

ANC6A Community Outreach Committee (COC)
October 20, 2014 Minutes
Maury Elementary School (ES), 1250 Constitution Avenue NE

Meeting called to order at 7:05 pm.

Committee members present: Elizabeth Nelson (Chair), Jean Kohanek, Roni Hollmon (no quorum)
Committee members absent: Maurice Cook, Pat Joseph, Gladys Mack, Shirley Worthy, Louis Barbash
Community members present: Quanic Fullard, Options PCS

I. Agenda
Adopted.

II. Ms. Nelson reported on ANC/COC activities:

1. At the October 2014 ANC 6A meeting, the commissioners did not have time to approve the committee's report or to endorse the recommendation to send thank-you notes to organizations that provide meeting space for ANC 6A activities. These items will be placed on the November 2014 agenda. Ms. Williams' resignation from the COC was accepted.
2. Ms. Nelson is currently doing all the development/maintenance of the ANC 6A website free of charge as she has for the past twelve (12) years. The ANC has never budgeted funds to perform these tasks in the event that she is unable to continue doing them. At the September 2014 COC meeting, Ms. Nelson agreed to collect information on the time and tasks involved in maintaining the website and share this with the commissioners. This was done prior to the October 2014 ANC meeting. Also, she obtained an estimate of what it would cost to switch to a content management based system (such as WordPress). Funding to pay for these services was incorporated into the new fiscal year budget, including \$1,500.00 to pay for migration to a new website.
3. Ms. Nelson explained that the content management system would allow much greater flexibility in maintaining the website. Currently, special software must be loaded onto the computer used to make and install any updates. So, it is very difficult to have a back up for the webmaster or even for the computer itself. If a content management system is used, it would be easy to make updates from a different location and more than one person would be able to make changes. Although there would be an initial cost to develop the new website and move all the content, in the end, it would save time (and money, if services are to be paid for) because maintenance would be more efficient. Ms. Kohanek and Ms. Hollmon said that they thought the change should be made as expeditiously as possible. Ms. Kohanek offered to prepare a Request for Proposals (RFP) for the commissioners to review in advance of the November 2014 meeting. The RFP will specify that basic design of the website will remain the same and all content will be migrated.
4. **Recommendation: That the commissioners approve moving www.anc6a.org to a content management system and committing funds to do so (unanimous).** Ms. Kohanek will identify local companies who might be interested in doing the work and solicit bids based on the RFP. She would welcome suggestions of vendors who might be interested.

III. Ms. Nelson introduced a summary of suggestions/comments with respect to possible changes to the administration of the grants program made at the September 2014 COC meeting. A list with comments and draft recommendations appears at the end of this document. The list will be revisited at the November 2014 COC meeting with the

expectation that a final version will be available for the commissioners' approval at the December 2014 ANC meeting.

Notes about the discussion:

1. Re: Grants cycles - Ms. Nelson noted that the grants budget is much smaller this year (\$2,000.00) than in the past. She continues to think it is good to divide the funds into different cycles so it is not all depleted early in the fiscal year, although this would likely make awards very small. Ms. Hollmon said that applicants should be considering other sources of funding anyway, especially the Capitol Hill Community Foundation (CHCF) so she thought it was fine if amounts are small. She noted that the CHCF grants are available monthly. Ms. Kohanek said that the grants budget might be larger in future years and it would be best to maintain the current plan.
2. Re: Making grants or organizations other than charitable ones - Ms. Nelson noted that it is now permissible to make grants to for-profit enterprises so long as the public benefit requirement is met. Ms. Hollmon said that if businesses are running programs, they can reasonable be expected to fund them themselves. Ms. Kohanek and Ms. Nelson agreed. Ms. Hollmon and Ms. Kohanek further noted that an EIN should be required on the application form. They are easy enough to get and most organizations (charitable or otherwise) are required to have them. The exception would be religious institutions which are not required to have them.
3. Re: Publicizing the availability of grants - Ms. Hollmon said that the commissioners should make organizations that operate within their SMDs aware of grant opportunities and also share this information with the COC for follow-up. The commissioners are in the best position to do this. Ms. Nelson said that she thought Commissioner Phillips-Gilbert's request (in September) to have a reference included in the monthly Hill Rag ad was feasible.
4. Re: Simplification of the grant application process - All agreed that the process is easy and the application form is very short. However, a cover sheet with instructions would be helpful and will be developed.
5. Re: Additional reporting requirements - There is already a requirement that an accounting be made of funds spent within 60 days. The ANC receives a letter from each applicant, at the time they receive the funds, documenting the expenditure; this information is included in the Treasurer's quarterly reports. Ms. Nelson said that there are occasionally projects where additional oversight might be desirable but that it is essential that all applicants be treated the same. The additional reporting would not only be burdensome to the applicants (and we are trying to broaden participation) it would also be burdensome to the ANC to collect from every applicant. Ms. Kohanek said that the information about program participation is already presented as part of the approval process and additional reporting is not needed.
6. Re: Requiring the presence of the grant applicant at the ANC meeting where the application is considered - Ms. Nelson noted that the presence of the grant applicant at the ANC meeting was at one time required by statute. However, Gottlieb Simon (Director, ANC office) recently told her that the law has been changed. The ANC may still require applicants to present their applications in person, if that is their policy. But they may now allow someone else to do it for them. Ms. Hollmon said that the applicants should be available to answer questions. Ms. Kohanek said that it did not seem too much to ask, especially since the organization requesting funding was currently permitted to select whomever they wished to represent them; it's not necessary to be an officer. All agreed that the applicant should be required to be present. Furthermore, if the applicant fails to appear at the first hearing, it can be deferred a month to the next ANC meeting. But if the applicant fails to appear a second time, they must reapply.

7. Ms. Kohanek had not completed the analysis of amounts and timing of past grant funding. So, consideration of the proposal to take this into consideration when evaluating grant requests was deferred.
- IV. Confirmation of next meeting date.
The next meeting will be held Monday, November 17, 2014 at 7:00 pm at Maury ES, 1250 Constitution Ave NE (enter from 200 block of 13th Street).
 - V. Meeting adjourned at 8:20 pm.

Draft Recommendations Regarding ANC 6A Grants Program:

1. Keep the current grant application cycle, with smaller grants considered monthly and larger grants considered twice a year. The way the funding is divided prevents the entire budget from being depleted early in the fiscal year.
2. ANC 6A has only given grants to charitable organizations. This practice should continue. If for-profit businesses want to provide activities for ANC 6A residents, it is reasonable to assume that they can provide their own funding.
3. Publicizing grant opportunities: Commissioners will be asked forward to the committee the contact information for eligible charitable organizations operating within their SMDs. A reference to the availability of grants will be added to the monthly Hill Rag ad?
4. A cover sheet to the grant application with additional instructions would be helpful to potential applicants and will be developed.
5. There is already a requirement that an accounting be made of funds spent within 60 days. The ANC receives a letter from each applicant, at the time they receive the funds, documenting the expenditure; this information is included in the Treasurer's quarterly reports. This documentation, in addition to that in the grant application process is sufficient. Additional documentation would be burdensome to the applicants to provide and also to the ANC to collect and maintain.
6. The presence of the grant applicant at the ANC meeting was at one time required by statute. However, the law has been changed. The ANC may still require applicants to present their applications in person, if that is their policy. But they may now allow someone else to do it for them - this could be someone unaffiliated with the applicant, for example, a commissioner. However, it's important to be consistent and treat all applicants the same. The ANC should continue to require a representative of the requesting organization attend both the ANC and the COC meetings. If the applicant fails to appear at two consecutive ANC meetings, they will be expected to reapply.
7. The current policy is to give preference to locally based organization. This should be strengthened to require that organizations be locally based. It isn't feasible to ensure that the primary benefit of the grant will remain in the community if the organization has operations outside the area.