



## FIRST THINGS FIRST

4000 North Central Avenue, Suite 800  
Phoenix, Arizona 85012  
Phone: 602.771.5100  
Fax: 602.274.7040  
[www.azftf.gov](http://www.azftf.gov)

May 1, 2013

North Phoenix Regional Partnership Council Members,

As the Regional Council moves forward with implementation of the strategies approved in the 2013 Regional Funding Plan, there are several grantee agreements in place and eligible for renewal. Generally, a one year agreement with option to renew may be extended unless there is appropriate justification for the action to not renew. Each agreement should be reviewed individually to determine what steps should be taken regarding possible renewal.

Regional Councils should examine grant performance in considering whether or not to recommend renewal of a grant agreement. If a Regional Council determines that grant performance does not meet the Regional Council's needs based upon factual evidence under the provisions of the grant, the Regional Council may decide to not renew.

If performance is satisfactory under the grant agreement, and if no other changes occur to the scope of work or financial value of the grant that would require rebid or renegotiation, the Regional Council should renew the grant. The Regional Council may also renew programs based on findings that there are reasonable causes for delays in implementation, or other issues that have been or will be overcome by the grantee in the coming year.

All recommendations from the Regional Council will be forwarded for consideration of approval at the First Things First Board meeting June 11 and 12, 2013.

Please find attached a Renewal Report Summary document. This document is intended to provide information to the Regional Council for consideration of renewal as a complement to other sources of information, including the full quarterly data reports, narrative reports, and the grant renewal application.

For each grant agreement up for renewal, our Fiscal Specialist and I have conducted a thorough review of financial, programmatic and data performance and can provide further information to the Regional Council as needed or as requested. We have provided points for your consideration and a recommendation for each grant agreement.

Once you have made your decisions, the report will serve as a summary of the Regional Partnership Council's recommendations on renewals of SFY 2013 agreements for the 2014 fiscal year.

You may find the following highlights helpful as you review the documents and information.

- Each grant award is individually listed by name and contract number. You will also notice the contract period and number of contract months. This information will be helpful in assessing individual grantee progress this year, as not all agreements started work at the same point.



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- **Financial information** is provided and includes the dollar amount of the award, the amount expended to date, and percentage expended\*. You will see that there is a “range of 30- 60%” expended to date, indicated by yes or no, and percentage for amount outside of this range. The range alone does not indicate strong or poor performance, but may be considered in context of other grantee reporting and information. The final item in the finance section is the proposed award amount for FY 2013 for your consideration.
- **A short program narrative** is provided to describe the work of each grant agreement for the FY 2013.
- In each green section on the report you will see a short representation of the **grant performance**. The FY 2013 contracted service units are followed by the data for quarters one (7/1- 9/30) and two (10/1- 12/31)\*.

The service units presented are the “basic service units” for the strategy. And as the name indicates, these basic units provide only an indicator of progress and performance. More information is provided in the Quarterly Data Reports and the quarterly narrative reporting.

You will also see a “year-to-date total” of the actual service number presented as a cumulative or duplicative total as appropriate. A targeted range of 30-60% of the contracted number of units is presented with indication on meeting or exceeding that range.

The FY 2014 Proposed Contract Units are the closing point of consideration in the data section and this number reflects what the organization has proposed to serve.

- We have also provided a short narrative with renewal consideration information. You will see a yes/no indicating the recommendation to the Regional Council for renewal and a blank “yes/no” area for the Regional Council recommendation for renewal, once decided. This staff recommendation was made based upon a review of all the information - quarterly reports, financials, and renewal application. In summary, the staff recommendations to the Regional Partnership Council are that all agreements be renewed.

Should you have any questions or need additional information please let me know. As with all business you are asked to consider that Open Meeting Law requires you to conduct any needed discussions during the public meeting and to consider any potential Conflict of Interest on these decisions.

Sincerely,

Karen Yearwood, Director  
North Phoenix Regional Partnership Council

*\*Please make note that the expenses are current as of date printed on the report, whereas the service units reported are for quarters one (7/1- 9/30) and two (10/1- 12/31). These are not corresponding time periods so must be considered in that perspective.*