

COMMUNITY GRANT APPLICATION REVIEW BY STAFF

1. Application Validation

- Verify attendance at mandatory grants workshop
- Verify compliance threshold is at or above 50%
- Verify request was submitted by the February 9, 2009 deadline
- Verify with County Clerk that applicant complied with T.C.A 5-9-109
- Forward complete application list to Trustee to verify taxes are current

2. Content Completeness Review

- Verify Sections 1, 2, 3 have required information – that all spaces are filled
- Section 5 has items 1, 2, 3, 4, 5 (& 6, if applicable)

3. Corrective Action for Content Completeness

- Notify applicants of incomplete application status (February 19, 2009)
- Applicants are required to contact staff by February 25, 2009 to receive instructions for submitting missing information.
- Allow one week grace period for applicant to submit missing information by February 27, 2009

4. Content Accuracy Review

- Validate funding category – modify as necessary
- Verify “agency program efficiency percentage”
- Verify request amount is the same on Request Introduction, Performance Measurement Chart, and Budget
- Verify budget matches Performance Measurement Chart
- Review and rate content on Performance Measurement Chart – based on
 - Mission contains TO, FOR, BY (33,66,100%)
 - Percentage of Outcomes that directly relate to TO/BY
 - Percentage of mathematically expressed Indicators
 - Percentage of Indicators with a Goal
 - Total % of Grant \$ Identified
 - Percentage of Ratios correctly calculated

5. Technical Review Score

- Compile technical review score based on Application Validation, Content Completeness review and Content Accuracy review. Qualified applications will be forwarded to Citizen Review Panel for consideration.

COMMUNITY GRANT APPLICATION REVIEW BY CITIZEN REVIEW PANELS

1. Citizen Review Panels Orientation, March 10, 2009

- Panelists provided an overview of the following:
 - Objective of the Citizen Review Panel Process
 - Tennessee Open Meetings Act
 - FY2010 Community Grant Application Process
 - Technical Review by Community Development staff based on Application Validation, Content Completeness review and Content Accuracy review
 - Disqualified Community Grant requests
 - Grant application ranking procedure
- Panelists are provided all qualified applications for their panel. Each panelist asked to review and consider the agency applications, the technical review score of Community Development staff, and the agency's program efficiency percentage.
- Panelists are requested to rank each agency in the order of their preference for funding – one is highest, two is second highest, etc.
- Panelists are asked to forward any questions they have for any agency to the Community Development staff.
- Staff addresses questions and/or forwards to agency to be addressed at the Agency Presentation Meeting.

2. Agency Presentation Meeting (dates vary by panel)

- Panelists meet to hear three-minute presentations from Community Grant applicants. Agency representatives determine how they respond to any questions they have received. Further questioning does not take place at the presentation.
- After the presentations, panelists are informed of the funding available for their category and the disbursement method.
 - Top 3 ranked applicants receive 100% of requested amount
 - If there is a tie for 3rd place, all tied requests will receive 100% of requested amount
 - After funding the top 3, the balance of funding is allocated to the remaining applicants, in ranking order, at 50% of the requested amount until category funds are depleted
- Panelists are given the opportunity to discuss among themselves what they have read and heard, questions they might have, conclusions they may have reached, and what they might consider as they prepare their rankings
- Panelists are asked to submit their final rankings to the staff two days prior to the next meeting.

3. Ranking Consolidation Meeting (dates vary by panel)

- Panelists submit rankings prior to final meeting and staff consolidates into the final rankings list.
 - Ranking consolidation consists of adding each panelist's rank per request.
 - The applications are sorted by total score - the lowest total score is considered first, second lowest is second, etc.
 - Essentially, each panelist has an equal vote/rank.
- Available funding is allocated based on rankings.
- Staff prepares consolidated list of recommended awards based on final panel allocations and forwards to Knox County Finance Department for inclusion in Mayor's Budget recommendation.