

## Outdoor Heritage Fund (OHF) Advisory Board Review, Scoring and Approval Process

### Review Process:

1. The OHF Advisory Board (Board) members will review all applications prior to the meeting and submit any questions to the Technical Committee. It will be up to each Board member as to whether they want to do some preliminary scoring.
2. Technical Committee will meet to provide technical review of all applications. Each applicant will be given an opportunity to make a 10-minute oral presentation of their application. That will be followed by a period of time for Q & A with the Board members.
3. Following that Q & A the Advisory Board will have a time for discussion between the Board members **only**. If needed a Board member may ask for clarification if something is unclear about the application from the applicant.
4. The Board members will complete their scoring of the application using the Scoring Form.
5. Then the Board will hear from the next applicant and go through the same process for each application.
6. After hearing all the applications the Board members will have an opportunity to review their scoring and if they need to make adjustments they can do so.

### Scoring Process:

7. The Scoring Form is used by each Board member to score the application on the application's own merits. Each Board member will use their own judgment as to whether the application meets the intent of the directives. Prior to finalizing their scores for each application, Board members will have:
  - the comments from the Technical Committee regarding the technical aspects of the application;
  - heard an oral presentation (if the applicant chooses to make a ten-minute presentation);
  - an opportunity to question the applicant;
  - an opportunity to participate in a discussion with the other Board members about the application.
8. Then, using the score from the Scoring Form for each application, the Board members will proceed to the next step in the process, filling out the Funding Ranking Form. During this step each Board member, using the Scoring Form as a tool, will determine the amount of funding that should be awarded for each application.
9. The Funding Ranking Form will then be collected and tabulated by staff.

### Approval Process:

10. The tabulation of the Funding Ranking Form will be distributed to the Board. The Board will then have an opportunity to discuss that information. It will be during this discussion the Board members may want to ask questions of other Board members about an application. Even though the ex-officio members will not be involved in the scoring process they will be available to answer any technical questions that may come up regarding the application. Applications that do not receive a recommendation for funding at some level by a majority of the Board members present will be compiled into a separate list. A motion may be made to remove those applications from further consideration. Board members can ask for an application from that list to be pulled out and considered separately.
11. Board members will then need to make a motion on each of the remaining applications individually as to whether the application should be recommended to the Industrial Commission and at what funding level. There will be a roll call vote(s) on each application. If the Board votes to fund more projects than there is funding, the Board will need to go back through all the applications that have been recommended for funding and adjust the award amount until they get to the amount that is available.
12. The Board list of recommended projects will then be forwarded to the Industrial Commission for the Commission's consideration.

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