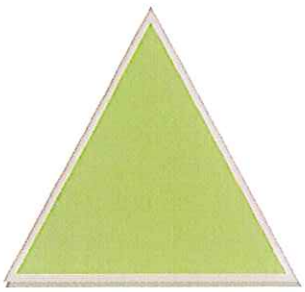
ATTACHMENT #3



Key Points Regarding the RFGA Process for Regional Partnership Councils

First Things First must comply with the Arizona Grant Statute, A.R.S. 41-2702, for all Regional Partnership Council strategies implemented through the state Request for Grant Application (RFGA) process. The following key points on the process are pertinent to Regional Partnership Councils.

- The Regional Partnership Council is responsible for recommending grant awards to the FTF Board for consideration of grant approval. Prior to the Regional Council decision a review will be conducted by a **Review Committee** and recommendations made to the Regional Council. The Regional Council then reviews and considers the process and recommendations and forwards their recommendations for funding to the FTF Board.

- **Until the Board awards the grants all grant applications and the information** in the applications, as well as any information on the review of those applications, **is to remain confidential.**

  The only public information is the list of organizations which have submitted applications in response to any RFGA. The organizations are announced at the closing of each RFGA. Any member of the public may request the names of the organizations that have applied. It is important that requests for information be made through grants@azftf.gov . All individual staff or council members should direct inquiries to that email address.

- While the motion and vote must occur in open public meeting, any discussion of applications by a regional council or the board is covered under the grant statute and can be conducted in Executive Session so that the applications remain confidential. The documents regarding RFGA review and recommendations of committee or council are confidential to members of those bodies. The Regional Council may go into executive session should there be any questions regarding the recommendations made by the RFGA Review Committee. **The applications cannot be discussed or reviewed in open meeting.**

  Below are examples of agenda items and sample motions for a Regional Council meeting.

  Example Agenda Item

  Parent Education Community Based Training RFGA FTF-RC002-12-0004-00
  Discussion and Possible Award of Parent Education Grants

  Pursuant to A.R.S. § 38-431.03(A) (2) Regional Council may vote to go into Executive Session, which will not be open to the general public, to discuss records exempt from public inspection. Also pursuant to A.R.S. §41-2702(E) all information in the grant application is confidential during the process of evaluation.

  Example Motions

- I move that the Regional Council approve the recommendations of the review committee for RFGA # FTF-RC002-12-0004-00 and present them for consideration of award to the First Things First Board.

- I move that the Regional Council approve the recommendations of the review committee for RFGA # FTF-RC002-12-0004-00 as revised in executive session and present them for consideration of award to the First Things First Board.

- Confidentiality and Information

  No conversation should be held regarding an open RFGA (during application period, prior to final board approval) beyond the simple facts. Example of information which is fine to share when asked:

  - RFGA timeline: release and due dates.
  - Strategy name or short purpose. Example: fund additional child care slots, literacy programs for children and families, oral health screening for children, etc.
  - Questions can be directed to grants@azftf.gov.

  This precaution is taken to protect the public, fair and transparent process. Information is limited to written questions and pre-application conference because other communications could create unfairness especially during an open competitive RFGA process. All questions about the RFGA must be submitted in writing to grants@azftf.gov .

  If information were shared outside of the formal methods, in response to a question or in a conversation outside of the formal process, anyone not present or aware of the discussion would have a disadvantage to not being part of the discussion and could protest as the grant awards. FTF is responsible to maintain fairness in the process.

  For these reasons, the process for a Request for Grant Application (RFGA) is confidential from the time the RFGA is published until after the award of the grant so that no unfair advantage is provided to any possible applicant. The only exception to that is the public reading of applications and the recording of those applications.

- The RFGA is kept limited when preparing the Scope of Work because anyone with information about the Scope of Work is provided an unfair advantage should they choose to apply. Therefore, the Scope of Work is maintained internal to FTF, though it can be shared with Regional Council members who do not have a conflict and are not submitting an application.

- Once released for application, the RFGA, including the SOW, is not part of the confidential information and not limited to executive session.

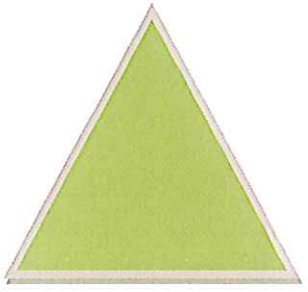
- Regional Council members, FTF staff, and Review Committee members must disclose conflicts of interest using the Disclosure Statement Concerning Conflicts of Interest form. Regional Council members with a conflict of interest will not receive the executive session documents with

recommendations from the review committee and cannot participate in the executive session when the application with which there is a conflict is discussed.

SEM Renewal Process Timeline for SFY14

March 2013	April 2013	May 2013	June 2013
Renewal Packets Sent to Grantees: March 8, 2013	**Renewal Responses Due Back from Grantee: April 1, 2013**	**All Board Materials Due: May 17**	**Recommendations Presented at June 11, 2013 State Board Meeting For Board Consideration**
	Renewal *Materials to Council: April 23, 2013*		**Grantees Notified of Board Decision June 12-14**

ATTACHMENT #4



SFY 2014 Funding Plan Implementation

New Contracts to be released for a July 1, 2013 start date: (New grantee agreements will be ready for Council review and approval at the regular April Council meeting.)

Food Security: United Food Bank $70,000
Family Friend and Neighbor: RFGA Release March1, 2013 ($90,000)
Care Coordination/Medical Home: RFGA Release March 1, 2013 ($480,000) – *Multi-regional RFGA with Central Maricopa ($197,050).*

Contract renewals:

FRC:
- Lutheran Social Services of the Southwest - $500,000

Home Visitation:
- Arizona Partnership for Children - $1,048,711
- Chicanos Por La Causa - $473,822
- Child Crisis Center - $1,417,150
- Southwest Human Development - $1,021,144

Parent Education CBT:
- Arizona's Children Association - $486,852

Health:
- American Academy of Pediatrics (Care Coordination) - $200,000
- Southwest Human Development (Mental Health Consultation) - $615,000
- Dignity Health Foundation (Oral Health) - $288,600

Statewide Renewals:
- TEACH
- Mental Health Consultation (within QF)
- Quality First
- Pre-Kindergarten Scholarships
- Child Care Health Consultation

Strategy still in development:
- Director Mentoring