need recuse themselves during this stage of the Program including during development of the RFP because the process is structured so that the Greenpoint community at large will also be consulted about the content of the RFP preventing undue influence by any individual.

Introducing Elements of the Draft Proposed RFP: David O'Neill and Amanda Bassow, NFWF, made an introductory presentation about elements of the draft proposed RFP. Development of the draft proposed RFP involved a review of preliminary community project ideas, the Consent Decree and NYS Department of Environmental Conservation Environmental Benefits Policy. The major elements of the draft proposed RFP discussed were: 1) the two categories of grants – small and large restoration and enhancement proposals, 2) matching contributions, 3) the two-step application process, 4) funding themes, 5) applicant and project eligibility criteria and grant guidelines, 6) the screening and review process for small and large grant proposals, 7) outcomes of the screening and review process to be communicated to applicants, and 8) technical assistance available for applicants.

CAP consultation issue: Laura Treciokas, North Brooklyn Development Corporation, polled the CAP about whether to allow for multiple rounds of grant-making in the Program. The CAP discussed if there is a need to place an upper limit on any grant proposal submitted in the first round of grant-making. NFWF indicated it would provide draft strategies for funding aspirational or high ticket projects at the next meeting. A quorum of seven CAP members voted in favor of multiple rounds of grant-making.

Community Engagement: Lynn Dwyer, NFWF, and Laura Treciokas made a presentation about the proposed community engagement strategy for the Program and progress to date. The Program community engagement process has several key deliverables. These deliverables are to: 1) identify, engage and seek feedback from key stakeholders and other entities, 2) create a suite of communication tools, 3) work with the community to continue to refine Program themes, and 4) define the grant-making process for the community and potential applicants.

The work of identifying, engaging and seeking feedback about the Program has already started. Meetings have been conducted with key stakeholders, defined as “individuals from organizations that represent important community demographics, or provide access to other networks of people in Greenpoint,” and with leaders from entities outside of Greenpoint, such as NYC Department of Parks and Recreation. A community meeting will be held in the fall of 2013 aimed at soliciting input from the community about the draft RFP. Such input will also be solicited at other presentations planned before community, professional and cultural organizations.

The work of creating a suite of communication tools has also commenced. This includes: 1) development of traditional and electronic lists for outreach, 2) a list of 80 potential dissemination “hot-spots” for Program information around Greepoint including local businesses and community gathering points, 3) a list of cross-dissemination opportunities, that is, individuals or groups in Greenpoint and beyond who will share information about the Program via mailings, as well as through traditional and social media, 4) a “living” fact sheet in English and translated into Spanish and Polish to be adapted as more information becomes available about the Program, 5) three media alerts distributed at key points in the Program including: prior to community meetings, when the RFP announced and awards finalized, 6) development of one informational Powerpoint presentation by the Center for Watershed Protection providing project examples to stimulate, assist and support development of projects by the community, 7) three pre-proposal and full proposal workshops and webinars and one-to-one technical assistance to explain grant-making process for Greenpoint community and potential applicants, and 8) a dedicated Program webpage with unique branding to be maintained by NFWF. A draft schedule of meetings, decision points and due dates, detailing the Program delivery through 2014 is complete.

Conclusion: There was general support for the proposed grant-making process; the proposed draft conflict of interest policy as it applies to the draft pre-proposal and small grant RFP, the broad themes of the draft proposed RFP, and the community engagement strategy.

Issues to be addressed in subsequent CAP meetings include: 1) refining the pre-proposal and small grant RFP including match and strategies for funding aspirational or high ticket projects, 2) conflict of interest during the full proposal RFP Process, and 3) program scheduling details.

The next in person CAP meeting date is 7/25/2013, 6 pm to 8 pm. A date for a CAP meeting in September will be determined by a Doodle Poll before the next meeting.

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Participants in the 6/20/2013 CAP Meeting

Leah Archibald	EWVIDCO
Christine Holowacz	Newtown Creek Monitoring Committee (NMC)
Michael Heimbinder	Newtown Creek Alliance
Katie Denny	Open Space Alliance Community Committee
Laura Hofmann	Barge Park Pals
Ryan Kuonen	Brooklyn Community Board 1
Manuel Zuniga	47 Java Garden Collective
Lisa Bloodgood	City Council member Stephen Levin's office
Emily Mijatovic	NY State Assembly member Joe Lentol's office
Mary Cooley	NY State Senate member Dan Squadron's office
Michelle Moore	NY State Department of Environmental Conservation
Peter Washburn	NY State Office of the Attorney General (OAG)
Joe Haas	NYSOAG
David O'Neill	General Administrator (GA)/National Fish and Wildlife Foundation (NFWF)
Amanda Bassow	GA/NFWF
Lynn Dwyer	GA/NFWF
Courtney Kwiatowski	GA/NFWF
Bob Polin	GA/NFWF
Rich Mazur	GA/North Brooklyn Development Corporation (NBDC)
Laura Treciokas	GA/NBDC
Laura Truettner	State Outreach Consultant, Enviro-Sciences Engineering/ARC Engineering & Construction, P.C.