



Programs & Grant Development Committee

09/14/2023

Meeting Minutes

July 17, 2023

Meeting Led By: Al Hrynyshyn

Meeting Minutes By: Victoria Fischella

Attendees Present at Meeting:

Al Hrynyshyn, Meridith McClure, Lily Leitermann, Sydney Nilan, Victoria Fischella, Craig Marcus, Andy Burke, Dave Downing, Karl Morgenstern, Leslie Owens, Jared Pruch, Clarissa Berndt, Jared Pruch

9:33am

Meeting called to order. (Quorum was Present.)

- I. Introductions were spoken amongst all meeting attendees
- II. Reviewed:
 - a. Meeting Agenda. (Nothing was requested to be added or changed)
 - b. Previous Meeting Minutes:
 - i. Al requested clarification directed to Sydney about the landscape funding & fire forestry funding. Al inquired if that clarification was addressed, Sydney stated that revisions were made, added, addressed and approved at a previous board meeting.

9:40am

UWSWCD Grant Program Manager Presentation (By Jared Pruch)

- III. Landscape Scan of other SWCD Grant Programs
 - a. Three Different Types of Grant Making
 - i. Competitive/Open Solicitation
 - 1. **Pro:** Opportunity to learn about new projects, allows for choosing projects most aligned with District goals
 - 2. **Con:** Can be highly competitive, often will have 4-5 x's more applicants than UWSWCD would be able to fund
 - ii. Noncompetitive/Invitation Only
 - 1. **Pro:** Relational approach, opportunity to sustain existing partnerships
 - 2. **Con:** Can be perceived as exclusive, can prevent "new" organizations or programs from being created
 - iii. Direct Financial Assistance
 - 1. **Pro:** Opportunity to directly support priorities on private lands
 - 2. **Con:** Can be exclusive to those who don't own private lands
- IV. Grants Programs at Other SWCD's
 - a. Tualatin Grant Programs:

- i. Tualatin Watershed Improvement (TWIG Grants)
 - 1. \$5k Max per grant (annual \$76K pool)
 - ii. Tualatin River Environmental Enhancement (TREE Grants)
 - iii. Conservation Education Grants
 - iv. Farmers Market Grants
 - v. Financial Assistance Grants
 - b. East Multnomah SWCD
 - i. Partners in Conservation (PIC Grants)
 - 1. \$5-7K max (\$700k total funding pool)
 - ii. Small Projects & Community Events (SPACE Grants)
 - 1. \$2k Max (\$60k pool)
 - iii. Cooperative Landowner Incentive Program (CLIP Grants)
 - 1. Cost-share Program – not advertised
 - iv. Strategic Conservation Investments (SCI)
 - 1. \$25k-\$225K Max (\$300k pool)
 - v. Strategic Partnership Agreements (SPA)
 - 1. Capacity Funding Grants for watershed councils, etc.
 - c. SWCD Funding Strategies: (Reflection & Discussion)
 - i. How might the UWSWCD's articulated DEIJ values show in this process?
 - d. Group Discussion and questions were asked.
 - i. Was asked if there was potential for us to provide additional financial assistance to our already existing OWEB Small Grant Program. (For example: If UWSWCD has a \$15k OWEB Small Grant Project, then the district would match with a \$10k or \$15k additional small grant.)
 - ii. There was discussion around eligibility requirements of grant applications, reporting metrics, and the quantity of how much these grants should allocate out.

10:08am (Mary Durfee joined the meeting)

- V. SWCD Short Term Funding Strategy Overview:
 - 1. Program Areas & Budget Categories
 - a. Natural Resource Program
 - i. Water Quality
 - ii. Farm Food Soil
 - iii. Forest Health & Resilience
 - iv. Neighborhood Sustainability
 - v. Watershed Restoration & Conservation
 - b. Environmental Education Program
 - i. Natural Resource and Environmental Education
 - c. Partner Collaboration Program
- VI. Initial Recommendations for UWSWCD Grants Programs – Long Term Strategy
 - a. Develop a mix of competitive, noncompetitive, and direct landowner assistance grant programs (potentially 3-6 total funding opportunities/strategies)
 - b. Develop or modify a committee/work group to oversee strategy & process.
 - i. Develop guiding values & principles.

- ii. Help to shape/refine overall structure.
 - c. Continue to engage with stakeholders to inform process & priorities
 - i. Sustain existing engagement strategies, e.g. through the UWEST
 - ii. Solicit feedback and input from potential applicants
 - iii. Develop volunteer reviewer rosters that integrate both professional and live experience
 - d. Sequence a SLOW Roll-Out of these programs and new funding opportunities
- VII. SWCD Funding/Strategies Questions:
 - a. Carl-Question (paraphrased via Victoria) : We've discussed doing a needs assessment within the community, is that something that still needs to be done or has UWEST already completed that?
 - i. Sydney Answer (paraphrased via Victoria) : We have done that in part, which is reflected to the amount of short-term funding the district provided to tribal programs. However, there is still a bigger need for engaging and including the greater BIPOC community and think that we are actively in the works of trying to accomplish that. Our work the Aparna Group is focused on this as well.
 - b. Sydney-Question for Jared, How can we provide assistance to you, in creating the vision you have long-term, 2 years from now, 5 years from now, etc.?
 - i. Jared: In the works, more frequent meetings from this committee or a newly created subcommittee on more of a monthly basis would be helpful.
 - c. Sydney educated meeting attendees & provided overview to the UWSN's relationship with the NAACP, UWEST etc.
 - d. Jared expressed that there is always going to be an ever changing learning curve when working as a public service provider, so we should keep that in mind and prioritize that we will consistently be adapting these programs as the community's needs change.
 - e. Additional marginalized communities for us as a District consider further program development around is LGBTQ community, disabilities community,
- VIII. Draft Timeline For Grant Program
 - a. Fiscal Year of 2024
 - i. Visit other Tax-Based Districts
- IX. Online Grant Management Systems
 - a. Purpose of a Grant Management System (GMS)
 - i. Online platform to centralize, automate the application, review & reporting process
 - ii. Users: Grant Applications, volunteer reviewers, District Staff
 - iii. Archived record of applications and awards for internal & external functions
 - b. Considerations:
 - i. Desired features & functions from District Staff
 - ii. What are the needs of accounting vs. media vs. technicians use
 - c. Desired Features & Functions – Initial List
 - i. User Friendly!
 - ii. Able to manage grants/ contracts of different duration & structure
 - iii. Functional for both grants to nonprofits & to individuals

- iv. Automate reporting prompts/reminders/confirmations
- v. Able to execute agreements/contracts in the system (i.e. DocuSign)
- vi. Collaborative functions for applicants & volunteers
- vii. Data visualization/dashboard element
- viii. Storytelling ability
- ix. Something that can speak back & forth with our financial system
- x. Jared is hoping for a November launch date of this system
 - 1. Software currently being considered:
 - a. Foundant, Fluxx, wizehive, Submittable, Smartsimple, ZoomGrants
- d. Finalize Plans for FY 2024 Funding Opportunities
 - i. Extra Funding Budgeted:
 - 1. Environment Ed Program: \$38k
 - 2. Partner Collab Program: \$37k
 - 3. Natural Resource Program: \$207k
 - 4. Contingency: \$100k
 - a. TOTAL: \$387K

10:47am

- X. Conclusive Group Discussion
 - a. Moving forward we should be considering how we can align technical assistance with grant program priorities.
 - b. Brief review of the Charter for overall understanding and decision making going forward. It was agreed that we had run out of time for a more in-depth review and will do so at a later date. It was discussed that once the grant program is up and running there will be a continued need for an amended version of this charter or a work group for clarification of roles & responsibilities.
 - c. It was agreed that more frequent meetings are needed than on a quarterly basis.
- XI. Al appointed Jared Pruch as a member of the Program & Grant Development Sub-Committee (10:57am)

11:00am

Meeting Adjourned.