

Agenda Item Number 15.A.

Review of the Resource Development Program

Presenters:	Steve Gordon, Christine Puetz
Action Recommended:	None. Information only
Issue Summary:	Resource Development Program, first year report
	Handout will be provided

Background:

The Resource Development Program was developed to provide grant and contract development services to LCOG's LGS and RTS Divisions, including grant and contract identification, procure-ment, and administration. It was expected that the program would help coordinate grant projects and related budgets and assist LCOG staff in project development and evaluation (described as "internal" work). Program staff was expected to offer its services and grant writing assistance to LCOG's member agencies and other customers on an as-needed basis, and to provide specialized expertise at a reasonable price (described as "external" work). The intent was to augment existing staff efforts and provide needed assistance, as requested, to on-going internal grant and contract efforts, client relations. This process was to include an ongoing strategic LCOG budget review to identify LGS and RTS funding gaps and assist in finding new resources to fill those gaps or create new funding opportunities. A fulltime Resource Development Specialist, Christine Puetz, was hired November 19, 2001 to carry out the proposed objectives of the Resource Development Program.

The original goal for the allocation of grant writing services for the program's first year was set at 30% external and 70% internal. This was the case during the first six months of the program, with a steady increase in external service contracts taking place. By the start of fiscal year '03, a significant reversal was underway. By December '03, one year into the new program, 96% of the Resource Development Specialist's grant writing time has been allocated to external clients, primarily LCOG members. Current grant award success rate is 50% for internal applications and 100% for external submittals.

In addition to grant writing services for external clients, the program has provided other services. These contracted activities have included meeting facilitation, organizational development, nonprofit board management and training, capacity building, timeline development, business plan creation, and capital campaign development.