Respite Partnership Collaborative

May 7, 2013
Year 1 Grantee Reporting Requirements

Year 1 Project Term: January 2013 to June 2013

- **Progress Report Period** (January 2013 to March 2013)
  - Due April 2013

- **Year End Report** (January 2013 to June 2013)
  - Due July 2013
Year 1 Grantee Progress Reports

Indicate progression towards completion of first year performance measures

Requirements of grant agreements
Progress Report Review Process

1. Submitted to Center Program Officer for review

2. Program Officer presented individual progress reports and summaries to RPC Grantmaking and Evaluation committee for review. Committee discussed each report and determined a recommendation to present to the RPC.

3. The Grantmaking and Evaluation committee progress report recommendations presented to the RPC.
RPC Approval of Progress Report

- Releases the remaining 40% of first year grant funds per grantee

- Approves the second year of grant funding per respite service grantee
Progress Reports: RPC Partners’ Roles

The Center will:

- Oversee distribution of funds and manage grant contracts
- Communicate with Grantees
- Provide the initial review of Progress Reports and Final Reports
- Present Grantee reports to Grantmaking and Evaluation committee for review and recommendation
- Provide staff support to the Grantmaking and Evaluation committee
Progress Reports: RPC Partners’ Roles

The Grantmaking and Evaluation committee will:

- Work with the Center and external evaluators on grantee evaluation activities
- Establish protocol for working with grantees to maximize the success of their projects
Progress Reports within a Learning Context

- Reports reflect first months of services start-up period
- Grantees have varying start-up times dependent on the respite approach and complexity of service
- First time process for the RPC, Grantmaking and Evaluation committee and the Round 1 Grantees
- Presents an opportunity to learn, adjust and modify the reporting process for future Rounds
Committee Recommendation

1. Approve all four Grantee Progress Reports

a. Turning Point: Approval releases the remaining 40% of first year grant funds

b. Turning Point: Approval makes the second year of grant funding contingent on the demonstration of progression of specific performance measures during the months of April and May 2013
May to June RPC Activities:

- **May 10**: Release of the Request for Proposals
- **May 29**: Proposers’ Conference
- **June 5**: Newly seated RPC established
- **June 24**: Proposal deadline
RFQ and Membership Application: Review Teams

- Well-rounded and reflective of the diverse RPC stakeholder perspectives.
- Committee members participated in an orientation conference call to prepare for the review process.
- Two different Review will review and rate:
  - RFQ Statement of Qualifications
  - RPC Members Applications
RPC Membership Expectations

- Two-year term, which is renewable for a second two-year term
- Current members start second term at June 5 2013 RPC meeting
- Participation on Standing Committee
- 80% of attendance within a six-month period for RPC monthly meetings and special events starting June 2013
- Conflict of Interest Policy applies to all standing committee participation
Round 2 Funding Recommendation Timeline

- **End of July**  
  External Review Committee Funding Recommendation Meeting

- **August, 6 2013**  
  RPC Funding Recommendation Mtg.

- **September 2013**  
  Awards Announced
Meeting Dates

Meetings are usually first Tuesdays of each month from 3:00 p.m. to 6:30 p.m. unless stated otherwise.

- Wednesday, June 5
- Tuesday, July 16
- August 6 from 10 a.m. to 4:30 p.m.
- Wednesday, Sept. 4 from 2:30 p.m. to 5:30 p.m.
- Tuesday, Oct. 1
- Wednesday, Nov. 6 from 2:30 p.m. to 5:30 p.m.
- Tuesday, Dec. 3