

Background:

During the February 2010 Executive Committee, the Committee reviewed a request for an additional year of funding from a current grantee. The current procedure for reviewing “Unsolicited Ideas” states that the Project Development Committee reviews ideas submitted to TCDD for consideration **except** when the proposal is a request to extend the period of funding for a current TCDD grant project. In those instances, the request is instead reviewed by the Executive Committee. Since this proposal was submitted by an existing grant project, it was forwarded to the Executive Committee for review as a request to extend the period of funding of a current project.

During the Committee’s discussion of this item, members decided that although the proposal was from an existing grant project, the activities being proposed were beyond the scope of the Council’s original intent as stated in the Request for Proposals for that project. The Committee agreed that the activities proposed, while purposeful, were actually a request to fund new activities, not merely an extension of project activities. Committee members agreed that such requests should be considered by the Project Development Committee as are other unsolicited ideas. The Committee asked staff to propose a process to clarify how to determine whether a request for an “extension” of funding from a current grantee should be reviewed as an Extension or as a New Idea.

Planning Coordinator Joanna Cordry has drafted a proposed Addendum to the existing Procedure for Unsolicited Ideas which is attached. She has also developed a “flow chart” to describe the intent of this revised procedure.

Executive Committee**Agenda Item 7.****Expected Action:**

The Executive Committee will review draft revisions of the procedures to review unsolicited ideas or requests for extension of funding and determine appropriate action.

Council**Agenda Item 13. E.****Expected Action:**

The Council will receive a report on the Committee’s decision concerning revisions to procedures for reviewing unsolicited ideas or requests for extension of funding.

Proposed Addendum to: TCDD Unsolicited Ideas Process

Operational Definition: Unsolicited Request for Extension of Grant Funding (Narrative)

A request for funds to extend a grant is considered an “Extension” if:

1. The project is currently receiving funding support from TCDD, and the funding period has not yet ended

AND

2. One of the following is true:

- The project has the same Project Director or Project Manager as the current funded project
- At least 2 of the project staff or contractors in the proposed project are listed as project staff in the most recent continuation request

AND

3. One of the following is true:

- The project has essentially the same goal or objectives as the previous project
- More than 50% of project activities are the same as the previous project

Considerations for Executive Committee Regarding Project Extensions

1. Should all requests for extension that meet the criteria be referred to the Executive Committee or should staff review for certain qualifications? If the latter, the Committee might consider drafting guidelines for staff, such as the following, which represent past situations in which the Council has granted project extensions:

In general, a request for extension is eligible for consideration if:

- o A circumstance reasonably beyond the project staff's control has significantly delayed completion of approved activities, and the extension proposes activities to achieve the original objectives and/or outcomes as intended.*
- o An unforeseen opportunity has occurred that the project staff are uniquely positioned to address, proposed activities are a logical extension or evolution of currently funded activities, and an extension would provide the project with an opportunity for even more substantive outcomes/impact/accomplishments.*
- o An extension of funding to continue existing project activities for a period of 12 months or less will bridge a gap until alternate funding is available, it is reasonable to assume that the project will receive this funding, and a gap in activities would significantly delay or damage the outcome the Council was expecting.*
- o Other unusual, unexpected circumstances.*

2. **Does the time period for which funding is requested make a difference?** Are requests eligible for consideration as “Extensions” if funding is requested for longer than 12 months? If yes, is there any limit?

Grantee submits *unsolicited* request for extension to staff

Proposed Unsolicited Extension Definition Process
To determine if request is an "Extension" or a "New Idea"

Same Project Director and/or Project Manager ?

YES

NO

2 or more staff and/or contractors

YES

NO

Essentially same goal or objectives?

YES

NO

More than 50% of the same project activities?

YES

NO

Follow Unsolicited Idea Process – Project Development Committee Reviews

Follow Extension Process – Executive Committee Reviews