DIVISION OF OUTDOOR RECREATION
DEPARTMENT OF NATURAL RESOURCES
Youth Engagement Grant Pre-Scoring Meeting

Meeting Minutes:

Minutes Of The Meeting Held on October 5, 2026 from 11 AM to 12 PM
Virtual

HOST: ***Utah Department of Natural Resources***
Division of Outdoor Recreation
1594 W. North Temple
Salt Lake City, Utah 84116
Soldier Hollow Conference Room
(Virtual meeting)

ATTENDEES:

Rebekah Rawlings, Ashley Brown, Karen Bell, Tara McKee, Evan Beitsch, Caroline Weiler, Patrick Morrison, Kelsey Nelson, Troy Allen, Michelle Berg, Michelle Evans, Sheri Lamb, Jim Sibthorp, Kellie Yates, Ryan Baldwin, Teri Davis, Mikenna Debruin, Emily Stembridge,

MEETING MINUTES:

(0:00) Rebekah Rawlings called the meeting to order and initiated introductions among all attendees.

(12:05) Rebekah reviewed the meeting agenda, which included grant opportunities, applicant profiles, and scoring guidelines.

(12:39) Rebekah detailed the three grant programs available for FY 27: UCORE, UCORE Educator, and Nature-based Infrastructure. Funding originates from legislative allocations of the transient room tax. To enhance DOR's competitiveness and equity, the UCORE Educator grant was introduced, while the former Outdoor Classroom grant was renamed the Nature-Based Infrastructure grant to serve broader needs. Applicants may request up to $15,000 with an optional 20% match request and an 18-month performance period.

(16:35) **Application Overview:** A total of 124 applications were submitted (86 UCORE, 21 Educator, and 17 Nature-Based Learning), with 119 qualifying for review,

representing $1,536,186.02 in funding requests. Given the high volume, evaluators were reminded to strictly follow guidelines and refer to statutory requirements when scoring.

(19:17) Rebekah outlined scoring criteria and reviewed mission priorities, goals, and resources. Priority will be given to applications that support high-need youth and promote active, healthy lifestyles through outdoor recreation. Inclusion of veteran partners, STEM learning components, and volunteer participation is strongly encouraged.

(22:37) Each evaluator will be assigned approximately 23–24 applications. Evaluators should budget 5–7 hours over the next three weeks to complete their evaluations.

(23:41) Rebekah demonstrated the Salesforce scoring portal and instructed members to set up their accounts. Review materials are organized under the Overview, Logistics, and Success tabs. Evaluators are advised to conduct comparative scoring prior to entering final scores and written feedback. Comments are required for each section; while not directly visible to applicants unless shared, all comments and scores constitute public records. Constructive feedback is encouraged to assist future applicants.

(35:26) Michelle inquired about comment visibility to ensure feedback remains constructive for applicants. Caroline clarified that the formal scoring meeting will be recorded and published as part of the public record.

(37:07) Rebekah covered the final section where evaluators provide narrative comments and rank funding priority. Once submitted, applications cannot be edited in Salesforce. Evaluators are recommended to keep a backup copy of their comments externally before submitting.

(39:54) The discussion transitioned to the Evaluator Handbook and the tracking spreadsheet created for committee members. The shared folder contains application attachments, letters of recommendation, and PDF copies of applications, color-coded by assigned evaluator. A downloadable template is available for evaluators wishing to customize their individual tracking process.

(43:54) Ashley asked if all three assigned evaluators complete full scoring. Rebekah confirmed yes, noting that only the primary (first) evaluator will be required to present the application at the full scoring meeting. Ashley also asked whether evaluators can see peer comments in Salesforce. Rebekah clarified that peer

comments are not visible in Salesforce during scoring, but will be reviewed together during the scoring meeting.

(46:03) Evan clarified that all evaluator comments are subject to GRAMMA public records requests. Evaluator names will not be publicly displayed with individual comments.

(46:42) Michelle asked whether grant awards are strictly "all-or-nothing." Rebekah confirmed that funding is generally awarded in full, though minor flexibility exists near the $850,000 funding cap.

(48:01) Rebekah thanked the committee for their service. The deadline to complete all application scoring is October 23rd.

(48:34) Kelsey asked how evaluation discussions will be structured given the two-minute limit per application at the final meeting. Rebekah explained that staff will compile average scores and funding priorities into a master spreadsheet prior to the meeting. Each application will be reviewed, followed by formal motions and voting under Robert's Rules of Order at the November meeting, with opportunities for committee discussion and adjustment.

(50:38) The final scoring meeting will take place in person on November 5th at the Cottonwood Heights Library, chaired by Evan. Breakfast will be provided. Attendees were reminded that the meeting and related communications (including text messages) are subject to public record laws under GRAMMA.

(52:24) Rebekah announced she will be out of the office in Japan for two weeks, returning October 20th. Caroline Weiler will serve as the primary point of contact for questions during this period.

(53:58) Ashley raised potential technical risks with Salesforce data saving. Mikenna recommended drafting evaluation notes in the shared spreadsheet before copying them into Salesforce. Rebekah emphasized saving work frequently in the portal, and Patrick concurred regarding portal reliability caution.

(56:10) Patrick clarified that the brief 30-second presentations during the final scoring meeting are intended as high-level summaries to initiate group discussion.

(56:56) Michelle inquired when applications would be available in Salesforce. Rebekah confirmed they are already uploaded and accessible upon logging in.

(57:54) Rebekah thanked attendees and adjourned the meeting.