

Background:

The Executive Committee reviewed proposed procedures for reviewing unsolicited requests for extensions of grant funding from current grant projects during the May Committee meeting and provided guidance for further revisions. Material is attached for consideration by the Committee incorporating those revisions.

Executive Committee

Agenda Item 8.

Expected Action:

The Executive Committee will review the proposed procedures to review unsolicited requests for extension of funding from current grant projects and determine appropriate action.

Council

Agenda Item 15. B.

Expected Action:

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

Proposed Addendum to: TCDD Unsolicited Ideas Process

Operational Definition: Unsolicited Request for Extension of Grant Funding

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

1. The project is currently receiving funding support from TCDD;
2. It is in its final year of funding; and
3. The grantee is requesting extended funding is for not more than 12 months.

AND

4. At least one of the following is true:
 - The project has the same Project Director or Project Manager as the current funded project, or
 - 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

5. At least one of the following is true:
 - The project has essentially the same goal or objectives as the previous project, or
 - More than 50% of project activities are the same as the previous project

Staff will refer all “Requests for Extension” that meet the above criteria to the Executive Committee.

Considerations Regarding Project Extensions

In general, a Request for Extension is eligible for consideration only if:

- 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.
- 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.
- An extension of funding to continue existing project activities for a period of 12 months or less will bridge a gap until definitive alternate funding is secured, 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.
- Other unusual, unexpected circumstances.

Conditions placed on Requests for Extensions:

- Approval of a Request for Extension is subject to the availability of funds and consistency with the Council’s current funding priorities.
- The Executive Committee may reject any Request for Extension, and/or may approve less than the amount requested.
- The Executive Committee will consider a request for extension only once during a single authorization of the project.

Grantee submits *unsolicited* request for extension to staff

Proposed "Unsolicited Extension" Classification Process
To determine if an solicited request for additional funding is an "Extension," per TCDD definition

