

STATE OF CONNECTICUT HEALTH AND EDUCATIONAL FACILITIES AUTHORITY  
Annual Grant Committee Meeting Minutes  
March 13, 2025

The Grant Committee of the State of Connecticut Health and Educational Facilities Authority held an annual meeting via videoconference and in-person on Thursday, March 13, 2025.

The annual hybrid meeting was called to order by Mr. Lawrence Davis, Committee Chair, at 12:30 p.m. and upon roll call, those present and absent were as follows:

PRESENT: Lawrence Davis, Committee Chair  
Steven L. Elbaum  
Kimberly Kennison (*Designee for Jeffrey Beckham, OPM Secretary*)<sup>1</sup>  
Peter W. Lisi, Board Chair  
Susan Martin<sup>2</sup>

ABSENT: Alan Mattamana

ALSO PRESENT: Jeanette W. Weldon, Executive Director  
Denise Aguilera, General Counsel  
Charles Bodie, Managing Director of Finance and Operations  
Jen Chapman, Grants Program Manager  
Daniel Giungi, Sr. Government Relations & Communications Specialist<sup>3</sup>  
Jessica Carducci, Administrative Services Assistant  
Dan Kurowski, Assistant Director  
JoAnne Mackewicz, Controller<sup>4</sup>  
Michael Morris, Managing Director, Client Services  
Kara Stuart, Manager, Administrative Services  
of Connecticut Health and Educational Facilities Authority

**APPROVAL OF MINUTES**

Mr. Davis requested a motion to approve the minutes of the November 15, 2024 meeting of the Grant Committee. Mr. Elbaum moved for approval of the minutes which was seconded by Ms. Kennison.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

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<sup>1</sup> Ms. Kennison participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>2</sup> Ms. Martin participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>3</sup> Mr. Giungi participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>4</sup> Ms. Mackewicz participated in the meeting via teleconference that permitted all parties to hear each other.

**AYES**

Peter W. Lisi  
Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin

**NAYS**

None

**ABSTENTIONS**

None

Mr. Kurowski introduced Ms. Jen Chapman, CHEFA's new Grants Program Manager.

**ENTERPRISE CAPITAL OVERVIEW**

Ms. Chapman stated that CHEFA established the Enterprise Capital Grant Program in FY 2024 to strengthen the capabilities and impact of nonprofit organizations by supporting strategic initiatives. The 3-year grant period supports long-term planning, implementation, and impact analysis of the initiatives. Ms. Chapman reported that there is \$1 million in total funding available for the FY 2026 cycle.

Ms. Chapman reported that staff received 89 Letters of Interest (LOIs) for the enterprise capital grant program, which were reviewed by the CHEFA officers (Jeanette Weldon, Denise Aguilera, Charles Bodie, and Michael Morris) and Assistant Director Dan Kurowski, and 12 organizations have been invited to submit a full application. The applications are due on March 27<sup>th</sup> and will be internally reviewed by the CHEFA officers and Dan Kurowski. Ms. Chapman noted that once applications are reviewed and ranked, staff will present the rankings at the May Grant Committee meeting. The Grant Committee will select 3-4 organizations to be invited to the final round of the application process, and then staff will schedule site visits in June for CHEFA Board members and Staff to attend. All supplemental information expected from the finalists will be due in June and will be presented at the July Grant Committee meeting when awardees will be selected.

The floor was opened to questions and a brief discussion ensued.

**FY 2026 GRANT PROGRAM BUDGET**

Ms. Chapman stated that staff is seeking \$3 million for the FY 2026 grant program budget. The recommended allocation of budgeted grant funds, subject to funding availability, will be \$1 million for the FY 2026 John M. Biancamano Client Grant Program, \$1 million for the Nonprofit Grant Program, and \$1 million for the Enterprise Capital Grant Program.

Mr. Davis requested a motion to approve the recommendation of the FY 2026 Grant Program Budget of \$3 million to the CHEFA Board, with \$1 million for the FY 2026 John M. Biancamano Client Grant Program, \$1 million for the Nonprofit Grant Program, and \$1 million for the Enterprise Capital Grant Program. Mr. Lisi moved for approval, which was seconded by Ms. Kennison.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

**AYES**

Peter W. Lisi  
Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin

**NAYS**

None

**ABSTENTIONS**

None

**PROPOSED CHANGES TO CHEFA GRANT PROGRAMS**

Ms. Chapman noted that staff is proposing several changes to CHEFA’s grant programs due to changing needs in the community as well as to strengthen CHEFA’s current grant program.

Ms. Chapman reported that the first change involves adding a layer of data collection and reporting in addition to what CHEFA has traditionally collected. Historically, CHEFA asks grant awardees to detail in a narrative their grant outcomes. Staff is proposing to add a question that asks applicants to formulate SMART goals for their project with very clear measurable objectives. Awardees will be asked to report on these goals on their interim and final reports which Staff believes will be a better way to truly measure the impact of grant-funded projects/programs. A brief discussion ensued.

Ms. Chapman reported on the John M. Biancamano Client Grant Program. Ms. Chapman stated Staff is requesting that a change be made to the way client eligibility has previously been determined. In the past, any entity under a single obligated group has been eligible to submit an application for the program, which has created unequal opportunity for funding client groups. Ms. Chapman stated Staff is proposing only two entities under a single obligated group be eligible to apply in any client grant cycle. A brief discussion ensued.

Ms. Chapman reported on the Nonprofit Grant Program. Ms. Chapman reported in FY 2025 CHEFA received a record number of LOIs at 203, totaling more than \$11 million. Ms. Chapman stated that this large number of requests for a limited amount of funding has caused Staff to

rethink certain strategies. Ms. Chapman stated the first step in this process was to recategorize the four core sectors into six core sectors that align with the definition of core sectors for the existing financing programs. The six sectors include: Childcare, Cultural, Education, Healthcare, Human Services and Wellness, and Long-Term Care/Senior Living. Ms. Chapman stated to better manage the LOI application process and support funding directed to the areas of greatest need, Staff is proposing to target future cycles of the Nonprofit Grant Program to focus areas within the core sectors.

Ms. Chapman stated that sector-specific focus areas will be re-evaluated annually to determine shifting needs and ensure distribution of CHEFA funds to achieve the greatest impact. As part of the Nonprofit Grant cycle planning, Staff will conduct thorough research using community needs assessments, statewide data, feedback from community partners, etc. to determine areas of highest need throughout the state. Recommendations and supporting data will be presented to the Grant Committee at its annual meeting, and the Committee will determine each cycle's priorities. Ms. Chapman stated that Staff recommends that the Committee rescind the existing \$100,000 allocation to cultural applications for the Nonprofit Grant Program so that cultural organizations can be incorporated in to this broader, annual process.

Mr. Davis requested a motion to change the eligibility guidelines for the John M. Biancamano Client Grant Program to allow up to two members of a client's obligated group to apply for funding in any single cycle, to rescind the existing \$100,000 annual allocation to cultural applications for the Nonprofit Grant Program, and to approve the following funding priorities for the FY 2026 Nonprofit Grant Cycle:

1. Childcare Sector – Infant/Toddler & Preschool
2. Cultural Sector – Performing Arts Venues/Arts Studios
3. Education Sector – College and Career Readiness/Workforce Development
4. Human Services & Wellness Sector – Community-Based Navigation Services

Mr. Elbaum moved for approval and Mr. Lisi seconded the motion.

A brief discussion ensued regarding the thought process behind these changes.

Upon a voice vote, the "Ayes," "Nays" and "Abstentions" were as follows:

**AYES**

Peter W. Lisi  
Lawrence Davis

**NAYS**

None

**ABSTENTIONS**

None

Steven L. Elbaum  
Kimberly Kennison  
Susan Martin

**ADJOURNMENT**

With there being no further business, Mr. Lisi moved to adjourn the meeting and Mr. Elbaum seconded the motion.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

**AYES**

Peter W. Lisi  
Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin

**NAYS**

None

**ABSTENTIONS**

None

The annual hybrid meeting adjourned at 1:26 p.m.

Respectfully submitted,

Jeanette Weldon  
Executive Director