



FIRST THINGS FIRST

The right system for bright futures

An Overview of Roles and Responsibilities During the RFGA Process

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Statutory Requirements

- When an RFGA is posted, all questions pertaining to the RFGA must be submitted in writing to the central office. RPC members cannot answer verbal or written questions about RFGAs while they are posted.
- No late applications will be received. RPC members should direct applicants to apply online. If internet access is not available, the date post-marked on the application will be the acceptable date.
- From the time the RFGA is posted until awards are made, the entire RFGA process is confidential. RPC members cannot discuss who has applied or contents the contents of applications.
- Everyone involved in the acceptance, review and discussion of grant applications will be required to sign a confidentiality/conflict of interest form.
- A reviewer who fails to disclose contact with a representative of an applicant or who fails to provide accurate information on the confidentiality/conflict of interest forms is subject to a penalty of at least \$1,000, but no more than \$10,000.
- A person who intentionally or knowingly participates in an award of a grant pursuant to a scheme or artifice to avoid the requirements of ARS 41-2701 is guilty of a class 4 felony and is also personally liable for the recovery of all public monies paid, plus 20% of the amount and legal interest from the date of payment and all costs and damages arising out of the violation.

Selecting the Review Committees

The Review Committee Training

- Provide the reviewers with an overview of the review process
- Explain the intent of the Regional Partnership Council RFGA
- Provide the reviewers with a copy of the RFGA
- Provide the reviewers with a scoring “rubric” tool
- Provide the reviewers with score sheets
- Provide the reviewers with copies of applications

Before the reviewers leave with applications

- First Things First must receive a signed copy of the conflict of interest/confidentiality form.

Recommendations

- The review committee(s) make recommendations to the Regional Partnership Council
- The Regional Partnership Council accept/modify/or deny the recommendations
- The Regional Partnership Council makes recommendations to the State Board of First Things First
- The State Board of First Things First accepts/modifies/denies recommendations

Remember that Statutes, requirements and guidelines are important and are in place to protect Applicants as well as First Things First staff, Regional Partnership Councils and the State Board of First Things First. If there is anything we can do to assist your Council in preparing for this RFGA process, please do not hesitate to ask.

Thank you,

FTF Finance Division