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City of Takoma Park, Maryland  
**GRANTS REVIEW COMMITTEE**  
**Meeting Minutes**

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**DATE:** Thursday, March 3, 2021

**TIME:** 6:30 p.m. to 8:00 p.m.

**LOCATION:** Zoom Webinar

**Members Present:** Nadine Bloch, Keli Cochran, Nicole Ferraiolo, Susan Rosenblum, and Mark Swartz

**Staff Present:** Grayce Wiggins, Housing Manager; Jennifer Hale, Grants Coordinator, Department of Housing and Community Development

#### Call to Order and Welcome

- Jennifer Hale called the meeting to order at 6:39 PM and welcomed the members of the Committee. The members of the Committee introduced themselves.
- Meeting notes were opened, and Niki Ferraiolo was selected as the primary note-taker.
- Susan Rosenblum moved to adopt the minutes of the January 14, 2021 meeting. Mark Swartz seconded the motion.

#### Staff Update

- Jen Hale reminded the GRC that all committee members need to review and sign the Committee Code of Conduct, and the Conflict of Interest Disclosure form.
- The Committee on Committees' PowerPoint presentation was shared with the GRC. Grayce Wiggins explained there is a City-wide moratorium on adding new members to committees, but that the GRC was allowed to replace departing members. The moratorium is in place until the City Council adopts new measures and guidelines to increase the diversity and participation on City committees, commissions, and boards. Jen Hale mentioned that the GRC may be able to add more members if needed or if the right candidate is identified, but it will be on a case-by-case basis.
- Jen Hale provided an update on the FY20 grantee Impact Statement, a report on the accomplishments of the grantee projects. Due to Covid-19, many projects were suspended. For this reason, the Impact Statement will not be a stand-alone document for FY20 but will be rolled into the FY21 report.

#### FY21 Community Grants

- Mark Swartz presented his audit report on Historic Takoma.
- Susan Rosenblum presented her audit report on Create Arts.
- Mark Swartz presented his audit report on GB-Youth Media.
- Susan Rosenblum Presented her audit report on Ethiopian Community Center.
  
- Jen Hale reminded the GRC of the virtual FY21 Grant Dashboard, a one-stop tool for locating and tracking the grant programs' administrative assets (i.e., contracts, milestones, narrative reports, payment history, and audit reports). All GRC members have access to this dashboard.

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**AGENDA**

FY22 Community Grants Cycle

- Jen Hale explained the ongoing outreach and promotion she and Grayce Wiggins have been doing to promote applications among new applicants and reminded the GRC that FY22 applications are due on March 11, 2021.
- The GRC discussed updates to the application scoring rubric used last year. Jen Hale requested feedback by Thursday, March 11.

Meeting adjourned at 8:00 PM.