

Advisory Neighborhood Commission (ANC) 6A Community Outreach Committee (COC)
November 17, 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, Gladys Mack, Shirley Worthy, Louis Barbash, Maurice Cook (quorum)
Committee members absent: Roni Hollmon, Pat Joseph
Commissioners present: Sondra Phillips-Gilbert
Community members present: Joyce West, Hannah Lewis, Dana Wyckoff,

- I. Agenda
Adopted.

- II. Ms. Nelson reported on ANC/COC activities:
 1. At the November 2014 ANC 6A meeting, the Commissioners voted to accept the recommendation to send thank-you notes to organizations that provide meeting space for ANC 6A activities.
 2. The Commissioners also voted to accept the recommendation that a Request for Proposals (RFP) be circulated to identify a vendor to move www.anc6a.org to a content management system and committing funds to do so. Ms. Nelson sent the RFP to all the commissioners so that they could share with anyone they know who does this type of work. At least four (4) potential contractors have been contacted. The closing date is November 26, 2014. Ms. Nelson will forward all responses to the COC members as soon as they are received. A meeting will be scheduled on December 1st, 2nd or 3rd (depending on availability of meeting space) to review and discuss the proposals. The expectation is that a recommendation will be ready for the commissioners to consider at their December meeting.
 3. Ms. Nelson has been contacted by a potential grant applicant and anticipates that an application will be received in early December, necessitating that the regular COC meeting be held on the 3rd Monday, as scheduled. If the grant application is not received, it is likely that the meeting will be canceled.

- III. Ms. Nelson introduced a summary of suggestions and comments with respect to possible changes to the administration of the grants program that reflects the discussions that took place at the September and October 2014 COC meetings. For the convenience of the commissioners, all recommendations, with the votes, appear at the end of this section.

Notes about the discussion:

1. Ms. Mack asked why the COC was continuing to discuss modifications to the grants program when new commissioners will be in office in January 2015. Ms. Nelson replied that the Committee had made a commitment to completing the work for consideration in December 2014, that considerable time has been invested already and that the task should be completed as promised. Also, the commissioners and Committee can re-consider the recommendations in future, should they desire to do so.
2. Re: Grant cycle. Grant funds are divided into different cycles so funds are not all depleted early in the fiscal year. The COC agreed that this practice should continue.
3. Re: Making grants or organizations other than charitable ones. Ms. Nelson noted that at the October 2014 COC meeting, the Members agreed that grants should be made only to charitable organizations (as is the current practice) rather than to for-profit enterprises. If grants were made to for-profit enterprises there would still be a

public benefit requirement. Mr. Barbash disagreed, citing a theoretical case in which a local business might want to sponsor a youth sports team but need additional funding to be able to do so.

4. Re: Publicizing the availability of grants. At the October 2014 COC meeting, the recommendation was made that Commissioners should make organizations that operate within their Single Member Districts (SMDs) aware of grant opportunities and also share this information with the COC for follow-up. Ms. Phillips-Gilbert said that she thought this would be burdensome to the Commissioners and that the COC should find other means to advertise. Ms. Mack, Mr. Barbash and Ms. Kohanek said that the Commissioners were in a good position to be aware of the organizations operating in their SMDs. Ms. Nelson said the intention was not to put the whole burden on the commissioners but that their outreach would be an important tool. At the September 2014 meeting, Ms. Phillips-Gilbert suggested that there be a reference included in the monthly Hill Rag advertisement; this suggestion was incorporated into the COC's recommendation.
5. Re: Grant application "cover sheet" with instructions. Ms. Worthy asked what might be included. Ms. Kohanek said it would include information about the application process, time line, statutory guidelines, reporting requirements, disbursement of funds, etc. If the Commissioners approve, such an instruction sheet will be created.
6. Re: Additional reporting requirements. There is already a requirement that an accounting be made of funds spent within sixty (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. There was considerable discussion on this point. Ms. Nelson and Ms. Kohanek expressed concern that the reporting would not only place a burden on the applicants but also on the ANC who would then have to collect the reports and make them available to the public. Mr. Barbash, Ms. Phillips-Gilbert and Ms. Mack argued that, for accountability, the recipients of public funds should be required to report at least the activities that those funds had supported; and that organizations that spent the time and effort to apply for grants and conduct projects could, without excessive burden, be able to prepare at least a brief report. There was also a lengthy discussion of current reporting requirements and how grant funds are disbursed.
7. 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. Ms. Nelson and Ms. Kohanek said that they felt the applicant should be present at the ANC meeting to answer questions that the Commissioners might have and that it seemed a reasonable request considering that the applicant is seeking funding. Ms. Phillips-Gilbert disagreed saying that it did not seem fair to penalize the organization if the applicant failed to appear. When the recommendation passed, the Committee took up the question of what should happen if the applicant fails to appear at two (2) ANC meetings - they should be required to reapply.
8. The current policy is to give preference to locally based organizations. At the October 2014 COC meeting, the Members proposed that this be strengthened to require that organizations be locally based, as it is not feasible to ensure that the primary benefit of the grant will remain in the community if the organization has operations outside the area. Ms. Nelson cited past problems with a non-locally based organization. It is easier and more tempting for an organization with multiple sites to move goods purchased with ANC funds to a location that does not serve ANC 6A, than it is for an organization based within ANC 6A. Mr. Barbash asked how this would affect organizations such as the Boy Scouts. Ms. Nelson pointed out that their local

sponsoring organization would make the application. For example, a grant was made to support a local Boy Scout troop through the Maury ES Parent Teacher Association (PTA).

9. Ms. Kohanek completed the analysis of amounts and timing of past grant funding, from 2003-2014. The information will be made available on the website.
- IV. Confirmation of next meeting date.
The next regular meeting will be held Monday, December 15, 2014 at 7:00 pm at Maury ES, 1250 Constitution Ave NE (enter from 200 block of 13th Street). An additional meeting will be held the first week of December for the purpose of reviewing the responses to the RFP.
- V. Meeting adjourned at 8:23 pm.

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. (7-0-0)
2. Publicizing grant opportunities: Commissioners will be asked to reach out to eligible organizations operating within their SMDs. A reference to the availability of grants will be added to the ANC's regular advertising. The COC will investigate other means of advertising grants. (5-2-0) Cook, Worthy, Barbash, Nelson, Kohanek in favor; Phillips-Gilbert, Mack, opposed.
3. A cover sheet to the grant application with additional instructions would be helpful to potential applicants and will be developed if approved by the commission. (7-0-0)
4. Future grant applicants will be asked to provide a brief report, "statement of compliance", upon conclusion of the project, to include proposed and completed activities and explanation of benefit to ANC 6A. (5-2-0) Cook, Worthy, Phillips-Gilbert, Mack, Barbash in favor; Nelson, Kohanek opposed.
5. The ANC should continue to require a representative of the organization requesting a grant to attend both the ANC and the COC meetings. (6-0-1) Cook, Worthy, Mack, Barbash, Nelson, and Kohanek in favor; Phillips-Gilbert did not vote.
6. If the applicant fails to appear at two (2) consecutive ANC meetings, they will be expected to reapply. (5-0-1) Cook, Mack, Barbash, Nelson, Kohanek in favor; Worthy abstaining; Phillips-Gilbert did not vote.
7. The ANC should require that grant applicants be locally-based organizations. This is to ensure that the primary benefit of the grant will remain in the community even if the organization has operations outside the area. (4-3-0) Cook, Barbash, Nelson, Kohanek in favor; Worthy, Phillips-Gilbert, Mack, opposed.