

ADDPC Current Fund Obligation Process

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

1. Council/Public Input through RFI (Request for Information) or public meetings
2. Incorporated in work plan after council vote
3. Staff drafts scope of work **and determines upfront how long the project may renew, pending good performance and budget availability**– 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 recommended award from Grants committee. **Executive may take a vote if the vote is not unanimous in Grants.** ~~and approves or disapproves of recommendation through formal vote~~
9. Full Council votes on obligation of funds.

***** Executive Committee will make the final vote if timing is an issue, but Full Council will be informed.**

Recurring Request for Grant Applications (RFGAs)

1. Staff develops scope of work **and determines upfront how long the project may renew, pending good performance and funding availability**
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. **Executive may take a vote if the vote is not unanimous in Grants.** ~~and approves or disapproves of recommendation through formal vote~~
6. Full Council votes on obligation of funds.

*****Executive Committee will make the final vote if timing is an issue, but Full Council will be informed.**

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

1. Idea from Council-approved work plan. The work plan will include **upfront how long the project may renew, pending good performance and funding availability**

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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 **notified of action by Grant committee, and may take a vote if the vote is not unanimous in Grants.** ~~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.

***Executive Committee will make the final vote if timing is an issue, but Full Council will be informed.

Contract Renewals/Extensions

1. If a contractor shows good performance, if funding is available, and the project is expected to renew based on Council-approved work plan:
 - a. the staff will ask the Contractor for a renewal application 90 days before contract end.
 - b. Grants committee reviews performance of contractor **along with the renewal application** and makes a formal vote to recommend if renewal should occur
 - c. Executive is notified **of Grant's actions.** ~~takes a Formal Vote to Grant Renewal~~
 - d. Full Council **votes on the** ~~is informed of the renewal. Full Council may be asked for a vote if time permits~~

*** Executive Committee will make the final vote if timing is an issue, but Full Council will be informed.

2. If a contract is planned in the work plan for a renewal, but the contractor has poor performance, or if funding is no longer available:
 - a. Grants committee will review performance and make a recommendation to Executive on whether or not a renewal application should be submitted. The Executive Committee will make a final vote on whether or not a renewal application will be requested.
 - i. If an app is requested, the approval process will follow the guidelines under #1.
 - ii. If not asked for a renewal, the full council will be informed.
3. If a contract is NOT planned for a renewal, but the contractor has very good performance, and funding is available:

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- a. Staff may ask that they be considered for an option to renew. Grants committee will review performance and make a recommendation to Executive on whether or not a renewal application should be requested. The Executive Committee will make a final vote on whether or not a renewal application will be requested.
 - i. If a renewal application is requested, the approval process will follow the guidelines under #1. If the renewal is approved, it should be added in the work plan if it's not already included by Council vote.
 - ii. If a renewal application is not requested, the full council will not need to be informed because it was expected to end in the workplan.
4. The decision to award no-cost extensions are made by the staff. The Grants committee, Executive committee, and Full Council are notified through fiscal reporting.

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. Some ideas set aside when funding is available. They are labelled contingency projects.