

STATE OF CONNECTICUT HEALTH AND EDUCATIONAL
FACILITIES AUTHORITY

Minutes of
The Grant Committee Meeting
February 15, 2012 – 12:00 p.m.

The Grant Committee of the Board of the Directors of the State of Connecticut Health and Educational Facilities Authority met in session at the offices of the Authority at 12:00 p.m. on Wednesday, February 15, 2012.

The Meeting was called to order by Peter Lisi, Committee Chair at 12:02 p.m., and, upon roll call, those present and absent were as follows:

PRESENT: Peter Lisi, Committee Chair
Patrick A. Colangelo¹
Estela Lopez
Bryan Pollard²

ABSENT: Barbara Rubin, Board Chair
Sarah K. Sanders (Rep. for Denise Nappier)

ALSO PRESENT: Jeffrey A. Asher, Executive Director
Kimberley Fontaine, Grants & Marketing Programs Coordinator
Paula Herman, General Counsel
Tara Keating, Project Coordinator
JoAnne Mackewicz, Controller
Michael Morris, Assistant Director
Debra M. Pinney, Manager, Administrative Services
Norberto Ramirez, Compliance/Internal Auditor
David Wasch, Legislative Liaison/ECE Program Specialist
Jeanette Weldon, Managing Director
and Kathy Owens, Receptionist/Administrative Assistant of
Connecticut Health and Educational Facilities Authority

¹ Mr. Colangelo arrived at the meeting at 12:15 p.m.

² Mr. Pollard arrived at the meeting at 12:07 p.m.

MINUTES OF THE GRANT COMMITTEE MEETING
February 15, 2012

Mr. Lisi suggested that the Committee review the Proposals for the Non-Profit Grant Program first and approve the Minutes of the Grant Committee Meeting last, as some Committee members were running late. The Committee agreed.

Review of Proposals for the Non-Profit Grant Program

Dr. Lopez asked for background concerning distribution of the funding equally among the three categories of food, shelter and healthcare.

Mr. Asher stated that the Authority received 181 Letters of Interest totaling over \$8.6 million in requests and the Internal Review Committee narrowed them down and issued 71 invitations to provide a full grant application. The IRC reviewed the applications and looked at fulfilling the greatest need and reaching the greatest number of people. The IRC concurred that to do this in the fairest way was to divide the awards into three groups.

Dr. Lopez asked if having a grantwriter on staff gave a nonprofit an advantage over an organization without a grant writer when it came to securing funds.

Mr. Asher indicated that the IRC did not just look at the quality of the application, but also how well the application stated the need. Mrs. Fontaine added that the IRC intentionally targeted the scoring to those factors. Mrs. Fontaine further stated that organizations with grantwriters are relatively easy to identify. At the outset, it provides them with an advantage. However, she believes the process is as fair as we can possibly get. Further discussion ensued.

Mr. Lisi asked if there were any more questions. There being none, Mr. Lisi asked Mrs. Fontaine to walk the Committee through the Exhibits.

Mrs. Fontaine reported that the Authority has discontinued using Community Foundations as the sole source for recommending organizations. Under the prior approach, Staff received a maximum of 40 applications per cycle. Because Staff no longer has that filter, this year the Authority received 181 letters of interest.

Mrs. Fontaine further reported that the IRC has moved this year to an electronic process for the Grant Committee and Board, and applicants. Applications were made online and the applications were available online for the Committee and Board members to review. Feedback from applicants has been overwhelmingly positive.

OVERVIEW OF PROGRAM

Mrs. Fontaine reported that there the 181 Letters of Interest aggregated more than \$8.6 million in requests. Proposed use of funds was overwhelmingly for programs, not capital or operating costs.

Mrs. Fontaine added that requests for shelters were the greatest; followed closely by healthcare. Food was nearly only one-half of shelter, but not indicative of a lack of need. Seventy-one organizations out of 181 were invited to submit full applications. Of those receiving invitations, there was a 93% response rate. Two organizations were removed from consideration because the manner in which they structured their grant applications resulted in an applicant to whom the Authority could not provide grants under its enabling legislation.

RECOMMENDATIONS

Mrs. Fontaine reported that Staff recommendations tended to lean toward expansion of existing services provided by a nonprofit. Nine food applications are being recommended; only two of which were for programs, and the rest are for operating costs. Staff recommends funding for seven healthcare applications: two each for program, capital and operating, and one for operating and capital together. Shelter grant recommendations include four for program, two operating, and one for program and operating.

The organizations that submitted LOI's were thankful for the Authority's focus on funding basic human needs, as their funding sources are extremely limited.

Mr. Lisi asked if there were any questions on the grant process. Mr. Asher commented that he believes that this is a much better process because the information is communicated more thoroughly, giving all organizations an opportunity to apply for a grant. Mr. Asher added that he believes the grant review process helps to provide easier review by the Committee and Board members. The Committee agreed that they were pleased with the process of reviewing applications online. Mr. Lisi reiterated that the IRC has done a very good job.

Dr. Lopez stated that she is pleased with the geographical makeup and that funds are being distributed throughout Connecticut rather than in one or two areas.

Mr. Lisi asked how important is sustainability of the program beyond the dollars that the Authority is providing in the overall evaluation of the process. Mrs. Fontaine stated that the IRC agrees that sustainability is important. One of the factors that Staff built into the Letter of Intent process was that the organization applying for funds had to demonstrate that particular basic human needs assistance is an important part of their existing mission. Further discussion ensued.

Mr. Lisi asked how the grant recipients were notified of their awards and how the awards are presented. Mrs. Fontaine pointed out that Mr. Wasch is currently in the process of

scheduling check presentation ceremonies for the Client Grant awards and attempts to have the awards coincide with already scheduled events. With these particular grants, because of the volume, it will take a few days; however, notification will be personal and each grantee will also receive a letter. In addition, financial assistance agreements will be drawn up for each applicant that they will need to sign before funds are released. The process is relatively quick once Staff receives the signed financial assistance agreements. The turnaround time is usually between one and two weeks. It is also important that Staff provide these organizations with the opportunity for press coverage which is very helpful in making the public aware of the work the nonprofits are doing. Further discussion ensued.

Mrs. Fontaine asked Mr. Wasch to share with the Committee his experience with the delivery of the checks to the Client Grant recipients.

Mr. Wasch reported that there have been eight events scheduled and he has been to two thus far. He stated that he went to the Hospital of Saint Raphael and also the Hebrew Health Center. The Saint Raphael event dovetailed nicely; they were receiving a “Baby Friendly” designation for their hospital. This tied into the Authority’s grant supporting nursing mothers and their newborns. The Authority received renewed recognition for a much earlier grant that was provided for a mobile dental clinic. The grantee added that if they had not received the support from CHEFA in 2004, that program would no longer exist. The program continues today to be in operation. The organization stated that this has had a lasting impact on their operation.

Mr. Lisi asked if there were any other questions or comments. Mr. Asher stated that he hopes that going forward with the budget for 2013 and beyond the Authority will have enough excess revenues over expenses to continue the Grant Programs.

Mr. Lisi asked what the reporting requirements were for the organizations that received grants from CHEFA. Mrs. Fontaine stated that CHEFA awards are one-year grants. The Authority utilizes a modified version of the Common Grant Report Form which is produced by the Connecticut Council for Philanthropy. The IRC had to make some modifications to the form in order to include State requirements. In terms of reporting, the organizations provide the Authority with a final financial and narrative report within 60 days after the end of the grant period. Any funds that are not utilized for the purpose that they were granted for must be returned to the Authority. Mr. Lisi asked if CHEFA ever gets requests for budget extensions and does it have a policy on that. Mrs. Fontaine stated that CHEFA has received requests for extensions and modifications in the past and there is a review and approval process in place.

Mr. Lisi asked if there were any other questions. There being none, Mr. Lisi requested a motion to accept the funding recommendations from Staff for the nonprofit Grant Program and recommended that the grant programs continue next year given budgetary allowances. Mr. Colangelo so moved. Mr. Pollard seconded his motion.

Upon roll call, the “Ayes,” “Nays,” and “Abstentions” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTENTIONS</u>
Peter Lisi Patrick Colangelo Estela Lopez Bryan Pollard	None	None

The Committee reiterated that the IRC did an exceptional job in the Grants process and indicated that it would like to see the program continue.

Minutes

Mr. Colangelo moved to approve the Minutes of the November 15, 2011 Grant Committee Meeting. Dr. Lopez seconded his motion. All were in favor.

Upon roll call, the “Ayes,” “Nays,” and “Abstentions” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTENTIONS</u>
Peter Lisi Patrick Colangelo Estela Lopez Bryan Pollard	None	None

Mr. Asher stated that a development has occurred that the Grant Committee and Board should be made aware of concerning a grantee from the FY 2012 Client Grant Program. There have been allegations of misuse of grant funds, and a whistleblower complaint has been made with the Attorney General’s Office. Because the investigation is not complete

by the AG, the State Auditors were unable to respond to Mr. Asher’s request for information under FOIA. Mr. Asher has met with the client on an unrelated matter, and informed them that pending satisfactory completion of the investigation CHEFA has placed the grant disbursement on hold pending. Mr. Asher recommended that if the issue has not been resolved to the Authority’s satisfaction within six months, the funds should revert back to the Authority for other grant programs. The Committee agreed.

Mr. Lisi asked if there were any other business. There being none, Dr. Lopez moved to adjourn the meeting. Mr. Pollard seconded her motion.

Upon roll call, the “Ayes,” “Nays,” and “Abstentions” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTENTIONS</u>
Peter Lisi Patrick Colangelo Estela Lopez Bryan Pollard	None	None

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Peter Lisi, Committee Chair

FY 2012 Nonprofit Grant Program Awards

	Type	Entity	City	Awards	Summary
1	Food	Christian Community Action, Norwalk	Norwalk	\$ 10,000	Operating support for food pantry for those in need in Norwalk, New Canaan, Wilton, Weston and Westport
2	Food	Connecticut Food Bank	New Haven	\$ 50,000	Purchase of food for Mobile Pantry Program to supply fresh produce, low-fat dairy items and other products to low-income neighborhoods
3	Food	Foodshare	Hartford	\$ 50,000	Produce Recovery & Mobile Foodshare program - brings food to 60 public housing community center and partner agency sites in 42 town service area
4	Food	Hands On Hartford	Hartford	\$ 50,000	Operating funds due to increased need and reduced funding to provide meals, soup kitchen and food pantry, weekend meals for seniors and weekend food backpacks for children
5	Food	Laurel House	Stamford	\$ 33,000	Funding to double the amount of 50 daily meals currently prepared for mentally ill clients
6	Food	Loaves and Fishes Ministries	Hartford	\$ 6,000	Operating funds to address FEMA reductions - serves 130 individuals every weekday
7	Food	Open Hearth	Hartford	\$ 34,333	Support for the costs of food service program for 111,020 hot meals annually to homeless men in the transitional living residential recovery program
8	Food	Shoreline Soup Kitchens	Essex	\$ 50,000	Purchase of wholesale food for distribution at five pantries in New London and Middlesex Counties - Essex, Old Saybrook, Chester, Clinton, Lyme, East Lyme, Old Lyme, Madison, Killingworth, Deep River and Westbrook
9	Food	VNA HealthCare	Hartford	\$ 50,000	Support for Charitable Meals Initiative to provide 7,500 free, home-delivered meals to those in need regardless of age or disability status - serving 200 to 250 individuals
10	Healthcare	AmeriCares Free Clinics	Stamford	\$ 68,000	Build capacity at three clinics to add 20 hrs/wk nurse practitioner and 20 hrs/wk of case management to augment mostly volunteer staff
11	Healthcare	Connecticut Insititute for Communities	Danbury	\$ 48,200	Purchase equipment to expand services to include vision care for the underserved and uninsured in the city of Danbury and nine surrounding towns within 90 days of funding - 400 patients
12	Healthcare	Malta House of Care Mobile Medical Clinic	Hartford	\$ 62,316	Free preventative and ongoing care

FY 2012 Nonprofit Grant Program Awards

13	Healthcare	Ridgefield VNA	Ridgefield	\$ 15,000	Operating support for elderly home visits and capital purchases for program
14	Healthcare	Senior Services of Stamford	Stamford	\$ 10,000	Expansion of medical transportation for seniors from 3 days/wk to 5 days/wk
15	Healthcare	Visiting Nurse Services of Connecticut	Bridgeport	\$ 62,316	Operating support to serve additional patients in CY 2012
16	Healthcare	VNA Northwest	Bantam	\$ 67,500	Double the amount of telehealth monitors that the entity currently has with the purchase of 15 monitors @ \$4,500/ea to reduce patient rehospitalizations
17	Shelter	Action for Bridgeport Community Development	Bridgeport	\$ 64,045	Expansion of homelessness prevention services (\$50K) and feeding increasing number of families via food pantry (\$25K) in Bridgeport
18	Shelter	Birmingham Group Health Services	Ansonia	\$ 30,000	Housing for 20 families in the community after living at safe house shelter - funds for security deposits (\$800), food and staples (\$200) and household items (\$500) for victims of domestic violence and their children
19	Shelter	Community Partners in Action	Hartford	\$ 8,750	Rental subsidies and security deposits for resettlement program of formerly incarcerated women
20	Shelter	Episcopal Social Services (IRIS)	New Haven	\$ 70,600	Emergency rental assistance to approximately 20 households of new immigrants
21	Shelter	Mercy Housing and Shelter	Hartford	\$ 75,000	Operating funds for three transitional housing programs providing food, shelter and healthcare in Hartford and Middletown to supplement increased costs and need, and projected decline in individual contributions
22	Shelter	New London Homeless Hospitality Center	New London	\$ 59,940	Support for staffing and housing/transportation to rapidly rehouse guests and serve more individuals
23	Shelter	Prudence Crandall Center	New Britain	\$ 25,000	Operating support for 20 bed emergency shelter program

TOTAL AWARDS	\$ 1,000,000
TOTAL FOOD	\$ 333,333
TOTAL HEALTHCARE	\$ 333,332

FY 2012 Nonprofit Grant Program Awards

TOTAL SHELTER	\$ 333,335
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