

OPWC Green Space Conservation Program – Dist. 14 Liaison Work Plan



326 Highland Avenue, Suite B
Cambridge, OH 43725

May 10, 2023

NRAC DISTRICT 14
CLEAN OHIO GREEN SPACE CONSERVATION PROGRAM

WORK PLAN FOR LIAISON RESPONSIBILITIES

This Work Plan outlines the responsibilities of Natural Resources Assistance Council District 14 Liaison as it pertains to the OPWC Green Space Conservation Program. All tasks and duties contained herein must be performed in accordance with the regulations of the Ohio Public Works Commission.

A. NRAC Membership

1. Maintain a current roster of all NRAC 14 Members, to include contact information
2. Publish Vacancies, ensuring they are filled according to Group Classification
3. Establish timeline for receipt of Nomination Forms and act as point of contact
4. Provide Clean Ohio training information to potential Nominees upon request
5. Forward completed Nomination Forms to NRAC 14 and D-14 Integrating Committee, with a summary of Nominees
6. Notify NRAC 14 and Nominees of Integrating Committee selection

Timeline: As needed, terms are staggered

Required Resources: Website access, media contacts, paper, email, staff time

B. NRAC Meeting Preparation

1. Notify NRAC 14 Members of meeting necessity
2. Reserve meeting space and email notification of meeting date
3. Forward meeting dates, times, locations, and purpose to OPWC regional representative
4. Ensure above information is posted to OMEGA website (regional rep posts to OPWC site)
5. Forward press releases of meetings to regional newspapers (optional)
6. Forward to NRAC 14 all necessary material for review prior to scheduled meeting
7. Prepare Sign-in Sheets for NRAC 14 Members and Guests
8. Prepare Meeting Agenda and make copies for each member
9. Email Meeting Reminder to NRAC 14 Members 1-2 weeks prior to meeting

Timeline: 3-5 occurrences annually

Required Resources: Website access, paper, copier, meeting space, email, staff time

C. NRAC Meetings

1. Make Sign-In Sheets available and ensure signatures
2. Distribute Agendas and other Meeting materials
3. Track voting of NRAC 14 Members, as necessary
4. Attend all Meetings and assist Secretary in taking minutes
5. Provide program guidance to NRAC 14, as necessary
6. Post-meeting, obtain Meeting Minutes from Secretary and forward to NRAC 14 Members

Timeline: 3-5 occurrences annually

Required Resources: Travel, Staff time, paper, ink pens, copier, NRAC Manual

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D. Green Space Conservation Program (GSCP) Administration

1. Maintain updated documents relative to the Green Space Program
2. Forward all OPWC Advisories and Guidance to NRAC 14 Members
3. Inform OPWC regional representative of issues of concern
4. Make revisions to the NRAC 14 GSCP Handbook, as necessary
5. Post GSCP Handbook, District Methodology, and other Guidance on the OMEGA website
6. Issue Press Releases regarding Funding Round timelines and available funds
7. Provide and/or coordinate training for potential GSCP applicants
8. Provide guidance and/or referrals to GSCP Applicants
9. Accept GSCP Applications from applicants via WorksWise and distribute copies to NRAC 14 Members via an OMEGA-administered cloud service (i.e, Google Drive)
10. Provide a summary of submitted Applicant projects to NRAC 14 Members
11. Collect NRAC 14 Members Scoring of Applicants
12. Maintain OPWC letters/documents relative to District projects

Timeline: On-going

Required Resources: Copier, paper, phone and internet access, meeting space (as required), laptop, projector screen, NRAC manual, staff time

E. Budget and Liaison Information

1. The responsibilities listed herein will be performed by the current NRAC District 14 Liaison, the Ohio Mid-Eastern Governments Association (OMEGA), located at:
 - a. 326 Highland Avenue, Suite B, Cambridge, OH 43725
 - b. Phone (740) 439-4471, ext. 201
 - c. FAX (740) 439-7783
 - d. www.omegadistrict.org
2. In accordance with Ohio Revised Code Section 164.27, the District Administrative Cost Recovery Program, the District 14 Clean Ohio Green Space Conservation Program Liaison will be annually compensated to perform as such.
3. The amount of annual compensation to the Ohio Mid-Eastern Governments Association may not exceed **\$15,000.00** (Fifteen Thousand Dollars) and will be deducted from the Natural Resources Assistance Council District 14 Allocation.

**NRAC DISTRICT 14
CLEAN OHIO GREEN SPACE CONSERVATION PROGRAM**

FY 2024 PROPOSED¹ BUDGET

SERVICE PROVIDED: **NRAC (Natural Resources Assistance Council)
District 14 Clean Ohio Green Space Conservation
Program Administration for FY 2024**

Personnel (District Liaison, and support staff to include Communications Manager, Finance Director, Executive Director)	11,458.00
Fringe Benefits	3,394.00
Travel	100.00
Materials: Meeting Exp., Copying, Postage, Phone	48.00
TOTAL	\$15,000.00

¹ The Proposed Budget is a projection of costs to provide administrative services for the Clean Ohio Program. Actual costs for each Line Item may vary. Pursuant to the Ohio Revised Code Section 164.27, actual costs to be reimbursed may not exceed **\$15,000**.