

**Lessard Outdoor Heritage Council
Conservation Partners Grant Program Design Committee**

Date: February 8, 2009

Time: 5:00 p.m. – 7:00 p.m.

Location: John Ireland Room, First Floor Kelly Inn, St. Paul, MN

Chair: Scott Rall, Chair of the Conservation Partners Committee

Agenda

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| 1. Call to order – Chair
p.m. | 5:00 – 5:05 |
| 2. Review and Approve Agenda
p.m. | 5:05 – 5:10 |
| 3. Public Comment (3 minutes each)
p.m. | 5:10 – 5:25 |
| 4. Presentation on Who Can Administer OHF Grant Programs - Greg Knopff | 5:25 – 5:40 |
| 5. Review of Draft Grant Program Language
p.m. | 5:40 – 5:50 |
| 6. Discussion of Grant Program
p.m. | 5:50 – 6:40 |
| a. Evaluation Criteria | |
| b. Ranking Approach | |
| c. Operating Standards | |
| i. Accountability | |
| ii. Transparency | |
| d. Payment Conditions | |
| 7. General Discussion
p.m. | 6:40 – 7:00 |
| 8. Adjourn | 7:00 |

Definitions

Evaluation Criteria: The traits of a project on which its application will be judged and ranked. These might include readiness, size, organization record, and multiple constitutional objectives.

Ranking Approach: How applications will be compared and selected or rejected for funding.

Operating Standards: How the program will accept, evaluate and determine which applications are funded. This may include, for example, frequency of evaluation, open period, and review panel make-up.

Accountability: How Operating Standards will ensure the state and the council are guaranteed that the grant recipient delivers the outcome/deliverable at a fair price.

Transparency: How Operating Standards will ensure the ability to see all aspects of the selection of grants to be funded and the financial transactions paid by the state through the grant.

Payment Conditions: This includes terms of payment (deliverables vs. expenditures, reimbursement vs. advance), limits to payment (direct expenses vs. indirect expenses)