



**Building Better Communities Committee
Meeting Minutes – Tuesday, January 25, 2022**

**12:00pm Virtual Zoom Webinar
In-Person Location (anchor location): Christiana Conference Room
(87 Reads Way, New Castle, DE 19720)**

Attendance:

Committee Members Present: Kevin Kelley, Vanessa Phillips, CJ Bell, Tawanda Bond, Dan Maas

Proceedings:

- Meeting called to order at 12:05 p.m. by CJ Bell
- Committee members need access to New Castle County email addresses and Teams folder.
- CJ Bell & Kevin Kelley provided recap of Knollwood Community Town Hall visit
 - Main ideas discussed involved civic engagement, access to youth services, and public safety matters
- New grant application website was introduced during committee meeting
 - Website was designed with state's ARPA funding website in mind
 - Committee members provided feedback:
 - Grant application questions should not overbearing/equitable access for local organizations who may not have grant writers in-house
 - Provide a hyperlink section for additional info to expand upon questions that need further details
 - The substance abuse metric should be revised as prevention programming
 - This will allow the opportunity for more innovative practices from local organizations to service the community
 - A question was proposed regarding identifying grant writing support resources for potential applicants
 - Grant application will be used to generate applicants' ARPA intake form—which is needed to fulfill the county's ARPA funding compliance
 - Vanessa Phillips provided a scoring matrix template that was used for CARES Act grant requests
 - A scoring matrix for applications will be the most transparent way to handle application review process



- Next Steps:
 - Scoring Matrix template will be sent to committee to review and finalize
 - Scoring Matrix will be added to grant website to allow potential applicants full transparency into evaluation process
 - Outreach for grant website will commence once grant website is finalized
- Questions that come up during grant application process will be addressed during preceding monthly committee meetings
- Next meeting will be February 22nd 12pm.

Public Comment:

- Floor was opened for public comment.
- County Auditor Bob Wasserbach mentioned via chat suggested that the committee look at U.S. Treasury Final Rule in appropriating ARPA funds

Adjournment:

- CJ Bell adjourned meeting at 12:42p.m.