

Agenda item #7
Needs & Issues – 2004 process discussion
January 26, 2004

Presenter: Steve Dignam

Action Recommended: Approve process changes

Issue Summary:

Based on the expected reduction or elimination of funding from the State of Oregon for this project and a desire to operate this project more efficiently, the following changes are recommended for this year's process:

1. Notify interested parties of the Needs & Issues process via an email distribution, rather than a large mailing via US Postal Service.
2. Refer potential project applicants to the State of Oregon web site to obtain all necessary forms, rather than mailing all of these forms.
3. Refer interested project applicants to the State of Oregon web site for instructions on completing the forms rather than holding a training seminar.
4. Refer the LEC subcommittee tasked with doing a detailed review of the projects to the State of Oregon web site, rather than photocopying all projects.
5. Limit local project sponsors to a maximum of 5 total projects, rather than performing the extensive data entry and handling of up to 24 projects from one sponsor as occurred last year.

Background

The Needs & Issues ranking process has historically occurred on an annual basis. It is organized and funded by the State of Oregon and the data is used by the State as well as federal agencies. The last ranking occurred at the end of 2002. LCOG has historically been the Regional Coordinating Organization within Lane County. The State has requested an updated Rankings List by June 1, 2004. The State has notified all Regional Coordinating Agencies that funding for the project, if any, will likely be significantly lower than in prior years.

2004 Needs & Issues Timeline

Date	Activity	Responsibility
January 6 – 26	Plan Project	LCOG Staff
February 1, 2004	Send notification to project sponsors	LCOG staff
Feb 1 – March 31	Provide technical assistance to project sponsors (if necessary)	LCOG / Lane County staff
March 31	Deadline to receive projects	
April 1 - 14	Perform data entry to State database	LCOG
April 15-30	Organize and analyze projects	LCOG staff
May 1-7	Analyze projects	LEC subcommittee
May 17	Recommend project ranking	LEC
May 27	Approve project ranking	LCOG Board
June 1, 2004	Submit data to State of Oregon	LCOG Staff