



SPACE Grant Application Review and Decision-making Process

East Multnomah Soil and Water Conservation District

1/24/2018

STEP	Date/ Timeframe	Action	Responsible Party	Responsibilities
1	1 st - 15 th of each month	Initial application receipt	SPACE Lead	<ul style="list-style-type: none"> Receive applications. (Applications received after the 15 th of each month will be processed the following month except in urgent situations.)
2	15 th – 20 th	Initial application review	SPACE Lead	<ul style="list-style-type: none"> Process and screen applications. Check with technical staff if needed. Check with applicants if needed.
3	20 th - 25 th	Team review and initial determination	SPACE Team	<ul style="list-style-type: none"> SPACE Team review after initial screening; provide feedback to Angela and any needed follow-up questions; identify concerns. Initially determine which projects will move forward and which ones will not.
4	20 th – 25 th	Applicant follow up	SPACE Lead	<ul style="list-style-type: none"> Follow up with applicants on any questions or additional information; collate responses. If initial team determinations are in question; check back with team.
5	~25 th	Committee notification	SPACE Lead	<ul style="list-style-type: none"> Send applications, summary information, and initial determinations to SPACE Committee (and ED).
6	25 th – 1 st (one week review)	Committee review	SPACE Committee	<ul style="list-style-type: none"> Review applications; identify red flags, concerns, and questions. Determine if full Board needs to review any or all applications. Provide response to Angela within one week. <p><u>Note:</u> Committee review is optional. The review period provides committee members an opportunity to review and provide input before a decision by the ED is made. The presumption is that the ED will make a decision on a project-by-project basis. If ED identifies unresolvable issues, the application can be denied. If there is significant divergence from SPACE policies and ED believes approval is still warranted, ED will put the application on the next Board agenda. Regardless of the aforementioned, if the Committee believes something needs to be discussed or the full Board should review prior to the ED decision, one or more committee members should indicate as such.</p>
7	~1 st	Committee follow up	SPACE Lead	<ul style="list-style-type: none"> Receives committee input; seeks answers to questions. If resolvable, forwards to ED for decision. If diverges from policy, issues are not resolvable and/or committee requested a full Board review, notify ED as such.
8	1 st - 5 th	ED approval or Board scheduling	ED	<ul style="list-style-type: none"> Determines if Board review is necessary; in the event the full Board needs to review one or more applications, the application(s) will be taken to the next full Board meeting for discussion.



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				<ul style="list-style-type: none">• If Board review not needed, ED approves or declines applications; sends back to SPACE Lead for applicant notification.
9	5 th - 10 th	Application notifications	SPACE Lead	<ul style="list-style-type: none">• Prepares notification letter and application/contracts for signature.
10	5 th - 10 th	Contracting	CLP Supervisor	<ul style="list-style-type: none">• Signs SPACE application/contract.
11	> 10 th	Grant management	SPACE Lead	<ul style="list-style-type: none">• Sends notification to SPACE applicants, prepare check requests, and manages grants with grantees.