

ATTACHMENT 1 - PGE Supplemental Environmental Project Fund Coordinator Tasks and Timeline

COMMUNITY FOUNDATION FOR MONTEREY COUNTY (CFMC)
 "Non-point Source Pollution Projects Fund" and "Non-point Source Pollution Monitoring Fund"

Operational Year = May 2004-May 2005
 Revised: 04APRIL04

2004-2005 PROJECT WORK PLAN:

TASKS	SUBTASKS & PARTNERS	DELIVERABLES & MEASURES	Months and hours needed to perform tasks																	
			M	J	J	A	A	S	O	N	D	J	F	M	A					
1. Develop 2004 Technical Advisory Committee (TAC) and Grants Coordination Work Plan, Tasks Timeline, and Budget	1.a. Draft and revise plans to coordinate (1) TAC meetings and communication and (2) the grant making processed for both the Projects Fund and Monitoring Fund grants. (CFMC) 1.b. Review and approval (RWQCB) 1.c. Coordinate TAC meeting dates, logistics, communications, and meeting notes. (CFMC)	Produce, monitor, and adjust throughout the year this 2004 Technical Advisory Committee (TAC) and Grants Coordination Work Plan and the annual budget for this work.	2	5	5															
			2	5	5															
			2	5	5															
			2	5	5															
2. Develop ranking sheets for "Projects" and "Monitoring" proposals based on criteria the RWQCB approved on 11JUL2003.	2.a. Draft and revise ranking sheets based upon criteria approved by Board 11JUL'03. (RWQCB) 2.b. Review and comment based upon criteria and field observations. (Technical Advisory Committee = TAC) 2.c. Approve Ranking Sheets for distribution. (RWQCB) 2.d. Translate, duplicate, and distribute approved sheets with RFPs. (CFMC)	A concise set of criteria for reviewers to use when screening proposals. Each criterion will have a specific total point value (e.g., 10 points out of the total possible points per proposal) and an appropriate ranking scale (e.g., from "exceeds expectations" to "below minimum expectation") that is appropriate for it.																		
3. Develop Requests for Proposals (RFPs) for "Projects" and "Monitoring" based on the ranking sheet	3.a. Request and collect sample RFPs and application forms from RWQCB and TAC. (CFMC) 3.b. Draft/revise RFPs and application forms based on program objectives, criteria, and typical grantmaking practices. (CFMC) 3.c. Review/comment on Draft RFPs. (TAC) 3.d. Approve RFPs for distribution. (RWQCB) 3.e. Translate RFPs into Spanish. (CFMC)	A complete RFP and forms packet that is brief and clearly written; requires no more information than is required by reviewers and by RWQCB and CFMC policies; is easy to complete; is available in English and Spanish versions; and can be mailed, emailed, or downloaded by applicants.																		

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4. Develop and implement a plan to reach out and deliver the RFPs and related documents to potential applicants in the target region each grant cycle.	4.a. Determine the scope, scale, methods, media, and sequence for announcing and distributing the RFPs. (TAC)	Publicly announce the 2003 Settlement and inform individuals working or residing in the target region and interested professional communities (e.g., agriculture, land development, natural resource management, scientific research, conservation, education, and elected officials) about the grants programs, the RFP, and how to apply. Use the TAC's personal and professional contacts, direct mail to landowners, local print and broadcast media, and e-mail to distribute the approved program announcements, RFPs, and application forms.	5																				
	4.b. Request and collect contacts/lists for CFMC to use when distributing program announcements and RFPs. (TAC)		5																				
	4.c. Draft/revise announcement letters, flyers, advertisements, press releases, etc. to accompany RFPs. (CFMC)		5																				
	4.d. Review/approve documents and distribution plan. (RWQCB)		5																				
	4.e. Make contacts with print/TV media for ads and coverage of 2003 Settlement, Funds, TAC, and upcoming RFPs. (CFMC)		5																				
	4.f. Translate, duplicate, and distribute RFPs according plan. (CFMC)		5																				
	4.g. Follow-up with mail, calls, and visits if response from applicants is slow after RFPs are released. (CFMC)		5																				
	5. Receive, process, summarize, review, and rank applications (proposals).		5.a. Work with the TAC to develop the template for a one-page Application Summary that includes essential information and expedites review and ranking. (CFMC)	Deliver to the RWQCB staff a reproducible packet of documents containing: the Table of Rankings & Recommended Funding listing all applications, the one-page Summary for each application, and any reviewer comments.																			
			5.b. Enter applications into database. Return late applications. Contact on time applicants about missing items. (CFMC)																				
			5.c. Summarize all complete applications, duplicate each application, and distribute to reviewers. About 20 summaries are anticipated. (CFMC)																				
5.d. Review (TAC) and rank (RWQCB) all proposals.																							
5.e. Compile the Table of Rankings & Recommended Funding. (CFMC)																							

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<p>6. Approval of applications (proposals) to be funded.</p>	<p>6.a. In consultation with RWQCB, develop the "Table of Rankings and Recommended Funding" template with the information and blank cells RWQCB staff needs for the approvals process. (CFMC&RWQCB)</p> <p>6.b. Send the packet of materials (See Deliverable #4.) to the RWQCB Executive Officer for approval. (CFMC)</p> <p>6.c. Review the packet (See Deliverable 4.), note any special "conditions" for each approved grantee, and send the approved "Table of Rankings and Recommended Funding" to CFMC. (RWQCB)</p>	<p>Review and return the Approved "Table of Rankings and Recommended Funding" with notations to CFMC.</p>		<p>15</p> <p>3</p> <p>2</p>
<p>7. Develop written funding agreements with grantees.</p>	<p>7.a. In consultation with RWQCB staff, develop templates for denial/award letters, budget and other reports, and decide the types of reviewer feedback to provide to applicants and grantees. (CFMC&RWQCB)</p> <p>7.b. Prepare and mail: denial letters and award letters (with first payment and receipt instructions) to applicants. (CFMC)</p>	<p>Send denial/award letters, first-payment checks, budget forms, and report forms to approved grantees.</p>		<p>15</p> <p>20</p>
<p>8. Manage grants budget, awards, and grantee financial correspondence and reports.</p>	<p>8.a. In consultation with RWQCB, develop templates for grantees' financial and progress reports, determine the frequency and types of grantee reports, and clarify the types of records to be maintained by the coordinator. (CFMC)</p> <p>8.b. Manage grantees' awards, financial correspondence, and reports. (CFMC)</p> <p>8.c. Summarize for reports to RWQCB. (CFMC)</p>	<p>Maintain a schedule and files to coordinate and document communications and transactions with grantees.</p>		<p>15</p> <p>10</p> <p>10</p>
<p>9. Provide progress reports to RWQCB staff.</p>	<p>9.a. In consultation with RWQCB, develop templates for semi annual reports. (CFMC&RWQCB)</p> <p>9.b. Send reports to RWQCB. (CFMC)</p>	<p>semiannual progress and financial report relative to Work Plan and grantee progress and financial reports.</p>		<p>10</p> <p>5</p> <p>5</p>
<p>10. Develop 2005 Grants Coordination Work Plan, Tasks Timeline, and Budget.</p>	<p>10.a. In consultation with RWQCB, develop the 2005 Grants Coordination Work Plan, Tasks Timeline, and Budget (CFMC&RWQCB)</p> <p>10.b. Review and approve the 2005 Grants Coordination Work Plan, Tasks Timeline, and Budget (RWQCB)</p>	<p>The 2005 Grants Coordination Work Plan, Tasks Timeline, and Budget.</p>		<p>10</p> <p>5</p> <p>10</p>

TOTAL HOURS: 652 32 32 97 47 34 42 109 112 39 49 32 27