

### 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 Council strategies that are rolled out through the Request for Grant Application (RFGA) process. The following are key points pertinent to Regional Partnership Councils.

- The Regional Council is responsible for recommending grant awards to the Board for their consideration. Until the Board awards the grants, all grant applications are confidential. Organizations that have submitted applications are read aloud at the closing of each RFGA. The public may request the names of the organizations that have applied. These requests are to be directed at [grants@azftf.gov](mailto:grants@azftf.gov).
- The steps that the Regional Councils went through under the FTF Emergency Early Childhood Response Plan are different than the steps that Regional Councils must follow under the Arizona Grant Statute. This is because FTF received a waiver of competitive bid from the Department of Administration and was therefore given authority to not follow the Arizona Grant Statute.
- The actual discussion of Applications is covered under the grant statute and can be discussed in Executive Session so that the applications remain confidential. Therefore the Regional Council may go into executive session should there be any questions regarding the review committee recommendations. The applications cannot be discussed or reviewed in the open meeting.
- Below are examples on how items will appear on the agenda and the motions that Regional Councils may make.

#### Example Agenda Item

- Health & Nutrition RFGA FTF-RC002-10-0004-00  
Discussion and Possible Award of Health & Nutrition 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 # 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 # as revised in executive session and present them for consideration of award to the First Things First Board.

- No conversation should be held regarding an open RFGA beyond the “facts” and outside of the written questions and pre-application conference because it could create unfairness especially during an open competitive RFGA process. All questions about the RFGA must be submitted in writing to [grants@azftf.gov](mailto:grants@azftf.gov) . 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 and generally speaking it creates a public distrust of the process. So in that regard, 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 reviewing 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. Scope of work discussion is not covered under the grant statute for executive session privilege and does not appear in our assessment to be part of the general open meeting law executive session privilege that the Regional Councils operate under either. The RFGA itself is not part of executive session.
  - Anyone including Regional Partnership Councils can discuss the “facts”:
  - When is it due
  - When was it released
  - General content – fund additional child care slots, literacy programs for children and families, oral health screening for children birth through five, etc.
- Regional Council members, FTF staff, and review committees 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 recommendations from the review committee and cannot participate in the executive session when the application with which there is a conflict is discussed.