



Pascua Yaqui Tribe Regional Partnership Council

Call to Order/Welcome/Introductions

A Regular Meeting of the First Things First Pascua Yaqui Tribe Regional Partnership Council took place on January 29, 2015 at the Pascua Yaqui Tribal Chambers, 7474 S. Camino de Oeste, Tucson, Arizona, 85757. Chair Cecilia Garcia welcomed everyone and called the meeting to order at 12:23 p.m.

Members Present:

Chair Cecilia Garcia, Vice Chair Amalia Reyes, John Jensen, Hector Youtsey, Bill Rosenberg, Marilyn Sando, Veronica Darnell

Members Absent:

Francisco Muñoz, Juanita Ayala, Shanna Tautolo, Pete Guerrero

Blessing

Vice Chair Reyes provided a blessing.

Approval of November 13, 2014 Pascua Yaqui Tribe Regional Partnership Council Meeting Minutes

A motion was made by Vice Chair Reyes that the Pascua Yaqui Tribe Regional Partnership Council approve the minutes of the November 13, 2014 Regional Council meeting as presented, seconded by Member Rosenberg. Motion carried.

Call to the Public

None at this time.

Update and Discussion: SFY 2016 Funding Plan Presentation

Chair Garcia, Vice Chair Reyes and Regional Director Tiburcia Yocupicio-Chambers shared highlights from the funding plan presentation to the State Board on January 21. They let the regional council know that the presentation went very well and that the State Board seemed very excited about the work of the regional council, as well as Member Youtsey being the recipient of the United Way's Media Award to be presented at their Business Leaders Breakfast. Ms. Yocupicio-Chambers also noted that Chair Garcia and Vice Chair Reyes did a wonderful job presenting.

Update and Discussion: Kellogg Foundation Visit

Chair Garcia, Vice Chair Reyes and Ms. Yocupicio-Chambers let the regional council know that they had met with a representative from the Kellogg Foundation the previous week. The representative attended the State Board meeting and requested a meeting with regional council members in order to gain a better understanding of how First Things First operates on a local/community level, as well as how interactions between the State Board, Regional Councils and tribes work.

Break due to lost quorum 12:37-12:40 p.m.

Member Sando applauded First Things First for the relationship building they have done with the tribes.

Conflict of Interest Webinar

Chair Garcia turned the floor over to Ms. Tiburcia Yocupicio-Chambers who let the regional council know that they would be viewing a recorded presentation about Conflict of Interest by First Things First legal counsel, Casey Cullings. Following the presentation, members asked questions and Ms. Yocupicio-Chambers gave a brief explanation of the “Rule of Impossibility”.

1:10 p.m.- Member Sando leaves the meeting, Member Darnell joins the meeting.

Regional Director’s Report

Chair Garcia turned the floor over to Ms. Yocupicio-Chambers, who delivered her Director’s Report. She highlighted Member Youtsey’s Media Award, and asked the members to let her know if they would like to attend the Business Breakfast on February 24th.

She reminded the regional council about the Southeast cross-regional meeting that would be occurring on March 3rd in Green Valley.

Member Rosenberg let the regional council know that the Head Start Center would find out in March whether or not they are to be the recipient of a grant to fund a new Early Head Start Center on the reservation.

Ms. Yocupicio-Chambers announced that Member Rosenberg had been recommended to serve as a program committee member on behalf of the five regional councils that make up the Southeast area.

Regional Council and Staff Announcements

Chair Garcia thanked all the members of the regional council for all their hard work and reminded them that they had made a lot of progress. She congratulated Member Youtsey on his award and thanked Member Rosenberg for accepting the program committee position.

Future Agenda Items

None at this time.

Announcement of Next Regular Meeting

Chair Garcia announced that the next meeting is scheduled for March 12th, 2015 at 11:30 a.m. at a location to be determined.

Adjourn

As there was no further business, Chair Garcia adjourned the meeting at approximately 1:48 p.m.

Submitted By _____
Emily McDuffie, Administrative Assistant

Approved By _____
Cecilia Garcia, Chair

Dated this ____ day of _____, 20____.

First Things First
Pascua Yaqui Tribe Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Pascua Yaqui Tribe Regional Partnership Council on June 26, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Pascua Yaqui Tribe Regional Partnership Council.

DISCLAIMER

All policies found in this Governance Policy Manual are subject to change from time to time as approved by the Regional Partnership Council. Copies of the Manual are available from the First Things First regional office and online at <http://www.azftf.gov>. Prior to acting in reliance upon a specific policy as it appears in any copy of the Manual, please check to make sure that the Council has not recently approved any additions or revisions to that specific policy.

Contact us:

First Things First
Pascua Yaqui Tribe Regional Partnership Council
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1-101 Organization, Authority and Location

In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the Pascua Yaqui Tribe region and created the Pascua Yaqui Tribe Regional Partnership Council (“the Council”) effective April 11, 2008 pursuant to A.R.S. Title 8, Chapter 13, Article 2. The Council’s purpose, authority, powers and duties are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council members are appointed by the Board and assisted in the performance of their duties by First Things First staff. The Pascua Yaqui Tribe Regional Office is located in Tucson, Arizona and is maintained by First Things First regional staff.

Adopted June 26, 2008; Revised XXXXX, 2015

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1-102 Council Officers and Their Duties

In the last quarter of each fiscal year, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall hold office for twelve months and until successors are duly elected.

The Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Council, to call meetings as herein provided and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson. It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson.

The Chairperson or the Vice Chairperson may be removed from office by a majority vote of the appointed members of the Council upon motion by a Council member alleging the violation of a specific provision of this Governance Policy Manual or alleging specific actions which bring into public disrepute the Council, the Board or First Things First as an organization. If a Chairperson or Vice Chairperson is removed, a replacement shall be elected as soon as is practicable.

1-103 Meetings of the Council

The Council shall adopt a calendar of regular meetings of the Council prior to the beginning of each fiscal year. The Chairperson or any four members of the Council may call a special meeting of the Council at any time.

Six members of the Council shall constitute a quorum for the transaction of business at any Council meeting. It is the policy of First Things First to adjourn a meeting when quorum is lost. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another and the public can attend and listen to all members.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each Council member at least five calendar days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least 24 hours prior to the scheduled meeting. All notices, agendas and other materials may be transmitted to Council members by email or by any other quick and reliable method to each member's last known place of residence or other designated address. A Council member may request in writing at least 10 days prior to a meeting to receive a copy of the documents by mail instead of email. Except with the approval of three-fourths of the Council members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where the supporting materials were not timely transmitted in accordance with this policy.

Special meetings may be held upon such notice to Council members and the public as is required by law. All material relating to special meeting agenda items shall be transmitted to each Council member as far in advance of the meeting as possible.

1-104 Meeting Procedures

Council meetings shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. The Chairperson is responsible for maintaining order in each Council meeting and giving each Council member a fair opportunity to participate in the discussion and resolution of issues that come before the Council. The Chairperson is also responsible for determining the manner of any public participation and for maintaining order during public participation in any Council meetings. All motions shall be directed to the Chairperson.

All Council committee meetings shall be conducted by the chairperson of the committee or the committee chairperson's designee. The chairperson of each committee has the same responsibilities for each committee meeting that the Chairperson has for Council meetings.

In determining what procedures to use to conduct meetings and resolve issues, the Council Chairperson and committee chairpersons may refer to Robert's Rules of Order (available online at <http://www.rulesonline.com>) for guidance.

The agenda for any regular meeting of the Council shall provide at least for the following:

1. Call to order
2. Call to the public
3. Approval of minutes of prior regular or special meetings, if not included on the consent agenda
4. Adoption of all consent agenda items
5. Matters of Council business for discussion and approval
6. Reports, if any, from committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters may be grouped together and decided by the Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Council may request discussion or debate on any individual item listed as a Consent Agenda Item, and the matter shall be considered and decided separately at such time in the meeting as may be directed by the Chairperson.

The Chairperson may delegate to the chair of each respective committee the responsibility for chairing discussion of items presented to the Council by that chairperson. Whenever a matter before the Council is deferred for further discussion, the Chairperson may assign the matter to an appropriate committee, schedule the matter for further consideration at a future meeting of the Council, direct regional staff with respect to the matter or take other appropriate action.

1-105 Call to the Public Procedures

During each regular Council meeting, the Council conducts a “Call to the Public” when members of the public may address the Council. The Council may conduct a “Call to the Public” at special meetings as well. Speakers who wish to address the Council:

- A. Should turn in a signed request (using the form provided at the Council meeting) to the Regional Director along with any written materials for the Council.
- B. May have five minutes to make their remarks.

The Chairperson may allow speakers who have not turned in a request form, and the Council may change, in accordance with Governance Policy 1-113, the amount of time allowed for speakers at a particular meeting.

The following priority may be given to speakers during the “Call to the Public” when the Council may not have enough time to hear from all who wish to speak:

- A. People who have submitted signed request to speak forms.
- B. Matters scheduled on the same meeting’s agenda.
- C. Off-agenda matters: presenters who haven’t addressed the Council in the previous two months.
- D. Off-agenda matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

- A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- B. Limit the time or the number of speakers on the same issue.
- C. Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed or if members of the public would like materials distributed to the Council, written materials may be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council members.

Council members may not discuss or take action on matters raised during the Call to the Public that are not on the agenda. For such non-agenda matters, the Council may respond to criticism, ask staff to review the matter or ask for the matter to be placed on a future agenda. Staff shall later inform the Council of staff efforts to respond to a speaker’s concerns.

1-106 Meeting Minutes

Minutes of all Council meetings shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Pascua Yaqui Tribe Regional Partnership Council's Documents File," which shall be kept in the custody of First Things First staff and available for ready reference.

Each Council member shall be furnished with copies of the minutes of the open session portion of each Council meeting. Council members without a conflict of interest shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any Council meeting shall be open to public inspection at the First Things First Regional Office located in Tucson, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise allowed by law. Copies of minutes or excerpts from any minutes of the open session portion of any Council meeting or from any executive session if the law permits such disclosure may be furnished by the Regional Director. If such minutes have not yet been approved by the Council, they shall be marked "Draft."

1-107 Committees and Subcommittees

The Council may establish and maintain committees composed of members of the Council and/or other individuals appointed by the Chairperson. The Chairperson may designate that the Chairperson of the Council shall serve as an ex officio member of a committee.

The Chairperson of the Council shall designate the matters to be considered by the committees. All committees shall act as advisory bodies to the Council and report their recommendations to the Council. Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members.

Committees may establish and maintain their own subcommittees. The relationship between a committee and its subcommittee shall be the same as the relationship described in this policy between the Council and a committee.

Committees and subcommittees shall comply with the Open Meeting Law. *See* A.R.S. § 38-431(1),(6).

1-108 Conflicts of Interest

Council members shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Council member who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at <http://www.azag.gov/agency-handbook>. Council members should review conflicts of interest matters not specifically addressed in the Handbook with the Regional Director or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose board they serve has a substantial interest, as defined by Section 38-502. See A.R.S. § 8-1173(C).

Council members shall complete a Conflict of Interest Acknowledgement and State Service Disclosure Statement at the beginning of their term and annually update the State Service Disclosure Statement. Additionally, Council members shall complete a Conflict of Interest Disclosure form whenever they declare a conflict at a Council meeting. All completed forms shall be given to First Things First staff for recordkeeping.

1-109 Communications from the Council

Communications from the Council concerning matters relating to the policies and actions of the Council to members of the Legislature, any other governing body, the press or the public should be made by the Chairperson, the Chairperson's designee or someone authorized by the Council.

Any member of the Council who expresses an opinion concerning matters upon which the Council has taken a position should support the position taken by the Council or make it clear that he or she is expressing a personal opinion that has not been approved by the Council.

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1-110 Lobbying & Campaigning

Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

The Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members of the State Legislature and Congress. The Council also recognizes the responsibilities with which it has been entrusted in connection with the Board and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Board and Council will not coincide with the interests of individual Council members.

Only the Chairperson of the Council or his or her designee shall speak for the Council to members of the State Legislature or Congress in matters relating to policy. When speaking for the Council to Legislators or their staff, the Chairperson or designee shall make every effort to accurately communicate official Council positions, while refraining from speaking on behalf of the Board or First Things First unless specifically authorized to do so by the Board or Board Chairperson or First Things First's Chief Executive Officer respectively. A Chairperson or member designee lobbying in his or her official capacity on matters pertaining to the Council is exempt from the lobbying laws requiring registration and expenditure reporting.

Any Council member may speak to members of the State Legislature or Congress in an individual capacity. For matters in which the Council has not taken an official position, any Council member communicating with a member of the State Legislature or Congress shall make every effort to indicate clearly that the position that he or she is taking is an individual position or is the position of a group other than the Council. In instances in which First Things First, the Board or the Council has taken an official position, a Council member endorsing a differing position shall make it clear that First Things First, the Board and/or the Council has endorsed a different or contrary position. Council members who, on their own behalf, appear before a legislative committee or communicate with a State Legislator in person, by phone or by letter to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual Council members, but is an attempt only to separate the views of individual members from positions which First Things First, the Board and/or the Council may take in attempting to discharge their responsibilities under the statutes of the State of Arizona.

* Council members who only engage in exempt lobbying are not considered lobbyists. See A.R.S. §§ 41-1231 & 41-1232.04. Additionally, Council members should be aware that the Council cannot make any expenditure for entertainment for a state officer or employee (including Legislators) and Council members cannot accept an expenditure for entertainment from a lobbyist or someone acting on behalf of a lobbyist. Entertainment refers to admission to or participation in a sporting event or a cultural event or activity. See A.R.S. §§ 41-1231(5)-(6) & 41-1232.08.

Campaigning

The Council shall not spend or use public resources to influence an election. See A.R.S. § 16-192. This prohibition includes the use or expenditure of monies, materials, equipment, buildings, postage, telecommunications, computers, web pages and any other thing of value of First Things First to support or oppose a candidate or ballot measure.

Individual Council members may express their personal views and even advocate for or against a candidate, initiative or other ballot measure, as long as they do not use public resources to do so. In these activities, Council members may identify themselves as Council members, but should not state or imply that they speak for the Council.

1-111 Attendance

The Council's governing statutes recognize the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

See A.R.S. § 8-1162(D).

Attendance Expectations. Council members are expected to attend all Council meetings. It is understood that there will be times when Council members will need to miss a meeting. The Regional Director shall maintain an attendance roster that documents each member's attendance at scheduled meetings.

Excused Absence. An excused absence occurs when a Council member is unable to attend a meeting due to an emergency, illness, injury or previously scheduled travel, work, tribal ceremony or family obligation that prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least two weeks in advance of the scheduled meeting. A Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible to provide an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, such as car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence. An unexcused absence occurs when a Council member is absent from a scheduled meeting without providing sufficient notice or an explanation of the reasons for the member's absence consistent with the excused absence definition above.

Determination of Excused Absence. Regional staff shall assist the Chairperson in keeping track of excused absences. If there is a question about whether an absence meets the definition of an excused absence, the Chairperson or Vice Chairperson may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.

Attendance Problems. An attendance problem means:

- A. Two consecutive unexcused absences.
- B. Three consecutive absences, excused or unexcused.
- C. Three unexcused absences in a 12-month period.
- D. More than five excused and unexcused absences in a 12 month period.

Addressing an Attendance Problem. Upon identification of an attendance problem, the Chairperson or Vice Chairperson shall call the Council member to discuss the member's attendance record and remind the member of the attendance expectations. If the Council member's difficulties are resolvable, then the Chairperson or Vice Chairperson shall attempt to help resolve them with assistance of staff.

If a member reaches a level of non-attendance under "d" above, of which no more than three are unexcused, the Chairperson may ask the member to resign his or her position in order to ensure the Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Council, the matter shall be put to the Council at its next meeting. The Council member shall be entitled to speak to this item. The Regional Council shall then decide whether to refer the matter to the Board for possible removal of the member from the Council.

If a member misses more than three meetings in a 12 month period without excuse, the Chairperson or Vice Chairperson shall ask that the member resign his or her position on the Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

1-112 Code of Conduct

Council members shall abide by the following code of conduct:

- A. Listen carefully to fellow Council members.
- B. Respect the opinions of fellow Council members.
- C. Respect and support the majority decisions of the Council.
- D. Recognize that all authority is vested in the full Council only when it meets in a legal public session.
- E. Keep well informed about the issues which could come before the Council.
- F. Participate actively in Council meetings and actions.
- G. Bring to the attention of the Council any issues that could have an adverse effect on the Council, the Board or First Things First.
- H. Refer complaints concerning Council related matters and members to the proper level, specifically the Chairperson or Vice Chairperson.
- I. Represent all the people the Council serves and not primarily a particular issue, personal agenda or interest group.
- J. Abide by the Conflicts of Interest policy and laws.

If there is a violation of this code of conduct, the member(s) suspected of the violation shall meet with the Chairperson or Vice Chairperson to discuss the matter. The Chairperson or Vice Chairperson shall attempt to resolve the matter and if necessary refer it to the Council for action.

The Council by a majority vote of the appointed members of the Council may recommend to the Board that a member be removed as a Council member upon motion by a Council member alleging the violation of a specific provision of this Manual or alleging specific actions which bring into public disrepute this Council, the Board or First Things First as an organization.

1-113 Departure from Council Policy

The Council may approve a temporary departure from a policy in this Governance Manual provided the departure would not violate the law. No departure from Council policy shall be permitted without the approval of the Council.

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1-114 Amendments

These policies shall not be added to, amended or repealed except at a Council meeting and by majority vote of all appointed Council members. Any proposed addition, deletion or amendment shall be filed with the Regional Director, in writing, at least 10 days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy of the proposal to each Council member.

Amendments to Council policy require a two-step process to adopt: (i) the draft policy change shall receive a *first reading* at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and (ii) the draft policy change shall receive a *second reading* at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption.

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FIRST THINGS FIRST

Ready for School. Set for Life.

Pascua Yaqui Tribe Regional Partnership Council

Key Points Regarding the RFGA Process for Regional Partnership Councils

Pascua Yaqui Tribe Regional Partnership Council

March 12, 2015



Regional Life Cycle



FIRST THINGS FIRST

Needs and Assets
Assessment



Evaluation

Strategic
Planning

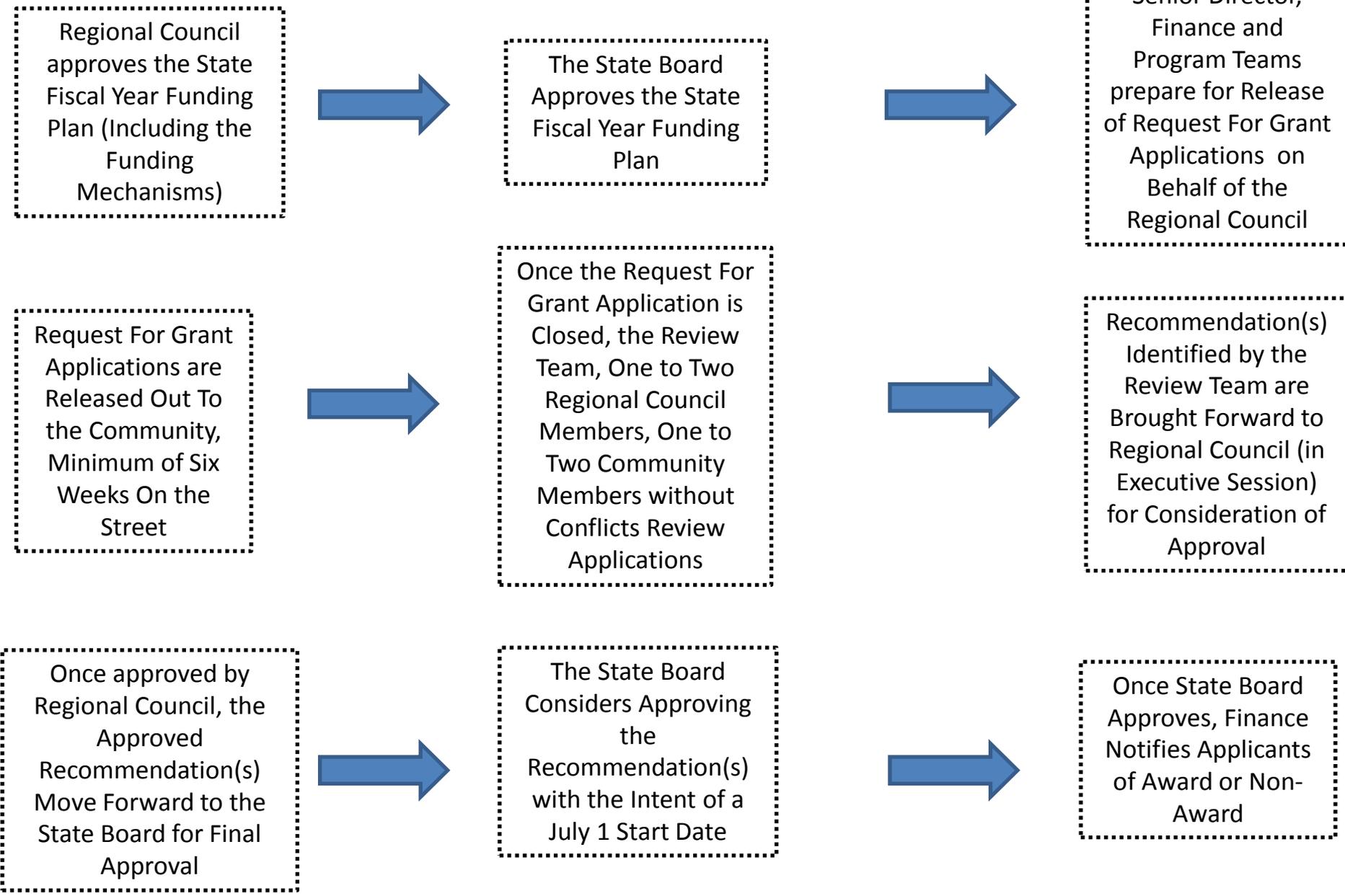


Strategic
Implementation

RFGA
Process



From Regional Funding Plan To Implementation



Arizona Grant Statute

- Since First Things First is a state agency, the organization complies with the Arizona Grant Statute, which is A.R.S. 41-2702.
- To operationalize the funding plan, the strategies prioritized by Regional Partnership Councils in most cases, evolve into competitive bids, Request For Grant Applications, which are released out to the community.
- There are some circumstances where a Government agreement with a government entity (i.e. tribal government, school district, government agency, etc.) is developed.



Statewide and Regional Grants

The Pascua Yaqui Tribe Regional Council allotted \$264,059 in strategies for State Fiscal Year 2016. As noted in the Regional Funding Plan, strategies are identified by either as a Statewide, FTF Directed or Regional strategy. Below, the Pascua Yaqui Tribe strategies are grouped by each type of strategy.

Regional Strategies

Parenting Education

Professional
Development for Early
Childhood Professionals

Statewide Strategies

Quality First and
Related Components

Quality First
Scholarships

College Scholarships
for Early Childhood
Professionals

FTF Directed Strategies

Community Outreach
Community Awareness
Statewide Evaluation

A vast majority of these strategies, regardless if they are statewide or regional, are released through a competitive bid process, called a Request For Grant Application. First Things First Directed Strategies are administered through First Things First staff.

Key Points About Request For Grant Applications

- Request For Grant Applications include information such as the organizations eligible to apply, the scope of work, any applicable Standards of Practice or guidelines for best practice. Further, there is a series of questions for the Applicant will answer that relates to the Applicant's capacity, the proposed program, how the program will be implemented, financial questions and evaluation questions. All Request For Grant Applications are posted on the First Things First website.
- Request For Grant Applications are on the street for a minimum of six weeks.
- No conversation should be held regarding an open RFGA (during application period, prior to final board approval) beyond the simple facts. Examples of information which is fine to share when asked:
 - Request For Grant Application 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.
- A Pre-Application Conference is held for each Request For Grant Application, which is an opportunity for the Regional Director and Finance to review with the community the Request For Grant Application . Once the Pre-Application Conference ends, questions are to be addressed in writing to grants@azftf.gov. All First Things First staff or Regional Council members should direct inquiries to the grants@azftf.gov email address.
- The Request For Grant Application process is confidential and competitive. Until the State Board approves the awards for all the grants, all grant applications and the information in the applications, as well as any information on the review of those applications, must remain confidential. This includes the time between the Regional Council approves a grant award and the next State Board meeting in which the Board considers approving the award.
- The only public information is the list of organizations which have submitted applications in response to any Request For Grant Application. The organizations are announced at the closing of each Request For Grant Application. Any member of the public may request the names of the organizations that have applied.

Request For Grant Application Review Team

- Once the Request For Grant Application closes, a Review Team is solidified.
- The Review Team typically consists of 1-2 Regional Council members and 1-2 Community members. All participants must be free of any conflict of interest.
- Any one reviewing must disclose conflicts of interest using the *Disclosure Statement Concerning Conflicts of Interest* form prior to reviewing a Request For Grant Application.
- The Review Team attends a training led by Finance and the Regional Director prior to the Review Team meeting in which the Request For Grant Applications are discussed. This training helps the Review Team prepare for the review process and what to expect the day of the review.
- The Review Team has time to review the applications, take notes, identify questions and initially score the Request For Grant Applications. Simultaneously, the Regional Director, Senior Director, Finance, Program and Evaluation Teams review the Applications, which is called a Technical Review of the Request For Grant Applications.
- Once the Review Team has reviewed the Request For Grant Applications, the Review Team gathers. Finance and the Regional Director (and at times the Senior Director) are present to assist in facilitating the process; however the Review Team is who reaches consensus in determining the recommendation(s). Any discussion and recommendation(s) is kept confidential. Discussions and recommendations regarding the review are confidential until board approval.
- Regional Council members who were part of the Review Team may assist the Regional Director in presenting the findings and recommendation(s) to the Regional Council during a Regional Council meeting, in Executive Session.

Regional Council Members Reviewing the Recommendations of the Review Team

- Any discussion of applications by a Regional Council or the State Board is covered under the grant statute and is conducted in Executive Session so that the applications remain confidential.
- The Request For Grant Applications cannot be discussed or reviewed in an open meeting. Therefore, when a Request For Grant Application is being considered by a Regional Council, members will enter Executive Session to discuss any findings and recommendations.
- The motion and vote must occur in open public meeting. Once the Regional Council has completed their discussion around any findings and recommendations, the Executive Session is closed and a motion and vote is held in the open meeting.

Sample of an Agenda Item

Professional Development for Early Childhood Professionals RFGA FTF-MULTI-13-0389-00
Discussion and Possible Award of Professional Development Grant

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.

About Conflict of Interest and Request For Grant Applications



- If a Regional Council member declares a conflict of interest with a strategy, a Request For Grant Application or with an Applicant, the member will refrain from any aspects of discussion, participation, and action, including the member excusing him/herself from Executive Session.
- Regional Council members with a conflict of interest will not receive any documentation, including the Executive Session documents and the recommendations from the Review Team.
- At the Regional Council meeting, a conflicted member will make a statement disclosing their conflict of interest, which is noted for the record and the conflict of interest disclosure form is completed indicating the nature of the conflict.

Placeholder

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