



ERTD Grants Committee **Minutes**

Wednesday, August 9, 2023 at 9:00am

Zoom

<https://us02web.zoom.us/j/83460586879?pwd=Y1h2eURCcENTck9zQk1FcFovQ1NlZz09>

Meeting ID: 834 6058 6879

Passcode: 568601

Special Meeting

Minutes

Attendees: Charlie Tracy, Stephen Gencarella, Fran Kefalas, Jordan Lumpkins, Tyra

Penn-Gesek

Guests: Rachel Lenda,

1. Call to Order
 - a. Meeting called to order at 9:10am by Fran Kefalas
2. Final Grant Report Review
 - a. Willimantic Downtown Neighborhood Association was discussed because their financial reporting was not detailed enough. Rachel will be reaching out to Andy Gutt to get clarification on their invoices.
 - b. Grants and Reporting - Refine the Process
 - A discussion took place on the process of submitting a final report. For the future - the final report must be submitted by the grant recipient. An agency can create the report; however the grantee must file it.



- The committee wants language in the contract regarding a time period of ineligibility if there is a violation moving forward.
- The committee wants administration overhead examples that are ineligible as part of the grant contract (permissible versus non-permissible).
- The next round of grants: an example of a final report that hits all the marks will be provided including a reporting form with space for narrative.
- By December 31, 2023, the Committee would like the grant program ready to go. Rachel will send out rubric, scorecard, current contract, and a draft of the final report template. By October 1, 2023.
- Next steps: for the Executive Committee - a timeline on the announcement, when the release of grant money is (up to the finance and executive committee) and when the grant money would be given.

c. A motion was made to approve the reports as presented with clarification on Windham Downtown Neighborhood Association. Tyra Penn made the first motion and Charlie Tracy made the second motion. Jordan Lumpkins abstained. All in favor - motion passed.

d. 9:30am October 4, 2023 is the next Grants Committee meeting.

3. Adjournment

a. A motion was made by Charlie Tracy to adjourn the meeting followed by a second from Tyra Penn. Meeting adjourned.