ADDPC Current Fund Obligation Process

New Request for Grant Applications (RFGAs)- Competitive Solicitations)

1. Council/Public Input through RFI (Request for Information)
2. Incorporated in work plan after council vote
3. Staff drafts scope of work – runs it through any related committees if extra feedback needed
4. Grants Committee completes final review to ensure meets expectations of work plan and takes formal vote to release
5. Executive Committee informed when scope of work released
6. Outside Evaluation Committee meets to score grant proposals received – recommends who gets award
7. Grants Committee reviews and approves/disapproves recommendation through formal vote
8. Executive Committee informed of the selected award and approves or disapproves of recommendation through formal vote
9. Full Council votes on obligation of funds

Recurring Request for Grant Applications (RFGAs)

1. Staff develops scope of work
2. Informs Grants and Executive Committees that the scope of work is to be released based on work plan.
3. Outside Evaluation Committee meets to score grant proposals received – recommends who gets award
4. Grants Reviews and approves/disapproves recommendation through formal vote
5. Executive Committee informed of the selected award and approves or disapproves of recommendation through formal vote
6. Full Council votes on obligation of funds

Interagency Service Agreements (ISA – University & State Agency agreements)

1. Idea from Council-approved work plan
2. Staff identifies a specific university partner that is well-positioned to complete the task and meets with the university to assist them in identifying goals to meet in a scope of work
3. The partner drafts a proposal; staff reviews and makes revisions. Passes on to any related committees if extra feedback needed
4. Grants Committee completes final review to ensure meets expectations of work plan and takes formal vote to recommend approval or revisions
5. Executive Committee takes formal vote on if ISA should be approved and passed on to full council for final vote
6. Full Council votes to approve or not approve

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Contract Renewals/Extensions

1. Grants committee reviews performance of contractor and make a formal vote to recommend if renewal should occur
2. Executive Takes a Formal Vote to Grant Renewal
3. Full Council is informed of the renewal. Full Council may be asked for a vote if time permits
4. Note: The decision to award no-cost extensions are made by the staff. The Grants committee and Executive committee are notified

Request for Information (RFI) Process

1. Input solicited from the community
2. Staff categorized incoming ideas by Ideas that already fall into the current workplan, ideas that don't require funding but can be incorporated in the work we are already doing, and new ideas that require funding. An Ad Hoc committee determines what should be acted upon, held pending more information, or not followed up on.
3. The feedback of the Ad Hoc committee is shared with Grants, Executive, and Full Council. A formal vote is only required if recommendations made changed the current work plan.

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