

Meeting Date: December 2011
Title: Revising Manual 19 for Future Grant Rounds
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Approved by the Director:



Proposed Action: Briefing

Summary

This memo discusses potential administrative changes to the *Manual 19: Regional Organizations and Lead Entity Guidance* document. While this is an administrative document and does not require board approval, staff wanted to inform the Salmon Recovery Funding Board (board) of key issues and topics being considered.

Staff is working closely with lead entities on potential revisions and anticipates that Manual 19 will be revised by the board's April meeting.

Background

The lead entity program was moved into the RCO in 2009. Manual 19 was developed to guide expectations of lead entities. Since that time, a number of lead entity related issues have arisen that would benefit from new or clarified guidance. Some of these issues have been identified by lead entities and staff; others have been identified as a result of specific project experiences. Issues relate to roles and responsibilities in the both the board's grant process and the lead entities' business practices. Some key issues needing guidance include:

- Avoiding any conflicts of interest, particularly when a lead entity is acting as project sponsor.
- When public outreach is required on specific projects and what responsibility does a lead entity have versus a project sponsor or others?
- The role of a lead entity in submitting the project list to the board.
- Defining appropriate representation on a lead entity citizens' committee.
- Thresholds for defining a quorum.

These are several of the issues that staff will be addressing with the lead entities that may justify incorporation into Manual 19. Staff began discussions with the lead entities at the September 30 LEAG meeting and will continue to do so, particularly at a follow-up LEAG meeting in March.

Next Steps

Staff will continue to work with the lead entities to develop Manual 19 revisions and provide a briefing to the board at its April 2012 meeting.