

Appendix B Grant Review Committee Membership and Roles

Membership

A committee of no fewer than seven (7) members will serve on a Grant Review Committee. The Metro Council President will nominate candidates to the committee and these nominees will be confirmed by the full Council.

Committee members to include:

Member	Number of Positions	Term
Metro Councilors	1 to 3 positions	No limit
Water Quality Specialists	2 positions	(1) 1 year (1) 2 years
Metro natural resource staff	1 position	No limit
Non-Metro fish and wildlife specialist	1 position	1 year
Representatives from communities the program will serve and/or partner organizations	Up to 3 positions	(1) 1 year (2) 2 years

Membership shall be for staggered terms to maintain continuity of the committee. Committee members shall serve one and two year terms. The desired composition of terms for the Committee is 50% of the members serving a one-year term and 50% of the committee serving a two-year term. Metro Councilor(s) shall be appointed by the Metro Council President and shall serve on the committee for the duration of their appointment to the committee.

The Metro Council shall confirm committee membership through an ordinance.

Roles

Committee members shall participate as reviewers of applications that are received by Metro for their Capital Grants Program. The committee reviews and evaluates applications and performs site visits using criteria and guidance provided by Metro staff. Metro staff will present funding recommendations to the Metro Council based upon this reviews. The Metro Council makes all funding awards.

The initial Grant Review Committee will participate in developing guidelines that further define the committee's role. These guidelines will include, but are not limited to, meeting rules, quorum requirements, communication and conflict of interest resolution. Members shall agree upon these guidelines to ensure an efficient process.

The Committee shall also pose policy questions to Metro Council should they arise.

Responsibilities

Committee members shall participate fully in application review and meetings. Key responsibilities are:

- The thoughtful review, scoring and ranking of written applications.
- Timely reporting for requested items (including, but not limited to, rankings, comments, agenda questions)
- Attendance and participation at committee meetings

- Recommending to the Metro Council those projects that best met the vision, goals, objectives and criteria of the Natural Areas Program for funding
- Making recommendations to Metro staff and Council on ways to strengthen the program
- All members will agree to fully disclose any conflict of interest and will recuse themselves from those discussions in which they have a conflict. Committee members shall not receive financial or any other type of benefit from their involvement on the Grant Review Committee.

Metro staff will prepare and provide to the Grants Review Committee a review packet that includes:

- A copy of the initial Letters of Interest for all full proposals submitted
- A copy of the completed applications and associated documents
- Staff comments, if any, regarding the application
- Ranking and evaluation materials
- Meeting agenda and notes
- Site visit schedule, if needed

The Grant Review Committee will be given a deadline for review of the applications. Committee members will submit their ranking scores and comments to Metro staff. Metro staff will compile all the rankings and comments and prepare materials for discussion at the committee meeting. As part of the Grant Review Committee review, clarifying questions shall be posted as they arise for Metro staff to address at the committee meetings. Metro staff will make every effort to provide the Grant Review Committee with responses to such questions prior to the application review meeting.