

## DRAFT

### Collaborative Forest Restoration Program (CFRP) Technical Advisory Panel Meeting, March 30 – April 3, 2015 Purpose, Desired Outcomes and Agenda

#### **Meeting Purposes:**

- Use a consensus based process to develop recommendations for the Secretary of Agriculture on which CFRP grant applications best meet the program objectives.
- Assign tasks to the CFRP Sub Committee for the review of completed projects.
- Create an environment in which interest groups that have a stake in the management of public forestland in New Mexico can build agreement on how forest restoration should occur on those lands.

#### **Desired Outcomes:**

- A recommendation for the Secretary of Agriculture on which CFRP grant applications best meet the program objectives.
- A report including:
  - Strengths, weaknesses, and recommended funding levels for each grant application;
  - Scores for each application indicating the degree to which it met the CFRP evaluation criteria;
  - Recommendations for improving individual grant applications where appropriate;
  - Recommendations for improving the CFRP Request for Applications and application review process; and
  - Tasks for the CFRP Sub Committee for the review of CFRP multi-party assessment reports.

**Time:** Monday, March 30 – Friday, April 3, 2015, beginning at 10:00 a.m. on Monday, and ending at approximately 4:00 p.m. on Friday.

**Place:** Hyatt Place Albuquerque Uptown, 6901 Arvada Avenue, NE, Albuquerque, NM 87110, (505) 872-9000.

**Designated Federal Official:** Walter Dunn

**Facilitator:** Rosemary Romero

**Panel Staff and Recorders:** Amanda Montoya

**Contacts for Further Information:**

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### **Application Review Process**

The Panel will take approximately 30 minutes to review each application. The review will include:

1. A presentation by the grant applicant summarizing the background, objectives, partners, and budget for the application.
2. The identification of and a negotiated agreement on strengths, weaknesses and recommendations for the application.
3. A review of performance and/or multiparty monitoring reports from previous grant(s) if applicable.
4. Scoring of the application by CFRP Panel members.

After all the applications have been discussed the Panel will review their recommendations and scores for consistency and make corrections if necessary. The Panel will then develop three tables (utilization, planning, and implementation) to display the evaluation criteria scores for the applications in each category. The Panel will then evaluate and score each applications effect on long term management. Funding recommendations will be based on the rankings of the applications in each category. The Panel will identify up to two Utilization applications and up to four Planning applications for funding. The remainder of the applications recommended for funding will be for on the ground implementation.

## **Draft AGENDA**

**Monday, March 30, 2015**

<b>When</b>	<b>What</b>	<b>Who</b>
10:00 AM	Welcome and Introductions	Walter Dunn, DFO
10:15 - 10:30 AM	Meeting Logistics	Facilitator
10:30 - 10:45 AM	Review of Purposes, Desired Outcomes, and Agenda and Presentations of Certifications to Panel Members.	Facilitator and Walter Dunn
10:45 – 11:00 AM	What It Means To Be A Federal Advisory Committee	Walter Dunn
11:00 – 11:30 AM	FACA Ethics Training	Walter Dunn
11:30 – 12:00 PM	Review Panel Bylaws	Walter Dunn
12:00 – 1:30 PM	LUNCH (Panel Members Identify a Chair Person)	
1:30 – 1:45 PM	Designation of Panel Chair	Panel
1:45 – 2:00 PM	CFRP Update	Walter Dunn
2:00 – 2:30 PM	Develop Objectives and Identify Members for the CFRP Sub Committee to review reports from completed projects.	Panel
2:30 – 3:00 PM	Review Application Evaluation and Panel Discussion Process	Facilitator & Panel
3:00 – 3:15 PM	BREAK	Panel
3:15 – 4:45 PM	Review application: CFRP 01-15 and 02-15	Panel
4:45 – 5:00 PM	Public Comment Period	Members of the Public
5:00 – 5:15 PM	Review of Day’s Work and Agenda for Tuesday, Day Two	Facilitator
5:15 PM	Adjourn	

## Draft AGENDA

**Tuesday, March 31, 2015**

<b><u>When</u></b>	<b><u>What</u></b>	<b><u>Who</u></b>
8:30 – 8:45 AM	Review Agenda for the Day	Facilitator
8:45 – 10:15 AM	Review applications: 03-15, 04-15 And 05-15	Panel Members
10:15 – 10:30 AM	BREAK	
10:30 – 11:30 AM	Review applications: CFRP 06-15 and 07-15.	Panel Members
11:30 - 11:45 AM	Public Comment Period	Members of the Public who submitted written comment
11:45 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	Review applications: CFRP 08-15, 9-15, 10- 15, and 11-15	Panel Members
3:00 – 3:15 PM	BREAK	
3:15– 5:15 PM	Review applications CFRP 12-15, 13-15, 14- 15, and 15-15.	Panel Members
5:15 – 5:30 PM	Public Comment Period	Members of the Public
5:30 – 5:45 PM	Review of the Day’s work and Agenda for Wednesday, Day 3	Facilitator
5:45 PM	Adjourn	

## Draft AGENDA

**Wednesday, April 1, 2015**

<b><u>When</u></b>	<b><u>What</u></b>	<b><u>Who</u></b>
8:30 - 8:45 AM	Review Agenda for the Day	Facilitator
8:45 – 10:45 AM	Review applications: CFRP 16-15, 17-15, 18-15 and 19-15.	Panel Members
10:45 – 11:00 AM	BREAK	
11:00 – 12:00 AM	Review application CFRP 20-15 and 21-15	Panel Members
12:00 – 12:15 AM	Public Comment Period	Members of the Public
12:15 – 1:30 PM	LUNCH	
1:00 – 2:00 PM	Review applications: CFRP 22-15 and 23-15	Panel Members
2:00 – 2:45 PM	Discuss and Agree on Consistency Review Process	Panel Members
2:45 – 3:00 PM	Public Comment Period	Members of the Public
3:00 – 3:45 PM	BREAK (Print and Copy Panel Comments)	
3:45 – 4:45 PM	Review Panel Comments for Consistency	Panel Members
4:45 – 5:00 PM	Review of the Day's work and Agenda for Thursday, Day 4	Facilitator
5:00 PM	Adjourn	

## Draft AGENDA

**Thursday, April 2, 2015**

<b><u>When</u></b>	<b><u>What</u></b>	<b><u>Who</u></b>
8:30 - 8:45 AM	Review Agenda for the Day	Facilitator
8:45 – 10:00 AM	Consistency Review	Panel Members
10:00 – 10:15 AM	BREAK	
10:15 – 11:00 AM	Consistency Review	Panel Members
11:00 – 12:00 noon	Develop Criteria for Evaluating Effect on Long Term Management	Panel Members
12:00 – 12:15 PM	Public Comment Period	Members of the Public
12:15 – 1:30 PM	LUNCH	
1:30 – 2:30 PM	Score Applications for their Effect on Long Term Management	Panel Members
2:30 – 3:30 PM	BREAK (FS staff compiles scores)	Panel Members
3:30 – 4:30 PM	Display final proposal scores	Panel Members
4:30 – 5:00 PM	Develop Recommended Distribution of Project Funding (Planning, Utilization, and Implementation)	Panel Members
5:00 – 5:15 PM	Public Comment Period	Members of the Public who submitted written comment
5:15 – 5:30 PM	Review of Agenda for Friday, Day 5	Facilitator
5:30 PM	Adjourn	

## Draft AGENDA

**Friday, April 3, 2015**

<b><u>When</u></b>	<b><u>What</u></b>	<b><u>Who</u></b>
8:30 - 8:45 AM	Review Agenda for the Day	Facilitator
8:45 – 9:30 AM	Review of Application Evaluation Process To Identify Areas For Improvement.	Panel Members
9:30 – 10:00 AM	Review 2015 Request for Applications to Identify areas for improvement	Panel Members
10:00 – 10:15 AM	Closing Remarks	Walter and Panel
10:15 AM	<i>Adjourn</i>	