**Mat-Su Salmon Habitat Partnership**

**Steering Committee Meeting**

**November 13th, 2014 1:30 – 4 pm**

**Mat-Su Borough, 350 E. Dahlia Ave. Palmer, AK**

**1:30-4:30**

**Notes**

**Location:** Mat-Su Borough Offices, 350 E. Dahlia Avenue, Palmer, Lower Level Conference Room: Take elevator or stairs on first level of MSB building down to the lower level.  Conference room is next to the stairs, right turn from elevator, next to kitchenette area.  Or ask at information desk.

Call-in: 907-861-7888

Access code: 5917-8707#

**In Attendance:** Corinne Smith, Erika Amman, Jeff Davis, Jessica Winnestaffer, Frankie Barker,

Arni Thomson, Jessica Speed.

**Facilitator:** Corinne Smith **Notetaker**: Arni Thomson

**NFHP Funding Proposals (Corinne)**

* Discuss and confirm project ranking

Committee discussed scoring criteria within the context that criteria for ranking proposals and leveraging needs to be clarified to applicants and the steering committee next year.

Committee overall agrees with the project ranking that took place.

The following are some recommendations for next year’s grant solicitation and scoring process.

* **Cost share:** Applicants still seem confused about match vs leverage.  We need to make it clearer yet. The committee also thinks that there might be more leverage to count for the projects in the top half of the list, de[pending upon what project components count and how far back in time we can count.
* **Scoring criteria and points:** Applicants should know what proposal components they will be scored on and how many points are available for each criteria.  The committee wasn’t sure that applicants received that information.  Also, it seemed that some of the titles of criteria in the RFP were different than what was in the scoring sheet the SC used.  Bottom line – we don’t think all applicants realized they needed to include some information, in particular qualifications. Also to make it easy for the Steering Committee,provide a total package of final project list, scoring sheet with criteria, and RFP.  Some people had to hunt way back in emails for the final criteria scoring.
* **Possible tweaks to scoring criteria and application:**
* Relevancy criteria – is the project relevant/necessary?
* Budget justified/reasonable – clarity on whether this is just about the narrative describing what’s in the table or also about whether the budget fits the work/outcome/benefits.
* Add a page limit for proposals.
* **Funding levels:**
* The committee discussed setting a maximum on funding requests because of concern that several of the top ranking projects ask for $50,000.  Funding these projects means that smaller projects lower on the list will not be funded.  We wonder if all of those projects need the full $50,000 and ask the Service to confirm level of need with those applicants.
* We also briefly discussed having a minimum (e.g. $10,000).

Determine intent for $75,000 ‘coordination’ funds**:** For the $75,000 coordinator funds, the committee agreed that meeting administrative costs should be first priority with those funds.  Corinne will look more closely at the budget through 2016 and will send out a budget for review.  We discussed allocating 1/3 – ½ for coordination and the balance for NFHP grant proposals.

**Mat-Su Salmon Symposium (Jessica)**

* Steering committee roles: Planning for Partnership session, steering committee members asked to send in questions.
* Partnership session on Tuesday afternoon

**Report on the NFHP Excellence Workshop/Restore America’s Estuaries Conference November 1 – 6th, 2014 (Jeff will insert a brief report here for us.)**

* Brand identity is an issue. There is confusion because of the numerous partnerships and their logos. Need for private funding of NFHP. A national non profit 501 c3 is being formed to accept private donations in addition to USF&WS funding. There are nineteen partnerships. Leveraging is important, big corporations are interested in supporting partnerships i.e. Coca Cola. National Assessment program of partnerships, data sharing with NFHP. All partnerships should have representatives at Assessment meetings.

**Process to fill At-large Steering Committee Seat (Jessica)**

* Envision Mat-Su at large seat open; and Native Alaskan representative seat also open—qualifications, representative of a tribal government, or Alaska Native organization (including corporations). Jeff’s At-large seat is also up.
* An announcement of these openings will be made at the Symposium and on the email list. Letters of interest will be due at the end of December. There will be a Steering Committee teleconference the first week of January, 5, 6 or 7 to choose applicants.

**New NFHP/FWS allocation process (Jessica)**

* There will be a meeting December 5th to discuss partnership applications to NFHP/FWS for 2016 funding, a subcommittee will meet to make final recommendations.

**Committee Updates**

* Symposium Planning (Jessica) – see above
* Science and Data (Jeff) ---will meet about Index Watersheds, currently gathering data.
* Outreach (Frankie or Jessica)----the Salmon Symposium on November 18 and 19.

**Upcoming Events:**

* **Big Alaska Show, Jessica Speed and Ann Rappoport, Saturday November 15, 9 am.**
* November 20 1:30 – 4:30 Mat-Su Hydrography and NetMap workshop, APU

See attached flyer.

* January 14, 2015 9:00 - 4:30 All AK FHPs, Anchorage. Location to be determined

**Next meeting: January 13th, 1:30 to 4pm**

*\* need Facilitator and Notetaker -- Jessica W volunteered*