

River Board Meeting Agenda

530 E Main St Plaza 1 Aspen

Sept 11, 2014

Time	Description
4:00 PM	<ul style="list-style-type: none">• Board Comment• Public Comment• Additions – Deletions to Agenda
4:15	<ul style="list-style-type: none">• GIS Update
4:30 PM	<ul style="list-style-type: none">• Buried Gas Tank – Redstone Bill Jochems
4:45 PM	<ul style="list-style-type: none">• River Board Handbook
5:00 PM	<ul style="list-style-type: none">• Grant Procedures Finance Committee
5:30 PM	<ul style="list-style-type: none">• Adjourn

Future meeting dates 2014:

Oct 23 Joint with OST - @ Airport Operations Center – Owl Creek Rd Noon start time

Nov 20

Agenda items are subject to change – Times are approximate and are also subject to change

AGENDA ITEM SUMMARY

September 11, 2014

TO: River Board
FROM: Finance Committee
SUBJECT: Draft Grant Criteria Outline

Information: Attached for your review is a draft grant criteria screen outline. Please review and bring questions and comments to the meeting. Below are some key discussion points. The score sheet will be distributed at the meeting, but is in a format similar to our current form.

Discussion Points:

Timing

When are requests heard by the Board and when does the Board vote to recommend/deny i.e. annually, bi-annually, anytime?

Timeframe when submissions due to staff for review

When does a recommendation from this board go to BOCC? i.e. annually, quarterly

Should there be time limits on presentations

Scores

Should there be a defining score? Needs a score of XX or higher to receive funding?

If there are low scores by 1 or 2 members for good reason, how is that info presented to the Board as a whole?

Thresholds

Should there be a dollar amount threshold where funds are disbursed in specific segmented amounts based on performance

Attachments: Draft outline

**PITKIN COUNTY HEALTHY RIVERS BOARD
GRANT CRITERIA SCREEN OUTLINE**

PROCESS

1. All requests for grants from Pitkin County's Healthy Rivers and Streams Fund must follow the Grant Criteria format. The format will be available on the Healthy Rivers Board (HRB) web-site and/or through County Staff. Grant requests that do not follow this format will be returned for resubmission or they will not be considered. Grant submissions must be delivered to County Staff a minimum of 45 days in advance of regular meeting dates to be considered. Incomplete requests will be returned and the clock restarted.
2. Grant requests may be made at any time during a calendar/fiscal year; however, grants recommended for approval are subject to Board of County Commissioner (BOCC) authorization. Funds disbursed will apply to the budget year in which they are approved and disbursed. Grant approvals by the HRB are advisory only and subject to BOCC final approval.
3. County Staff and/or a HRB finance committee board member will complete a preliminary review of all grant requests to ensure they comply with the Grant Criteria. Incomplete requests will be returned with specific comments for resubmission or withdrawal.
4. Each HRB member will score individual grant requests (in advance of the scheduled meeting) based on the specific criteria (see attached score sheet). Criteria will be equally weighted and scoring will be on a scale of 0 –100, based on the extent to which the individual criteria have been met.
5. Grant requests will be placed on the first available HRB agenda following preliminary review. County Staff and/or a HRB finance committee board member will preview the request in the board packet. Grant requestors will be asked to attend the meeting (in person or via other electronic means) and make a brief presentation (10 – 15 min. summary, plus board Q & A and discussion) to the HRB, following BOCC meeting protocol.
6. Grant requests recommended by the HRB will be forwarded to the BOCC, on a quarterly basis, for final approval/disbursement, including the master score sheet which summaries the HRB's individual assessments of each request. The master score sheet will contain only those HRB members who were in attendance at the meeting where the request was considered/approved.
7. Key factors for HRB consideration of grant requests:
 - a. Evaluations should be based on merits of the project/request;
 - b. Requests must be measurable and include accountability and reporting back to HRB;
 - c. Requests must have specific measureable deliverables;
 - d. Request must identify other funding partners.
 - e. Requests exceeding \$X0,000 may be disbursed in specific segmented amounts based on performance.

GRANT CRITERIA

1. Goals of the Healthy Rivers Board

The extent to which the proposed grant request/project meets the stated goals, objectives and on-going projects/priorities of the River Board.

- a. Must be complete, clear and concise, with specific dollar amounts in total and for each element of the project;
- b. Must fulfill the intent of the ballot language.

2. Viability of the Project

The extent to which the proposed grant request/project is practical, will be completed as proposed and/or may require other resources to be fully completed, and the extent to which the project can be repeated in other locations such that it will not be limited to a single event.

- a. Must address an essential community need;
- b. Demonstrates collaboration and/or partners with other agencies.

3. Public Need and Accessibility

The extent to which the proposed grant request/project will be seen, appreciated and used by the public.

- a. Does not duplicate existing services or programs;
- b. Must serve people who live and/or work in the Roaring Fork Watershed;
- c. Includes a specific PR strategy;
- d. Demonstrates an appropriate need for public funding.

4. History of the Requesting Party

The extent that the requesting individual/entity has been successful in other project or efforts and is known in the community.

5. Budget, Measurements and Accountability

The extent to which the proposed grant amount is appropriate to the project scope and includes other appropriate sources of funding. The extent that the project includes specific measures for success and reporting of progress and results to the HRB.

- a. Demonstrates financial stability and presents accurate budgets and financial reports, measurements and accountability;
- b. Specific measures of progress and success;
- c. Reporting plan to HRB/others.