

**HOOD RIVER COUNTY**  
**BUDGET COMMITTEE MEETING #3**  
**FISCAL YEAR 2021/2022\***

**May 20, 2021**  
**3:00pm**

In person at 601 State Street

**MEETING AGENDA**

**WELCOME**

**DECLARATION OF CONFLICTS OF INTEREST**

**PUBLIC COMMENT (Limited to 3 minutes each)**

**SCHEDULE**

Meeting #1 **Thursday, May 20, 2021 @ 3pm**

**REVIEW/QUESTIONS**

*(This section contains a large block of illegible text, likely bleed-through or extremely low-quality scan artifacts. It includes various symbols, numbers, and fragments of words that do not form a readable message.)*

**BUDGET DOCUMENTS**

- \*Hood River County
- \*911 Communications
- \*Windmaster Sewer District
- \*Windmaster Urban Renewal District

**ACTIONS**

\*Approve Proposed/Amended FY 25/26 Budgets and Levy Taxes

**RECESS**

**To: Hood River County Forestry Department**

**From: Douglas M. Thiesies, Forestry Director**

Date: August 30, 2023 (for October 16th Public Hearing)

**RE: Staff Report on the Hood River County Forest Carbon Project**

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**I. Background:**

- A. Strategic Plan and Forest Management Plan: During the last 12 years the County has looked to develop and increase County Forest revenue streams. Over that time, a variety of ecosystem services including carbon projects have become new opportunities forest landowners may consider. In the 2021 Hood River County Strategic Plan, Commissioners identified the goal of tapping into County Forest ecosystem services along with acquiring more County Forest. Acquiring additional forest is also a goal in the Forest Management Plan and revenue from this carbon project may be used for that purpose per ORS 275.

In December of 2021, the County Forestry Department issued a Request for Proposals for the analysis and marketing of Carbon on the County Forest. Two viable proposals were received and a committee including one Forest Advisory Committee member, the County Administrator, the Forestry Director and a Staff Forester was organized to review the proposals. After detailed evaluation, interviews and analysis of the proposals received, Hood River County selected The Climate Trust (TCT) to develop a carbon project for the County.

Work on a Carbon Development Agreement (CDA) commenced and the County General Counsel recommended a Special Environment Counsel to assist the County in review, development and evaluation of the CDA. For nearly a year the Forestry Director worked with The Climate Trust, Administration, Counsel and Special Counsel to complete the execution version of the CDA for consideration by the County Board of Commissioners. During this time the Carbon Project terms were also reviewed and supported by the majority of the County Forest Advisory Committee.

On August 21<sup>st</sup>, 2023 the Commissioners reviewed the draft CDA and asked questions of the Forestry Director, Counsel, Special Counsel and TCT Executive Director.

- B. County Forest to be considered for the project: Approximately 33,269.3 Acres will be considered for the Carbon Project. Exhibit A contains the legal descriptions for these lands and Exhibit B shows a map of the lands being considered (see attached).

- C. Zoning: Property is zoned F1, F2, EFU, NA, RR 2 ½, RR-5.
- D. Current Use: Primary use of the County Forest is for the growing and harvest of timber to provide general fund revenue in support of County Services. Majority is Designated Forest.
- E. Staff Documentation:
  - Public Notice
  - Carbon Development Agreement
  - Exhibit A – Legal Descriptions of County Forest for project and map.
  - Schedule 1 – Title Report Encumbrances.
  - Schedule 2 – Binding Commitments

**II. Findings of Fact and Conclusions of Law:**

Alienation of Designated County Forest Land is governed by ORS 275.330.

In general, proceedings for the alienation, sale or conveyance of designated County Forest Land must be heard by the Board of Commissioners acting in a quasi-judicial capacity, following due notice published for two consecutive weeks in a newspaper circulated generally in the county describing the property affected. ORS 275.330(2).

Before making an Order for alienation of county forest, the Board of Commissioners must conduct a hearing at which objections to the proposed alienation may be heard. ORS 275.330(3). The Board must make a determination that the alienation is in the best interests of the public. ORS 275.330(2).

**A. Procedural Requirements.**

1. Notice of Hearing. ORS 275.330(2). The Notice of Hearing describing the property to be alienated, applicable approval criteria, hearing date, location and time was published in the Hood River News on September 6<sup>th</sup> and 13<sup>th</sup>, 2023.
2. Quasi-Judicial Hearing. The Board of Commissioners will conduct the hearing as an adjudicative matter, acting in a quasi-judicial capacity. All documents submitted for the BOC's consideration have been made available to the public, including exhibits, and to the extent applicable, the hearing will be conducted pursuant to the hearing procedures set forth in ORS 197.763 and Section 6.D.40 of the Hood River County Administrative Code for quasi-judicial hearings.

3. Order Authorizing Alienation. ORS 275.330 (3). Following conclusion of the hearing and deliberations, if the Board determines the carbon project is in the best interest of the County, an Order shall be made to authorize execution of the Carbon Development Agreement with TCT. Revenue generated by the carbon project will be held for future acquisition of lands to be set aside for forest, park or recreational purposes or maintenance and improvement of existing forest, park and recreation lands. The Order will be subject to review by the Circuit Court under writ of review requirements set forth in ORS Chapter 34.

**B. Substantive Approval Criteria.**

**1. Best interest of the public.**

- A) The County Strategic Plan includes ecosystem services and acquisition of Forestland as goals. A carbon project is an ecosystem service which could provide revenue to the County that can be used to acquire Forestland.**

**Key TCT proposal aspects:**

- (i) The Proposal estimated 2.1 million carbon credits could be issued onto the American Carbon registry, and based on a pricing forecast when sold, the County would receive revenue of approximately 23.9 million dollars.**
- (ii) Carbon Revenue will be received by the County over the next 10 years, beginning approximately in year 2.**
- (iii) The Climate Trust will front project development costs to be reimbursed from revenue generated from the carbon project.**

- B) Carbon Development Agreement (CDA) includes the following terms:**

- (i) The agreement obligates the County to maintain or increase carbon stocks for a period of 40 years.**
- (ii) A portion of the carbon project proceeds would be used to purchase insurance buffer pool credits to protect the County against catastrophic loss, such as fire, infestation or disease which could result in a reversal.**

In review of the foregoing considerations and the proposed CDA agreement between The Climate Trust and Hood River County, the Forestry Director believes the proposed alienation for **development of a carbon project following the American Carbon Registry Methodology is in the best interests of the County since it moves to fulfill two Strategic Plan Goals** including:

- 1) Initiation of a carbon conserving ecosystem service, and
- 2) Revenue generation which may be used to acquire substantial forestland resources for the County.

...while also allowing for the continued sustainable harvest of timber growth and salvage to provide revenue to the County General Fund.

III. **Recommendation:**

Based upon the above Findings of Fact and Conclusions of Law, the County Forestry Director hereby recommends that the Board of Commissioners approve the proposed alienation of designated county forest for the carbon development project and direct legal counsel to prepare an Order for the Chair's execution finding that the carbon project is in the best interest of the public and authorizing execution of the CDA and related documents with The Climate Trust and ACR to initiate the project.

## **BOC Mtg Carbon Amendment Talking Points**

**April 21, 2025**

**I'd like to recognize we have online Julius Pasay with The Climate Trust and also Special Counsel with Wilson Sonsini (WSGR), James Newhouse and Peter Nostow**

**What: Amendment to the CDA for the Improved Forest Management (IFM) Carbon Project** which fulfills two County Strategic Plan goals including a carbon conserving ecosystem service and revenue generation which may be used to acquire additional forestland resources for the County.

### **Carbon Project Timeline**

Dec 2021: RFP sent to 9 carbon project development companies.

April 2022: The Climate Trust was selected to develop and market HRCF Carbon

October 2023: HRC BOC approved an order initiate a CDA with TCT as the Developer

2024: TCT installed Carbon Fixed Plot Inventory on HRCF

2025: TCT seeks to finalize Greenhouse Gas Plan and Verification pending County decision on Methodology Update to v.2.1. and the ACR Standards 8.0.

### **Updates to ACR's Standards and Methodology**

In the last couple years the ACR has updated their Standards (to 8.0) and Methodology (to v.2.1). These updates were in large part due to interest from market participants requesting more conservative baseline development. The Standard 8.0 was in place when the project was listed on the registry so is a necessary update for the project to proceed.

However v2.1 became available after the projects listing so is up to the discretion of HRC and TCT.

TCT provided a table to demonstrate differences between the current Methodology 2.0 and the new Methodology 2.1.

### **Bottom line revised revenue estimates.**

While the new carbon credit estimates are similar between 2.0 and the new v2.1, the revenue projection which was made in December anticipates a higher rate of marketability for v.2.1 credits with an estimate of \$17.1 million net revenue to the County. (vs. \$15.7 million for 2.0).

That's the money part. What about the other parts?

There was also a variety of minor changes with v.2.1, however **in my view the primary change centers on how the baseline scenario is developed. Baselines must now compare:**

Management Intensity on Similar Ownerships.

More criteria evaluated to determine potential changes to baseline. Always had regulatory changes; Now adds regional market capacity and operability/access. Silvicultural common harvest practices.

Dynamic baseline to be re-evaluated every 5 years. Can change over time.

### **Enhanced Documentation and Increase in Publicly Disclosed Information**

More documentation to be evaluated and provided related to the GHG Plan.

Likely **more County Staff involvement**, more review of documentation for sensitive information and insure accuracy and agreement.

### **What the proposed Amendment would do:**

- A) Updates ACR Standard to 8.0
- B) Updates Methodology to v.2.1

### **A few other things both parties wish to update:**

- 1) Future methodology updates require written approval by County leadership.
- 2) Requires 60 day review and comment period for the County of the GHG project Plan and initial submission forms and supporting documentation prepared by the Climate Trust, as opposed to the current 14-day review period included in the Agreement.
- 3) Requires 30 day review of other documentation about the Project developed by TCT that will be made public. (County will have reasonable right to protect sensitive info)
- 4) Limit TCT's ability to aggregate the project so that HRC will not have to deal with offsets generated by other projects. IFM for Hood River County Tree Farm is stand alone contract. Project may still be bundled for marketing purposes.
- 5) Updating insurance requirements as they've already changed and County Policy on insurance may change in the future.

**Final thoughts and recommendation.**

Due to these baseline changes coupled with an updated look at our full inventory data along with the new fixed plot inventory of the County Forest, the amount of carbon credits estimated to be conserved by the project has decreased from 2.1 million (early Spring 2022) to 1.34 million with v.2.1. (decreased to 1.4 million even under 2.0).

This results in a downsized revenue forecast of \$17.1 million if we switch to v.2.1, although the expected pricing will yield a premium value.

Considering the \$15.7 million estimate for 2.0 credits may already be optimistic as market interest is shifting to the new 2.1 credits, I strongly believe approving the move to v.2.1 Methodology will best achieve our goals.

I'd like to note that if we do not make a decision on moving to v.2.1 methodology by the end of April, we will delay the verification of credits another 6 months and also further delays any revenue stream we could get from it. It would also make our vintage a little older, potentially discounting our pricing.

I do anticipate more staff involvement and time so am not blind to that. We are still early in the process working with TCT on the GHG Plan, and this amendment and we already pulled together the year end summary of information for the first year end reporting period (which spanned October 26, 2023 thru December 31, 2024).

For just the annual reporting I estimate 3-4 weeks of staff time.

Since 2021 the Forestry Department has been grinding through the RFP, Selection of Carbon Developer, Carbon Development Agreement, this Amendment and the Greenhouse Gas Plan draft review. Including meetings with TCT, Special Counsel, Counsel, Allison, (Jeff before that). That was helpful to consider during the process and changes.

Nothing involving this kind of money is accomplished without some extra effort and staff time to see it thru and maintain it.

All that considered, it is still a viable project, a very good Carbon project that will accomplish the Strategic Plan goals the County is aiming to achieve. Given that, my recommendation is to approve the amendment as proposed.

I am open to further questions, discussion or questions you may have for myself, The Climate Trust or Special Counsel.



**Answers in Blue provided by Doug Thiesies, Forestry Director**

**From:** Matt Fullerton <[matt.j.fullerton@gmail.com](mailto:matt.j.fullerton@gmail.com)>  
**Sent:** Monday, April 28, 2025 3:44 PM  
**To:** Allison Williams <[allison.williams@hoodrivercounty.gov](mailto:allison.williams@hoodrivercounty.gov)>  
**Cc:** Matt Althoff <[matthewjalthoff@gmail.com](mailto:matthewjalthoff@gmail.com)>; [crobuck@gorge.net](mailto:crobuck@gorge.net); [aljo@hrecn.net](mailto:aljo@hrecn.net);  
KristenDillonPersonal <[kristen@speedfish.com](mailto:kristen@speedfish.com)>  
**Subject:** Budget Questions

Hi Allison,

A few questions before the next meeting.

I'm cc'ing the rest of the committee members for their information.

- 1) **The Carbon Credit program isn't well described in the docs.**
  - a. **See Attached Staff Report. Background.**
  - b. **See talking points from April BOC Carbon Update. Background.**

**- Please describe the projected income and costs. (Note: Revenue is restricted)**

**See table below:**

<b>Provided by TCT.</b>	
<b>40 year Revenue-Expense Summary</b>	
<b>PROJECT COSTS ASSUMED BY THE CLIMATE TRUST</b>	<b>\$ 3,955,740</b>
<b>PROJECT COSTS INCURRED BY THE LANDOWNER</b>	<b>\$ 819,687</b>
Climate Trust Net Revenue Projection	\$ 1,624,220
Landowner Net Revenue Projection	\$ 17,188,517
<b>Total Estimated Carbon Revenue</b>	<b>\$ 23,588,164</b>
<b>Preliminary Additional Estimated Expenses and Costs provided by Forestry Director</b>	
Other HRC Overhead/Special Counsel Expenses*	\$ 120,000.00
Estimated HRC Administrative Carbon Expenses (budgeted staff)**	\$ 520,000.00
*Spent to date for CDA and Amendment Review, paid out of existing 406-1811 funds	
**This is estimated 40 years of staff time to administer the basic project, reporting, etc.	
<b>Carbon Reversal Risk Fund (7.5% of HRC Revenue)***</b>	<b>\$ 1,289,138.75</b>
<b>***This Fund/"set aside" has not yet been formalized by the BOC.</b>	
Not mandatory. It would be used to cover deductible/expenses in reversal scenario's, recommend associated interest stay in fund to offset inflation and cumulative risk from the deductible as described in the CDA. This has been discussed in concept.	

**- Does the program involve restrictions on our current Timber Sales program? Yes.**

It requires that we remain carbon positive in terms of Carbon Growth, we cannot harvest in excess of growth for the next 40 years. Inventory data and experience given the current and historical management plan for the County Forest indicates that we will be able to maintain our current harvest level of 9.5 MMBF/year in perpetuity (not withstanding catastrophobic fire or similar natural occurrences which could always impact our sale program with or without the Carbon Project).

There are other requirements like adhering to Government Regulations and also maintaining our Certified Tree Farm status. **These are things we already do however this Improved Forest Management Project (IFM) requires us to commit to it for 40 years.**

**- Are we anticipating Federal challenges to this program's continued viability?**

No. Two types of carbon projects: Compliance and Voluntary. The County has entered into a voluntary project and there is no Federal Challenges to Voluntary Projects. (only the Compliance market projects)

- How does BOC typically spend this type of mid-cycle revenue? It is restricted revenue, see below.

- Which staff positions would be filled with this increased revenue?

TBD how much would be allocated to staffing, it is restricted revenue and can only be used for certain activities.

**2) Please explain the nature of Account 406-1811-461-70-01 (Page 162 in the PDF).**

- Does this represent purchases of additional forest land, payments for leased land or something different?

It represents purchase of additional forest land. This fund also absorbs related land transaction expenses. These funds came from designated forest land transactions and encumbrances and their use is restricted by ORS 275.

Forest Land Acquisition is a permitted use of the funds per ORS 275 and falls in line with the BOC strategic plan and support by the forest advisory committee. One of the purposes of the Forest Advisory Committee is to provide input to the Forestry Department on Forestland Transactions.

**3) I have general concerns about what appears to be a decrease in overall forestry funding, specifically for fuels mitigation, firefighting resources and emergency funds.**

- Account 406-1810-391-20-04 (Page 160 of the PDF) is funded at \$16,000 of the \$75,000 usual rate.

- Account 406-1809-461-46-04 (Page 158 of the PDF) is proposed to decrease about 15% from current year. **This is a tight budget for TSI, given inflation and expected road maintenance needs, however the proposed budget is about even with the prior year. There isn't a truck purchase out of this fund in FY26, which helps a bit.**

- Our County borders Bull Run Lake. A fire in the area surrounding the lake has the potential to destroy the City of Portland's water system. How do we work with the US Forest Service and the City of Portland Water Bureau to prevent fires in that region? **USFS does not provide fire protection for non-federal lands except by inter-agency agreements with the state.** Does either agency assist with our costs to protect their resource? **No.** Although you may find a nexus with SAR and Enforcement agreements with the Sheriff's Dept.

- Has the County Forestry Director developed an average "annual cost per acre" to maintain newly acquired forest land? If not, would they please provide this as a way to show how new land purchases will increase their Department's Operational Expenditures. **Current approximate average expense/acre for all Forestry Operations & Management is approximately \$53/acre. (Forestry/TSI)**

There are a lot of things to consider here, however it is established over 50 years that we sustainably make money on managing forestland for timber revenue. Adding productive timberland will add revenue over time and new land becomes part of the whole. Some acquisitions actually improve access and management of our existing land since we look for opportunities to consolidate with existing holdings. Most acquisitions do not require substantial investments over the short term to manage. Most productive forestland in Hood River County will grow over \$115/AC/Year (not an average, highly variable).

It is important to note that there are many other public benefits to increasing County Forestland.

- What resources has the County deployed into our forests to monitor for new fires? For example, Portland General Electric has installed at least 27 panoramic fire detection cameras in Oregon (<https://storymaps.arcgis.com/stories/d424dd9b587649a4b646a322a693b6eb#ref-n-DXTQA6>)

The County pays the Oregon Dept. of Forestry for Fire Protection and non-federal public landowners pay a "double assessment rate". ODF, The Dalles Unit in coordination with

the County has maintained cameras and early detection in the area for many years. We were one of the first in the state.

#### 4) Grants

- Please describe Account 406-1811-334-10-34 (Page 162 of the PDF). See #2 above.

- What activities does it fund? This account is a Forestry Account, not specific to this Grant. See #2. For the first time, due to a recreational nexus in Post Canyon, the Forestry Dept. was able to pair LGGP grant funds with Forestland Funds to acquire forest land. It is a great opportunity for the County and if this is successful, we may pursue similar grants in the future. It could spread our limited forest acquisition funds even further.

- Is this a one-time or ongoing grant?

One time Grant, involving two properties. The transactions are anticipated to take place in FY26. To be clear, this is the first time we've paired this grant with forestland acquisition. Both the grant funds and Funds from 406-1811 have specific purpose that we were able to connect for this project.

- Please describe the State LGGP Grant from Page 161 of the PDF.

The Grant provides specific funds for, in this case, acquisition of approximately 87 Acres of Forestland that will have both high recreational access value and forestland value. We will be able to pair Forest Land Acquisition Funds with the Grant funds and that is why you see the revenue in 406-1811, it involves Forestland acquisition.

- I have questions for the Grants Program Manager about the grant revenue she has been able to raise so far, ongoing challenges and her ideas to increase the County's grant revenue. Is she available for a few minutes during a Budget Meeting? **Sheri is answering this one. Grants management falls to me as the Director over the Grants Manager position. When it comes to Grant Program Management, that is managed under the Director where the program falls. For example, Trish Elliot, Health Director manages grant funded programs in her area. Doug manages Forestry Grants, etc. I manage the Grants Manager, whose job it is to study our programs and shop for grants that might enhance or otherwise help pay for current programs or future goals. She also took over the Grants Committee which meets each month to solve grant issues and hopefully strengthen our audit outcomes. Outside of these duties, it was quickly recognized that Bronte (Grant Manager) could help in other arenas. She is working with Allison on other ways to strengthen the County. I have added a couple of attachments to follow this related to Grants management that might be helpful.**

Thanks,

Matt Fullerton

<b>Date</b>	<b>Grant Program</b>	<b>Decision</b>	<b>Award</b>
5/1/2024	RHCare Infrastructure Support	Accepted	56,500.00
5/7/2024	FEMA Public Assistance	Accepted	30,000+
5/10/2024	ODOE MHTH Solar	Accepted	972,933.00
5/20/2024	RHCare Modernization Support	Accepted	125,000.00
5/28/2024	ORMAP	Accepted	33,275.00
5/28/2024	Emergency Management Program	Accepted	131,378.00
5/31/2024	ODOT Carbon Reduction	Accepted	467,546.00
6/13/2024	ODOT Transportation Safety (DA)	Accepted	164,818.75
7/3/2024	USDA Community Facilities	Rejected	
7/18/2024	MCEDD Brownfield Program	Accepted	32,000+
7/18/2024	Community Wildfire Risk Reduction	Accepted	75,000.00
7/31/2024	Hospital Preparedness Program	Accepted	15,000.00
8/8/2024	Oregon Department of Veterans Affairs	Accepted	87,883.00
8/24/2024	2024 Rural and Nonmetro Election Infrastructure	Accepted	20,000.00
8/28/2024	Oregon Grant Matching Support	Accepted	48,017.00
8/30/2024	Oregon Electric Mobility Grant	Rejected	
9/13/2024	Forestry Joint Chiefs Program	Pending	450,000.00
11/7/2024	Sheriff ATV Program	Pending	186,000.00
11/7/2024	Forestry ATV Program	Pending	664,763.00
11/15/2024	Forestry Recreational Trails Program	Accepted	149,700.00
2/27/2025	Forestry Travel Oregon Grants Program	Pending	150,000.00
3/4/2025	Municipal Investment Fund	Pending	127,110.00
3/7/2025	ODOE County Energy Resilience Planning	Accepted	200,000.00
3/14/2025	USFS Community Wildfire Defense Grant	Pending	223,411.98
3/28/2025	ODOT Transportation Safety Office	Pending	242,227.74
3/28/2025	Oregon Health Plan Enrollment Program	Pending	150,000.00
4/1/2025	OPRD Local Government Grant Program	Pending	943,942.00
4/1/2025	UO Resource Assistance for Rural Environments	Pending	53,000.00

## **GRANTS MANAGEMENT CHALLENGES, GOALS, AND STRATEGIC PLAN**

- Ongoing challenges include the shifting federal landscape and County staff capacity to take on new programs or projects
- We are working on strengthening internal controls and procedures, which is equally important to bringing in more revenue.
- New funding opportunities should increase staff capacity, augment existing services, and further the County's strategic plan.

Goal: Try to pay for as much staff time as possible moving forward.

Goal: Zero findings in the annual Single Audit

Goal: Continue decentralized grants management with better training, communication, organization, and direction for staff

Goal: New grants should further the County's strategic plan.

### **Short Term (by June 30, 2024)**

#### 1. Address audit finding issues in grant management

- Drafted Federal Financial Assistance Procurement Policy and Procedures
- Drafted Cost Price Analysis Sheet
- Earned 17.5 hours of CPE from NGMA; completed backlog of training webinars

#### 2. Implement centralized grant tracking system

- Created an active grant tracking spreadsheet
- Departments have their own version of spreadsheet that are shared on OneDrive

#### 3. Create centralized grant documentation system for server

- Grants folder created and working with departments to use. Consistent records organization adopted.

#### 4. Develop flow chart for grant administration and roles and responsibilities matrix

- Completed

#### 5. Update Grant Application Questionnaire

- Completed and adopted

#### 6. Facilitate regular Grant Committee meetings

- Meetings take place third or fourth Thursday morning of each month
- Regular agenda created and Grants Committee tracking spreadsheet updated
- Powerpoint presentations are saved on the shared server

#### 7. Assist departments with grant applications, monitoring & reporting, close-outs

- Regular meetings to check in with departments on grant programs, upcoming applications, strategy, and reporting

## Medium Term (FY 24-25)

1. Assist departments with grant applications, reporting, close-outs
  - Continuing regular meetings and communication with departments
2. Facilitate regular Grant Committee meetings
  - Continuing regular meetings; attendance is steady
  - Need to continue reaching out to specific departments (Fair) to encourage participation
  - Grants Manager presents a topic for training each meeting and creates a Powerpoint presentation. Resources are shared in the Grants Program folder
3. Complete Internal Risk Assessment
  - May include survey for departments
  - Will work with consultants when hired
4. Create and adopt Federal and State Financial Assistance Policy and Procedures
  - Bronte and Sheri to review in early 2025
5. Review HRC Admin Code; recommend updates and draft
  - July 2024 Admin code changes successful. Increasing Admin approval to \$150,000
6. Create Internal Grant Guidance Packet
  - Currently exists in Grants Program folder on shared server U:\Grants\00 Grants Program
7. Create staff training schedule for grant management policies and procedures
  - Drafted in Grants Committee tracking spreadsheet
  - Communicate next training opportunities with departments
  - Currently presents one topic for training each month with Powerpoint presentation. New resources are available in the shared Grants Program folder.
8. Develop strategic plan for Grants Management office
  - Consider limits to grant opportunities to maximize effectiveness and eliminate excessive burden that is not worth the funding gained
  - Create schedule for policy and procedure updates and review
9. Identify schedule of grant activities for FY 25-26 that align with HRC Strategic Plan
  - CBAB/Courthouse funding opportunities
    - Worked on State Legislative Requests
  - 07406-East Fork Hood River, Lost Lake Road Bridge
    - Rural and Tribal Assistance Program
    - State Legislative Requests
  - Forestry
    - Local Government Grant Program
  - Hood River County Energy Council – Working with MCEDD
    - Mt. Hood Town Hall ODOE Grant

3. Review prior FY audit findings

January

1. Prepare for State and Federal legislative requests

February

1. Submit Congressionally Directed Spending Requests, if necessary

March

1. Submit State Legislative Requests, if necessary
2. Work with Departments on budgets for County, if necessary

April

1. Work with Departments on BOLI WH-118 Planning Public Improvement Report

May

1. Send SEFA email to federal award program managers to begin compiling required federal grant documents
2. Work on assignments for audit Prepared by Client list.

June



- Municipal Investment Fund Grant

10. Identify better contract tracking system

11. Establish annual procurement training day for staff

12. Continue training and specialized knowledge

- 14 CPE from NGMA as of January 2025
- Attended Oregon Infrastructure Summit, NW Rural Investment Strategy Summit

**Long Term (FY 25-26 and beyond)**

1. Assist departments with grant applications, monitoring & reporting, close-outs

2. Facilitate regular Grant Committee meetings

3. Complete annual Internal Risk Assessment

4. Adopt HRC Admin Code Updates and amend as needed

6. Identify regular funding sources for department programs

7. Build internal grants manuals and templates for continuity and onboarding

8. Consider technology (Caselle or other) that will effectively track programs

FY General Calendar

July

1. Receive Q4 reports for all grant programs. Work with accountant to confirm whether accruals are needed for any grants that disburse funds.

August

September

1. Unearned revenue report due for auditors
2. SEFA due for auditors
3. Oregon Infrastructure Summit
4. NW Rural Investment Strategy Conference

October

1. Audit week

November

December

1. Review and contribute new projects to annual MCEDD Comprehensive Economic Development Strategy List
2. Review and consider projects for Congressionally Directed Spending Requests and State Legislative Requests

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2. Facilitate regular Grant Committee meetings

3. Complete annual Internal Risk Assessment

4. Adopt HRC Admin Code Updates and amend as needed

6. Identify regular funding sources for department programs

7. Build internal grants manuals and templates for continuity and onboarding

8. Consider technology (Caselle or other) that will effectively track programs

FY General Calendar

July

1. Receive Q4 reports for all grant programs. Work with accountant to confirm whether accruals are needed for any grants that disburse funds.

August

September

1. Unearned revenue report due for auditors
2. SEFA due for auditors
3. Oregon Infrastructure Summit
4. NW Rural Investment Strategy Conference

October

1. Audit week

November

December

1. Review and contribute new projects to annual MCEDD Comprehensive Economic Development Strategy List
2. Review and consider projects for Congressionally Directed Spending Requests and State Legislative Requests

3. Review prior FY audit findings

January

1. Prepare for State and Federal legislative requests

February

1. Submit Congressionally Directed Spending Requests, if necessary

March

1. Submit State Legislative Requests, if necessary
2. Work with Departments on budgets for County, if necessary

April

1. Work with Departments on BOLI WH-118 Planning Public Improvement Report

May

1. Send SEFA email to federal award program managers to begin compiling required federal grant documents
2. Work on assignments for audit Prepared by Client list.

June