

SHEPHERDSTOWN GRANTS COMMITTEE

AGENDA – March 29, 2023, 7:00pm - Zoom

Join Zoom Meeting:

<https://us06web.zoom.us/j/82350380527?pwd=UGF1Rk9VVGxqSDAwWkc3aDFtTEVvdz09>

Meeting ID: 823 5038 0527

Passcode: 399007

Dial by your location

+1 301 715 8592 US (Washington DC)

\*CALL TO ORDER:

\*APPROVAL OF MINUTES: 01/25/23

\*VISITORS:

\*OLD BUSINESS:

- A. CDBG Grant Update –
  - \*CC administration issues
  - \*Public hearing
- B. AED Grants Update – thank you letter?

\*NEW BUSINESS

- A. New committee member – Emily Samide
- B. Kay to report on grant databases / programs
- C. Grant Guidelines – final review and vote

\*ADJOURN: Next meeting?

**Draft  
Minutes  
Shepherdstown Grant Committee  
01.25.23  
6:15pm  
By Zoom**

Called to order 6:17 pm

Visitors: J. Auxer, M. Mattro, E. Samide,

Present: C. Stroeck, M. Fortuna, J. Haynes, K. Schultz

Minutes from 10.13..22 Meeting

- K. Schultz moved to approve
- **No objection**
- **Minutes approved**

Old Business

- CDBG Grant
  - Committee needs to hold a fair housing forum to be in compliance with the grant
  - **Actions: C. Stroeck** will follow up to schedule this meeting
- AED Grant
  - **Action: C. Stroeck** will follow up with M. Jividen regarding thank you note

New Business

- E. Samide is interested in joining the Grants Committee. **Action: C. Stroeck** to send application.
- Uniform Grants Management Policy was reviewed and discussed; input was given by E. Samide and Mayor Auxer
  - a. **Action: E. Samide** will forward materials pertaining to Shepherd University grants process
  - b. Process next steps will be:
    - C. Stroeck will so an editing pass on the current draft

- Committee will meet to review changes made and approve draft for public distribution
- At the request of the Mayor, the draft will be posted by the committee for public comment with a deadline and instructions for providing input
- Committee will meet to make any changes indicated by public comments, and vote to refer draft to council
- Council will distribute the policy prior to a meeting, at which the policy will be on the agenda and the council will vote to approve the draft as is, approve with changes, or refer back to committee.

C. Stroeck motioned to adjourn

No objection

Meeting adjourned at 7:15 pm



## BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name:  Mr.  Ms. Emily Samide Address: 44 Sage Place

Phone numbers – Home: 3218069254 Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: esamide@shepherd.edu Employer: Shepherd University

Occupation: Pre-award Specialist Office of Sponsored Programs

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Which board/commission would you like to serve on? Shepherdstown Grants Committee  
Committee

Please describe your background and education.

Political Science and Sociology bachelor's degree from Florida Atlantic University;  
Currently a MBA candidate with Public Management focus at Shepherd University.

5 years of business management experience, over 12 years of customer facing  
experience.

Currently handling the pre- award process for grant applications at Shepherd  
University.

Organized community events in the South Florida community including yoga classes  
for under-served communities and large scale mixers with vendors and live  
entertainment.

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Please describe your experience and any special training you may have that apply to this  
board/commission.

Since August 2022, I have been working in the Office of Sponsored Programs at  
Shepherd University with specific focus on the pre-award process of grants  
management. Prior to this, I completed a grants writing training with the American  
Grant Writers Association.

My years of management experience strengthened process development and  
implementation abilities, prompt and succinct communication skills, as well as financial  
literacy in handling budget expectations and cost variables.

My current enrollment as a full time student in Shepherd University's MBA program  
has included classes like Project Management and Business Analytics, which have  
buttressed existing operational knowledge. I hold a 4.0 as I close my 2nd semester of  
the program.

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## **SHEPHERDSTOWN GRANT GUIDELINES**

### **OVERVIEW:**

Grant funds awarded to the Corporation of Shepherdstown support essential programs and services, allowing the Town to maintain existing services and fund new projects or purchase needed goods and services. Grant agreements are legal contracts. When a grant is awarded, the Town is obligated to carry out the activities associated with the funded project and to accomplish its objectives while adhering to all of the terms and conditions prescribed by the grantor.

These Grant Guidelines create a required protocol for application, approval, accounting, financial administration, and reporting for grant and other funding opportunities. This protocol will facilitate grant oversight and coordination, foster consistency with applications, and help ensure grant compliance. It will also foster good stewardship of the public trust. The goal of uniformity in the grant seeking process is to increase grant revenue, thereby elevating the impact of programs and services funded through grants.

### **SPECIFIC OBJECTIVES:**

1. Facilitate prioritized needs identification;
2. Create a standard approval process for projects and grant applications;
3. Establish a protocol for inter-departmental communication regarding the grant application process;
4. Promote transparency and public engagement with regard to planning and funding;
5. Ensure the Town's readiness to apply for funding opportunities as they arrive; and
6. Establish the sustainability of projects beyond grant periods.

### **SCOPE:**

These Guidelines recognize three types of approvals related to grant seeking:

1. Project approval;
2. Approval to apply for project funding; and
3. Approval of funding applications that have been completed.

All Town entities that seek to apply for federal, state, local, public, and private funding, except those listed below under EXCEPTIONS, must adhere to these Guidelines. Preliminary steps to grant proposals, such as initial letters of inquiry or pre-application submissions that do not

require budgets, will not need Town Council approval. Grant renewal and/or grant continuation forms are considered applications.

**INTERNALLY COMPETING APPLICATIONS:**

Generally, grantors will not consider multiple applications from the same entity during the same application period. Coordination is vital among all Town entities. It is not in the Town's best interest to compete against itself or to risk the possibility of duplicating a request for funds.

**SIGNATORY AUTHORITY:**

Following the Town's approval process, applying entities will obtain the Mayor's approval and signature on all funding applications.

**LETTERS OF SUPPORT:**

If the Town is requested to offer letters of support for grants submitted by entities outside of the Town, such letter shall not conflict with the Town's positions or policies.

**NEEDS IDENTIFICATION:**

The Town will take a strategic approach to the grant seeking and application process to enhance the Town's ability to coordinate grant activity on a department-wide basis and to provide an overview of needs that could be met through grant funding. Town commissions, committees, and boards should work together when identifying and applying for grants. Having a list of pre-approved, prioritized projects that need funding will expedite Shepherdstown's grant-seeking efforts. It is recommended that at the end of each fiscal year, these Town entities file simple reports stating identified needs, what analysis the needs are based on, and costs for solutions to address those needs. Submitted reports should include 1) needs and impact assessment, 2) simplified budgets, 3) a description of any public input that was incorporated into planning, and 4) how the needs relate to the goals outlined in the Comprehensive Plan. These reports should be combined and tracked to form a working list of priorities. Grant opportunities should consider these needs.

**GRANTS MANAGEMENT DATABASE AND DOCUMENT RETENTION:**

The Grants Committee will maintain a master database of grants, including both awarded and pending applications. Grant applications in process or pending as of the adoption of this policy will be added retroactively to the tracking list. It is recommended that this database also include projects that have been approved by the Town Council and are awaiting funding. This list shall

be made available to the public via the website and to all Town entities. The creation of this list will improve coordination, enhance oversight, and provide a snapshot of the Town's funding priorities. The Town Clerk shall keep a file of all submitted grant applications.

### **REQUIRED APPROVALS:**

**Project Approval:** All Town projects in need of funding shall obtain Project Approval from the Town Council. If new projects will require funding outside of the Town's budget, this Project Approval is necessary before seeking the Town Council's Approval to Apply for Funding. New Project Approvals are valid for twelve (12) months and must be renewed or updated thereafter.

**Approval to Apply for Funding:** Town Council's Approval to Apply for Funding requires prior Project Approval. Both Approvals may occur simultaneously. Approvals to Apply for Funding are valid for twelve (12) months so long as no project variables have changed.

**Grant Application Approval:** When Approval to Apply for Funding has been granted and preparation of the grant application is complete, the Town Council will review the grant application and vote to approve its provision to the Mayor for signature and submission.

### **EXCEPTIONS:**

Approval to Apply for Funding is not needed for the following:

1. Funding for the maintenance, upkeep, replacement, or ongoing operation of existing programs or projects where:
  - A. (optional: BELOW A CERTAIN DOLLAR AMOUNT), and
  - B. there are no significant changes in program goals, scope, or objectives, or any new requirements of continued local funding for the project; OR
2. The project's expenses were approved by Town Council and included in the Town's operating budget under "pending funding" within the year covered by the award; OR
3. Applications for recurring grants that ended in the immediately preceding grant period or with no funding lapse if they are for ongoing operation, improvement, or maintenance of existing and necessary Town resources, projects, or programs, and do not involve changes in scope or budget (optional: (BELOW A CERTAIN DOLLAR AMOUNT - \$50,000?).

There are no other exceptions. Applications that are rushed or that aim to devise new projects to capture new funding opportunities rather than find funding for approved projects are to be avoided. If the funding opportunity is not excepted as outlined above, and the applying entity is not made aware of the funding within adequate time to present to the Town Council at a regular meeting, a special Town Council meeting should be called.



## **STANDARDS FOR PUBLIC ENGAGEMENT:**

Project Approval and Approval to Apply for Funding are both contingent on satisfying the requirement for public engagement, meaning whether the public has had sufficient opportunity to review the project and to provide input that is incorporated into the planning process.

There are myriad ways to satisfy the requirement for public engagement such as sufficient public notice, public meetings and placards posted at project locations. Project managers are encouraged to consult national planning ethics standards and best practices regarding this. One helpful resource is the American Planning Association: <https://www.planning.org/ethics/ethicalprinciples/>. The Town's goal in assessing needs and planning to meet those needs should be a cumulative process that provides the most comprehensive public engagement possible on a per project basis.

## **AWARD NOTIFICATION AND REVIEW:**

Grant award notifications will come in various forms and are often sent to the signing representative. Such award letters and grant contracts must be routed to the applicant body for processing, with documentation sent to the Grants Committee for filing. The applicant body shall:

- Save award letters electronically;
- Share copy of award with responsible department(s) and Finance Committee;
- Obtain legal review of grant award contract as indicated or needed;
- Review grant contracts for terms and conditions and prepare a list of requirements in an easy-to-follow format for the responsible department(s);
- Obtain signatures for a fully executed contract as required;
- Set up timelines for reports and other tasks.

## **TOWN COUNCIL AWARD APPROVAL:**

In some cases, if required by the Grantor, the Town Council will need to vote to approve grant *awards*. The Town Council may decline to accept any grant award. The Town Council will be notified when any funding is awarded. The Town Council will review grant *awards* when: it did not approve the grant *application*; any specifications in the grant/project activities or requirements have changed since the application was submitted; or for any other reason deemed valid by the Town Council, Mayor or applying entity.

**REVIEW AND REVISIONS:**

These Guidelines will be reviewed and revised as necessary to ensure that they are following existing rules and regulations and that they serve the public effectively. Any such revisions will be made only after soliciting public input.

**GRANT / FUNDING “INTENT TO APPLY” FORM**  
**(For Town Council Approval to Apply)**

Please attach a summary report that contains the following information about the project to be funded and the funding opportunity:

**BASIC INFORMATION:**

1. Name of project;
2. Applying entity;
3. Project lead’s name and contact information;
4. Source of grant funding (name of grant), including link, and application due date;
5. Summary of project to be funded including purpose and overall cost; and
6. Reporting and compliance requirements;

**PUBLIC ENGAGEMENT:**

7. Has meaningful public input been sought, obtained, and incorporated into planning for the project that will be funded? Please describe in detail.
8. Describe how the public, including and especially members of the public who will be directly affected by the project, has been proactively informed of the project and the proposed funding source(s).
9. Please attach a comprehensive report on all citizen feedback that was received, and describe how the feedback was incorporated into planning for the project.
10. If applicable (e.g. as required by some grant applications), attach the pre-application press release of grant application.
11. Has the potential for conflict of interest been ruled out?

**FINANCIAL EVALUATION:**

12. What is the total anticipated project cost over the grant period?
13. Attach an itemized budget.
14. What, if any, are the match / cost share requirements?
15. Capacity of Town to administer the funds and funded project, to include all reporting requirements?
16. Has the Finance Committee approved the match requirements? (attach minutes documenting approval)
17. Staffing requirements including salary and benefits increases for multi-year grants?
18. Sustainability and cost (available funds. etc.) of the project or staff positions after the grant ends?

**PROGRAMMATIC EVALUATION:**

19. Compatibility with Comprehensive Plan?

20. Is the project for a new service, program, or structure or for an expansion of services to address established needs?
21. What is the established and documented need?
22. How was the need established?

RESOURCE CHARTS (to be adapted and included after Guidelines approved):