MWTP SC
Notes March 13th, 2024

1. Introductions and agenda (5 min)
    a. New Agenda Topics?
    b. Approve notes 2/14/24 - **Approved**
    c. Assign Notetaker for today - **Kylie**
    d. Attendance:
        i. **Ken McDonald**
        ii. **Robin Graham**
        iii. **Kylie Paul**
        iv. **Dwane Kailey**
        v. **Tom Martin**
        vi. **Deb Wambach**
        vii. **Blakely Adkins**
        viii. **Shane Talley**

2. Application/Guidance Review and Revisions
    a. Funding – budget worksheet – emails sent to be posted – **Discussion of passwords – ST will send to DW to test it - Update: Not tested be DW but DK sent request to ISD to upload revised template the to the website. Can test it when it goes live.**
    b. Section V – review and revision to funding guidance – **Discussion of scoring for funding in criteria and in guidance document. PIT will modify guidance doc to better reflect timing expectations, such as funding has to be secured before go to Design, whether secured/viability of funding/level (amount). By March 22.**
    c. Section VI – all guidance needs to be simplified and revised
        i. qualification of what is required in VI.a. to move an app forward (score well) **Every project that makes through Phase 2, Level 2 will have Feasibility Study. Section VI.a – needs make sure explains whether MDT will build it or someone else. DK and DW will revise the whole Section VI to increase clarity/spelled out options, TM will help with VI.b – by March 22.**
            - **Can we set MSWP to be ambassadors of this effort, guidance documents for partner applicants**
    d. Change Scoring metrics –
        i. Point allocations between sections – MSWP to elaborate
        MSWP to investigate to remember this
    e. Consensus scoring by SC – **change 0,3,5 to 0-5 (all apps), DW will modify in all docs and define that 0-5 scale (can be completed NOT by March 22)**
    f. Timeframe – ahead of May cycle? **By March 22 for Section V and VI, and let rest of team review, need be done ahead of May.**

3. PIT-Crew to draft Phase 3 GO Letter
    a. Approval by SC at 3/13
    b. SC send to applicant by 3/19
    c. Phase 3 process guidance to be drafted and sent with the GO letter – **In Phase 3 process (not yet on Teams), include what will be included/output in Feasibility Study, if doing prospectus etc. Need complete Phase 3 process which is internal but parts can/will be shared in Go letters. If want to include something specific in GO letter, include it by 3/15 and review it so can be sent out by 3/19 (on Teams).**

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4. MOLF notes & Dwane update for framework.
    a. Define roles and limitations of each entity
        i. MDT – LOI with MOLF
        ii. MDT - 3rd party agreement, const of project -**Project specific MOU with MOLF and applicant**
        iii. MSWP – MOLF and donors – **Project specific or Statewide pooling, but latter likely not big deal**
    b. SC Review of Dwane Framework modifications
        i. Decision making process for statewide fund pool allocation to projects **This needs to be finalized and DK will work on it**
    c. Letter of Agreement w/ MOLF – **project specific MOU with MDT and MOLF and applicant once funding is held and feasibility study is completed**
    d. MSWP formalize funding pool conversations with MOLF
        i. MOLF/MSWP to allocate funds to project and inform MDT
        ii. KP to schedule SC/MOLF meeting after draft of LOA

5. Future WCPP Project Applications (KP) – **Tabled for now**
    a. How does MDT help support advance projects to be able to apply for WCPP funding?
    b. whether/when/how people (via a local government or other eligible entity) can apply to WCPP funds if haven't yet gone through MTWP PP process...
    c. KP to elaborate

6. Next Meetings: (10 minutes)
    a. Schedule Application Review and Scoring meetings, etc. for November cycle
        i. Go/No Go (12/20 – Done)
        ii. SC/PIT Notify Applicants (12/27 –) ***Done***
        iii. PIT Crew circulate for staff review (1/3 –) ***Done***
        iv. Staff Review (1/3-2/2 –) ***Done***
        *v. PIT Crew collate comments and provide to SC members (2/16 –**Done***
        vi. SC member independent scoring – schedule your own ***Done***
        vii. Entity meeting to reach consensus – schedule your own ***Done***
        viii. Project Consensus Scoring and Classification (3/4 @ 9am) ***Done***
        ix. Placeholder/If Needed Meetings (3/6 @ 10am) ***Not needed***
        x. SC/PIT notify applicants Go/No Go Feasibility Study (3/19)
        xi. Feasibility Study Phase – MDT Lead
        xii. Future Working Meetings (2/14, 3/13 @ 10am) – Doodle Poll in agenda distribution email
        xiii. Schedule for Communications Plan & Schedule of Deliverables
            (1) Tom action item Agenda #7
    b. Begin May 2024 cycle prep
        i. Check Schedule of Deliverables – make any adjustments?
        ii. Schedule meetings

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7. Communication Plan – May 2024 Cycle (DW, TM 10 minutes)
    a. Need to update plan after November cycle to V3.0 – *Teams* – dates for May cycle (TM)
        i. Updates only to include changes in the dates of outreach to public
        ii. New pdf of plan to be saved new version and posted to website.
        iii. TM to make changes and post for review
    b. Website message to change pending email – ST
        i. Application Cycles open annually in the month of May and November
    c. Outreach to prospective applicants – May – **email on April 1, including Nov results – PIT crew can edit**
    d. May cycle press releases – **on May 1**
    e. Add item to plan about announcing successful projects advancing to Phase 3 - **With decision on going to Phase 3 GO, outreach should be led by MWTP, not by applicant – and this should be included in Phase 3 GO letter. KP will draft guidance on recommended outreach approach from successful Phase 2 applicants by April 1. Once moving into Feasibility study, Design, successful projects on Partnership website from MDT project page.**

8. Public Outreach on Planning Tool and Partnership in general (KP, MSWP)
    a. What outreach is currently being conducted?
    b. MDT/FWP outreach other than call-out for applications?
    c. Anything directly in response to EQC?
    d. What is goal of listserv and getting more people on it?
        i. Desire to share other types of information?

9. Schedule of deliverables – Tom to keep updated and share as regular agenda item (TM 10 min)
    a. November 2023 – May 2024
    b. May 2024 – November 2024
    c. MDT – Feasibility Study for selected projects

10. Recent Colorado Summit #2 update (KP) (10 minutes) – **Tabled for now**
    a. What does Partnership and Program success look like after the November cycle? (KP, All)
        i. Does the Partnership need to identify and plan for other goals, benefits, needs beyond the Project Program?
    b. Next MT Summit
        i. Interim mini-Summit?
        ii. Next full Summit

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