

Community Opportunity Fund

Taskforce Key Questions & Answers

Bold indicates key questions that remain unanswered/need to be revisited.

	KEY QUESTIONS	ANSWERS
GOALS & PURPOSE	<p>Revisit last brainstorm – still works? Other goals to include?</p> <p>What do we want to add/borrow from other programs?</p>	<p>Program Goals: 1) Improve parks 2) Foster park stewardship</p>
OUTCOMES	<p>How will we know if we have increased stewardship? Improved parks?</p> <p>What will it mean for this program to “achieve impact”?</p>	<p>Proposed Outcome Measures:</p>
PROJECT TYPES & SIZE	<p>What are the project “award” thresholds we should set for menu and off menu projects?</p> <p>How much should we invest in each approach? Should we set explicit caps for menu and off menu approaches?</p> <p>Should we have a lower threshold for off menu projects (\$1 instead of \$50k)</p>	<p>Two “branches”: Menu & Off Menu. Dot voting yield preliminary preferences for \$1-\$100k for menu projects, and \$50k - \$250k for off menu projects. Strong minority opinion – lower threshold for off menu projects.</p>
CRITERIA	<p>What types of criteria should be used to select projects for funding? Which of the existing criteria do you like? What’s missing?</p> <p>How do we use criteria to encourage stewardship? What are appropriate sweat equity/fundraising criteria?</p> <p>Which of these criteria should have the most weight? Are most important?</p> <p>Should we have different criteria for the menu vs off menu items?</p> <p>Should we just use CCG criteria? Pros/cons?</p>	
CALENDAR & # of ROUNDS	<p>Multiple funding cycles – 2, 3, 4? What size should each round be?</p> <p>Should there be a focus or “theme” for different rounds?</p> <p>How do we complement other similar programs’ calendar and priorities?</p>	
STAFFING & ADMINISTRATION	<p>Given project sizes, # of rounds, and # of projects estimated, what kind of workload does that result in? how can RPD efficiently and cost effectively staff that workload?</p>	

	<p>Should we use CCG to staff selection process, set up meetings, organize applications, answer questions?</p> <p>What role do non Capital PM staff play in managing this program?</p>	
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SELECTION COMMITTEE	<p>Who is on the CCG selection committee? How does that body work? Who appoints?</p> <p>How large should committee be? What skills/experiences should be represented?</p> <p>Who should appoint selection committee?</p> <p>How do we ensure independence of the committee?</p>	
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OUTREACH	<p>How do we reach folks who haven't been involved before? Have constraints that limit involvement?</p> <p>What partnerships are available to help us conduct outreach? In what kinds of forums? On what regular timeline?</p>	
OTHER IMPLEMENTATION IDEAS, CONSIDERATIONS, PARTNERSHIPS		<p><u>Potential Partnerships</u></p> <ul style="list-style-type: none"> - Partner w Art Commission to develop pool or artists community groups can work with - Craigslist of park improvement supplies - Approach other foundations to help partner on projects: Stewardship Council <p><u>Implementation</u></p> <ul style="list-style-type: none"> - Have public review of site furnishings on the "Menu" - PM can make the call as to whether it is better to use JOCs or bid out

Community Opportunity Fund: Future Meetings

Draft prepared by Dawn Kamalanathan on June 22, 2009

TASK FORCE OBJECTIVES

- Create proposal for COF structure, guidelines, and implementation recommendations for RPD Commission's review and consideration

MEETING TOPICS

Meeting #8 - June 3rd: Partnership Toolkit & Feedback on Menu of Projects

Brainstorm ideas for Toolkit subcommittee; gauge the taskforce's preferences for project types & size

AGENDA

- Calendar: Review agenda and calendar for future meetings
- Partnership Toolkit
 - o Brief discussion: what processes/issues does Toolkit need to address? What elements should it include?
 - o Motion to appoint Toolkit subcommittee
- Presentation (20 min): NPC, SFPT, SF Beautiful – Past 2 years of projects
 - o What's the average size of project your organization works on with the community?
 - o Most common types of projects?
 - o How much sweat equity/fundraising occurred as part of those projects?
- Presentation (5 min): Survey Results
- Presentation (5 min): Chris Boettcher (RPD Ops) – NSA Manager feedback on menu
- Presentation (5 min): Meghan Tiernan – workload management for RPD Capital
- Discussion: what does all this mean for types of projects? For project size?

Homework Handout: List of potential criteria (based on prior taskforce discussion), CCG guidelines

Homework: What's missing from the list? How would you refine these criteria? Which are most important to you?

Meeting #9 – June 17th: COF Program Structure & Project Award Size

Identify appropriate project award thresholds simple/standard and custom/complex

AGENDA

- Review presentations from last meeting
- Discussion: what do last week's presentations imply for project award size? How many projects do we want to deliver with this program?

Homework Handout: Typical capital project costs, Project award size discussion starter

Meeting #10 – July 1st: Revisit Goals & Explore Criteria

Identify potential criteria for selecting applications; clarify relative importance/"weight" of potential criteria

AGENDA

- Revisit Goals discussion from earlier in taskforce
- Discussion: other goals to add? What outcomes would indicate we successfully met those goals?
- Review List of Potential Criteria, CCG criteria
- Discussion: what's missing from this list? Which criteria need to be refined? How?

- Voting Exercise: which criteria are most important to the group?

Homework Handout: List of potential criteria (based on prior taskforce discussion), CCG guidelines

Homework: What's missing from the list? How would you refine these criteria? Which are most important to you?

Meeting #11– July 15th: Implementation, p I

Deliberate on key recommendations for implementation of COF

AGENDA

- Partnership Toolkit: Subcommittee presents draft
 - o Discussion: anything missing? What resources are required to implement? Changes in procedure necessary?
- Calendar: how many rounds of awards do we want to have? Of how much?
- Staffing & Budget Discussion: what are staffing & budget implications of toolkit recommendations? Calendar preferences?

Homework Handout: Draft Partnership Toolkit, Project Manager costs

Meeting #12 – July 29th: Implementation, p II

Deliberate on key recommendations for implementation of COF

AGENDA

- Partnership Toolkit: Present Revised Draft Partnership Toolkit
- Discussion: review draft Staffing & Budget – address issues raised on July 15gh?
- Selection Committee: what types of skill sets/expertise should be represented? Who should appoint? How large a group?
- Outreach: what should an outreach strategy look like?

Homework Handouts: Draft COF program budget, Summary of sunshine ordinance rules applicable to a selection committee, Revised Partnership Toolkit, CCG Selection Committee process

PUBLIC MEETING (July 29 – Aug 12): NPC, SFPT, RPD Co-Sponsor on COF

Meeting #13 – August 12th: First Full Draft

Review first full draft of COF program

AGENDA

- Presentation: D Kamalanathan – Overview of First Full Draft
- Discussion: anything missing? Any mischaracterizations? Major issues?
- Check in: ready to ratify?
- Discussion: timeline for submission to RPD Commission

Handouts: First Full Draft of COF

Meeting #14 –August 26th: Final Draft COF [If Needed]

If significant revisions are requested, this meeting will allow for ratification of revised draft

AGENDA

- Presentation: D Kamalanathan – Overview of First Full Draft
- Discussion: anything missing? Any mischaracterizations? Major issues?

Handouts: Revised draft of COF [if necessary]

COMMUNITY OPPORTUNITY FUND: HOMEWORK - DRAFT CRITERIA

Please review the potential criteria below, and **please note** for yourself -- which do you think are most important? Would you like to re-phrase any of the criteria? Are there any criteria that are missing? Please feel free to create your own. We will discuss as a group at the meeting.

PARK IDENTITY & EXPERIENCE

Project enhances aesthetic environment of park with unique art, social, cultural, physical features

Project addresses a clear capital need of park

Project will increase positive park user activities

Project adds a highly desired new park use/feature

Project facilitates environmentally beneficial/sustainable features or management practices

COMMUNITY SUPPORT

Project applicant demonstrates community "buy in" through an outreach effort, letters of support, etc.

Project promotes interaction of diverse parts of the community (e.g. renters/owners, businesses/residents, different abilities, or different racial and ethnic groups)

Project applicant has obtained support of RPD field staff/NSA Manager

LEVERAGING RESOURCES

Project leverages additional financial resources

Project leverages additional sweat equity, volunteer resources

RESPONSIBLE STEWARDSHIP

Project has realistic budget

Project has significant groundwork done ready to go (e.g. conceptual design in place)

Applicant has good track record of collaborative projects and partnerships

Project plan outlines activities are well planned, timeline is realistic

Application well describes what the project is and why community wants to do it

Project is durable and/or easy to maintain

Application clearly articulates how the park/neighborhood will be different as a result of this project

YOUR CRITERIA (Don't like these criteria? Feel like something is missing? Propose your own!)

#1:
#2:
#3:
#4:

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