



***ENHANCING OUR VIBRANT COMMUNITY AND IMPROVING OUR QUALITY
OF LIFE***

**FEBRUARY 26, 2024
REGULAR MEETING - 5:30 P.M.**

City Council Chambers
217 East Center Street
Moab, Utah 84532

1. Call To Order
2. Review Of Meeting Minutes
May 2, 2023
January 24, 2024

Documents:

[RAP TAC MEETING NOTES 5.2.2023.PDF](#)
[RAP TAC MEETING NOTES 1.24.2024.PDF](#)

3. Citizens To Be Heard
4. RAP Tax Committee Member Recommendation
5. Review Of The RAP Tax Grant Timeline
To discuss the dates awards are granted, the project timeline, and the reporting due date.
6. Review Of The 2024 Rap Tax Grant Scoring Rubric

Documents:

[RAP PROJECT REVIEW 2023.PDF](#)

7. Adjournment

Special Accommodations:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the Recorder's Office at 217 East Center Street,

Moab, Utah 84532; or phone (435) 259-5121 at least three (3) working days prior to the meeting.

Check our website for updates at: www.moabcity.org

**RAP TAC Meeting
5.2.2023**

Called to order at 5:00 pm

In attendance: Annie McVay, Emily Roberson, Barbara Hicks, Molly Taylor, Richard Codd, Neal Clark, Kelley McInerney

Absent: Jason Taylor

Citizens to be Heard: None

Approval of the minutes from the 3.29.2023 meeting, passed 4-0, Neal was late to the meeting and did not vote.

Review of the 2023 RAP Tax Grant Process

- Consensus from the group that it would be helpful to have more specific guidelines/rubric to help with the scoring process
- Open House for applicants – host again but closer to the deadline so that applicants have been working on their applications and can come in with questions
- RC – suggested to the group to write a letter to the City Council with their experience and any requests for next year's program
 - Emily will write a draft of the letter
 - Plans to include
 - Start with thanking the Council and Mayor for their support of the program and the 2023 Committee recommendations
 - Talk about the process, how it was interesting and rewarding
 - The committee saw a big demand for the funds and received a lot of great applications, expect to see more demand for the funds next year as the awareness increases
 - Would like to request a higher allocation of the available funds to be in the Community grant, a 70/30 split
- Prior to releasing the application next year, a review of the form and questions to work out the kinks
 - Will do this with the question form as well as the budget form
- What is the timeline for the Parks Master Plan
 - The survey just wrapped up and a lot of the feedback shows that people use the parks for community events
 - Most of the data will be released by late summer
- The group felt good about the timing and cycle, as for next year's timeline the committee will not have to meet as much in the fall to discuss things like bylaws, etc. but they will have to meet once before opening the application so it can be finalized and then set the dates for the application opening and closing and review period.
 - Possibly allow for more time for the committee to review the applications
- Would like to be more clear next year with the fund allocation vs ranking, if a group ranks high and has a high request but the committee is only funding partial vs if a group ranks high but is only asking for a small amount and they get the full request.
- Can we encourage groups as well as the City to be putting out press releases/ads when projects are done with RAP Tax funding.

- Possible logo coming soon for organizations to use in promotion and recognition
 - Yard signs or banners to have at events and programs
- Feedback requests from applicants – how would the committee like to handle these
 - For groups that are asking why they didn't get funded or what they could have done better
 - Provide a better explanation of the need and benefit to the community
 - Clarity of the location (equipment needs, why important and how will they be used in the City/for City projects)
 - Provide examples of how the equipment or requests tie into work done in the community and why there is a need, who benefits
 - Expand on partnerships and relationships/how do the groups function together
 - The group is comfortable with Annie responding to these questions rather than each committee member, sometimes over the phone and sometimes via email
 - The committee does not necessarily have feedback for all the groups requesting it, this was a group of 5 and the scores were averaged. Sometimes a project and application was really great but if one member scored it low, it would drop the average by say 2 points and that would bump it down the list
 - Neal recommends that applicants fill out the application form as if it is going to someone who has never heard of their organization before and doesn't know who they are; be very descriptive and clear with the project and request
 - Be more strict next year, if missing a form or question that was asked, disqualifies the applicant
 - Neal feedback - when applicants get one step removed from the community benefit, it becomes difficult for the committee to justify the funding for the project – for example the Fundraiser project from CLAM and Arts Council project for organizational promotion, these felt outside of the scope of the RAP funds
- A category on the application that some committee members struggled with was the history of the organization, ability to implement, previous City funding section. Could we be more specific on the application so that the Committee member does not have to infer
 - For example – if the question is on the scoring rubric, there is a matching question on the application
 - Ask the applicant to provide examples for historic projects and funding
 - Adding a question about barriers to the project and how they would overcome them
- Financial statements requested as a part of the application
 - P&L and a most recent balance sheet – Barbara would really like these two items
 - Project budget – this is what Emily finds the most helpful
 - Including examples of other fundraising for the project
 - Proof of matching funds for the project – this is what Neal is looking for
- Molly - asking that the application ask each applicant to qualify within our evaluation categories
- Reporting and completion – groups will submit final reports as to the status of the projects to ensure they have done the project that was listed in the application

Timeline/Next Steps

- Plan to meet in early January of 2024
 - Updates from the year
 - Updates to application form

- Set dates for application opening and closing
- Emily will draft a letter for the RAP TAC to send to City Council

Meeting adjourn: 6:07 pm

DRAFT

**RAP TAC Meeting
1.24.2024**

1. Called to order at 5:33 p.m.
 - a. Attendance by committee members: Richard Codd, Emily Roberson, Molly Taylor, Brianna Bowker, Colin Topper
 - b. Absent: Neal Clark (Barbara Hicks no longer on committee)
 - c. Additional attendance: Kelley McInerney
2. Citizens to be Heard: none
3. Review of the 2024 RAP Tax Application
 - a. Section 1: Intro, information, guidelines
 - i. The application this year has been updated to a digital form, PDF files can be provided
 - ii. 2024 Deadline to apply as March 1, at 5 p.m.
 - iii. Applications should be open by February 1, 2024
 - iv. Added contact information, applicants can reach out to PRT staff with questions
 - v. Funding available this year should be similar to last year, around \$90,000
 - vi. Email is asked for in the intro section, we will ask for more comprehensive contact information in section 2 but collecting the email initially allows for the applicant to get a copy of their responses
 - vii. First questions are qualifiers: Will the project take place in City Limits and are you a 501(c)3 or partnering with a 501(c)3
 1. City website will have FAQ section again this year and can touch on the 501(c)3 requirement
 - b. Section 2: Organization Information and Contact Information
 - i. No updates or changes were made in this section
 - c. Section 3: Project Information
 - i. Includes project title, description, timeline, funds requested
 - ii. Added – ask if the project is ongoing or one-time
 - iii. Project Goals – this question was expanded to have the applicant include how they are measuring the goals, qualitative and quantitative
 - iv. Needs Assessment – What is the community benefit and how is the project unique, added that they highlight the contribution to Parks, Arts, Recreation, and or Trails
 - v. Partnerships & Additional Funding
 1. This was split out into two sections on the application form, asking for more information on possible partners assisting with the project and other funding secured or applied for relating to this project
 - vi. Implementation – expanded this section to ask for more detail on project implementation, timeline, resources needed, et.
 - d. Section 4: Supporting Documentation
 - i. Required files to upload include: 501(c) Determination Letter, Budget Sheet, List of Organization's or 501(c)(3) Board of Directors, and other documentation they see fit to include (a financial statement was required last year but several groups did not have them as they were small organizations run largely by volunteers, this has been removed this year)
 - ii. Budget Sheet

1. Staff will simplify the form from last year, the form should be detailed enough for the committee to understand operations but not so complicated that the applicant struggles to fill it out correctly
 2. Possibly add in lines as examples, ie volunteers, staff, materials, advertising
- e. The committee moved to accept the application with the updates made during this meeting and with the understanding that staff will make requested updates to the budget spreadsheet. Passed 4-0

Timeline

- Applications will open by February 1, 2024
- Deadline to Apply is March 1, 2024 by 5 p.m.
- The committee hopes to review all applications within 45 days of the deadline
- The Committee will then meet to discuss funding, and present their recommendations to Council for approval

Meeting adjourn: 6:30 p.m.

RAP Tax Project Review 2023

Overall Project Rating

This section gives an overall rating of the project based on the areas identified in the call for applications. Each section is rated from: **Poor – Fair – Good – Very good – Excellent**

Project Name

Criteria Area	Rating (Poor – Fair – Good – Very good – Excellent)
Quality of proposed project	
<i>Comments</i>	
Criteria Area	Rating (Poor – Fair – Good – Very good – Excellent)
Demonstrated Community Need	
<i>Comments</i>	
Criteria Area	Rating (Poor – Fair – Good – Very good – Excellent)
Benefits to the Community	
<i>Comments</i>	
Criteria Area	Rating (Poor – Fair – Good – Very good – Excellent)
The organization's history, ability to implement project and financial considerations	
<i>Comments</i>	

Questions Asked in the Application

This section provides feedback on the questions asked in the application.

Provide a Needs Assessment (Why is this project important?):
Comments:
Project Goals and Implementation- Please describe in detail how this project will be accomplished, who will be involved, the timeline for completion, and how this project will benefit the citizens of Moab City.
Comments:
Project Target Audience- In the space provided, include the number of people expected to be reached by the project. Please include any plans to target specific age groups or underserved populations.
Comments:

Please detail any partnerships for this project.

Comments:

What qualitative and quantitative measures will you be using to evaluate your project goals?

Comments:

Additional Comments

Budget Comments:

Additional Comments: