Secure Rural Schools Title II
Southern Arizona Resource Advisory Committee
September 26, 2023
8:00 – 10:00

Microsoft Teams meeting
Join on your computer, mobile app or room device
Click here to join the meeting

Roster For Meeting Notes

	Category A			Category B			Category C	
No	Ault	Zander	Yes	Zugmeyer	Claire	Yes	Roberts	Joanna
Yes	Caldwell	Patti	Yes	Dhruv	Suzanne	Yes	Haozous	Jeff
Y	Winfield	Joe	Yes	Franklin	Kim	Yes	Girard	Michele
			Yes	Guiterman	Eli	Yes	Hoerig	Karl
			No	Quigley	Mike	No	Mouras	Ted
2			4			4		

Y   DFO: Kerwin Dewberry
Y   RAC Coordinator: Dana Backer
                      Robyn
Y   Guests: Abeyta

AGENDA

8:00   Welcome and Introductions – Kerwin
         Robyn Abeyta introduction as new RAC Coordinator (Partnership Coordinator)

8:10   Announcements – Dana/Kerwin
         1)   Field Trip – postponed however it will occur
         2)   Next Request for Proposals - postponed
         3)   Membership status – resignations by Alan Strauss and previously by Mac Donaldson
         4)   Nominations of new members- Category A – targeted outreach to category
              a.   Michele Girard has a potential nominee; Dana to send Michele nomination package info and forms
              b.   Looking for individuals in Category A within subcategories: (1) Organized labor or non-timber forest product harvester groups; (2) Developed outdoor recreation, OHV users, or commercial recreation activities; (3) Energy and mineral development, or commercial or recreational fishing interests; (4) Commercial timber industry; or (5) Hold Federal grazing permits or other land use permits or represent non-industrial private forest land owners.

         Approve 5/25/2023 meeting (administrative) minutes – APPROVED, post on CNF website and FACA database

8:30   Presentation of the Request for Proposal Process Overview – Dana
         1.   RFP process diagram (below)
         2.   AAR Meeting and Report Summary prepared by Southwest Decision Resources and sent to RAC 9/24/2023
              • Independent facilitator for confidentiality
              • Breakout into 5 groups: RAC, District Rangers, Program Managers, Administration, and Cooperators

- RFP Process divided into 4 Phases
- For each phase, groups asked: (1) What went well (2)Recommendations for improvement
- Report submitted last week
- RAC Coordinator prepared 2 synthesis documents (addendums to report)
    o Synthesis by phase
    o Synthesis by group

8:45   Discussion of Recommendations for RAC

Summary of responses (in red font) to RAC recommendations from AAR Report – Synthesis by Group

Resource Advisory Committee (RAC)

1.Participate in developing outreach plan. Support recommendation; Assist RAC Coordinator with plan development - Michele, Suzy, Jeff

2.Assist in RFP development. Support recommendation; Assist Patti, Joanne

3.Include in RFP "Interested applicants are encouraged to contact district program specialist to inquire on project collaboration". Yes (this was a place holder to ensure inclusion)

4.Commit to communicating and outreaching RFP to respective interest groups, colleagues, community and civil organizations, etc. Support

5.Engage Board of Supervisors and organizations (including counties outside of residence) to share RFP and RAC purpose. RAC Coordinator draft a 1 page summary of talking points for RAC, District Ranger, and DFO. Include county Title II funds and projects it supports, role/purpose of RAC, why Title II funds are important to community, and potential engagement opportunities for county representatives.

6.Review proposals into categories of low, medium and high rather that a 1-5 scale. RAC elected to use a Low, Medium, High scale for proposal evaluation.

7.Participate in project implementation, status, and site visits. Program Manager responsibility (not RAC) to periodically report to RAC. Suggestion to have Program Manager present to RAC at a scheduled RAC meeting. Also, see number #8 and #9 for ideas on acquiring the information.

8.Assist in developing and disseminating success stories. RAC Coordinator develop a short template of information to gather from Cooperator as part of successes to share; review draft with RAC; disseminate template in letter to Cooperator approving their proposal for funding as part of the reporting requirements.
Consider using PAO or utilizing outside resources to assist with story development – drone footage, testimonials, interviews, etc.

Use these successes as examples during RFP. Consider including testimonials in RFP.

9.Visit with Cooperator to determine if the goals and objectives were met (#9 on proposal form), the project accomplished the metrics (#14 on proposal form), and the benefits to the community were realized (#18 on proposal form). RAC Coordinator develop a short template for Program Manager to complete for status of implementation and monitoring and responses to Goals/Objectives outlined in proposal (#9), project accomplishments by metrics Cooperator identified (#14), and benefits to community (#18). RAC Coordinator include in funding letter approval to Cooperator the reporting requirements beyond agreement progress report requirements.

Program Manager responsible for gathering information on template from Cooperator and submit to RAC Coordinator. RAC Coordinator report out status to RAC and share individual project accomplishment reports.

Michele willing to assist RAC Coordinator in template development.

10.Coordinate with Program Manager and Cooperator to evaluate the completed monitoring. Program Manager responsibility to ensure monitoring is part of the agreement. RAC Coordinator communicates to Program Manager and Cooperator during Phase 2 that the agreement needs to include the Secure Rural Schools Title II requirement of monitoring. RAC Coordinator is secondary point of contact for Cooperator.

11.Share with County Board of Supervisors what Secure Rural Schools is, your RAC roles and responsibilities, and the projects occurring in their respective counties. See #5 response to recommendation.
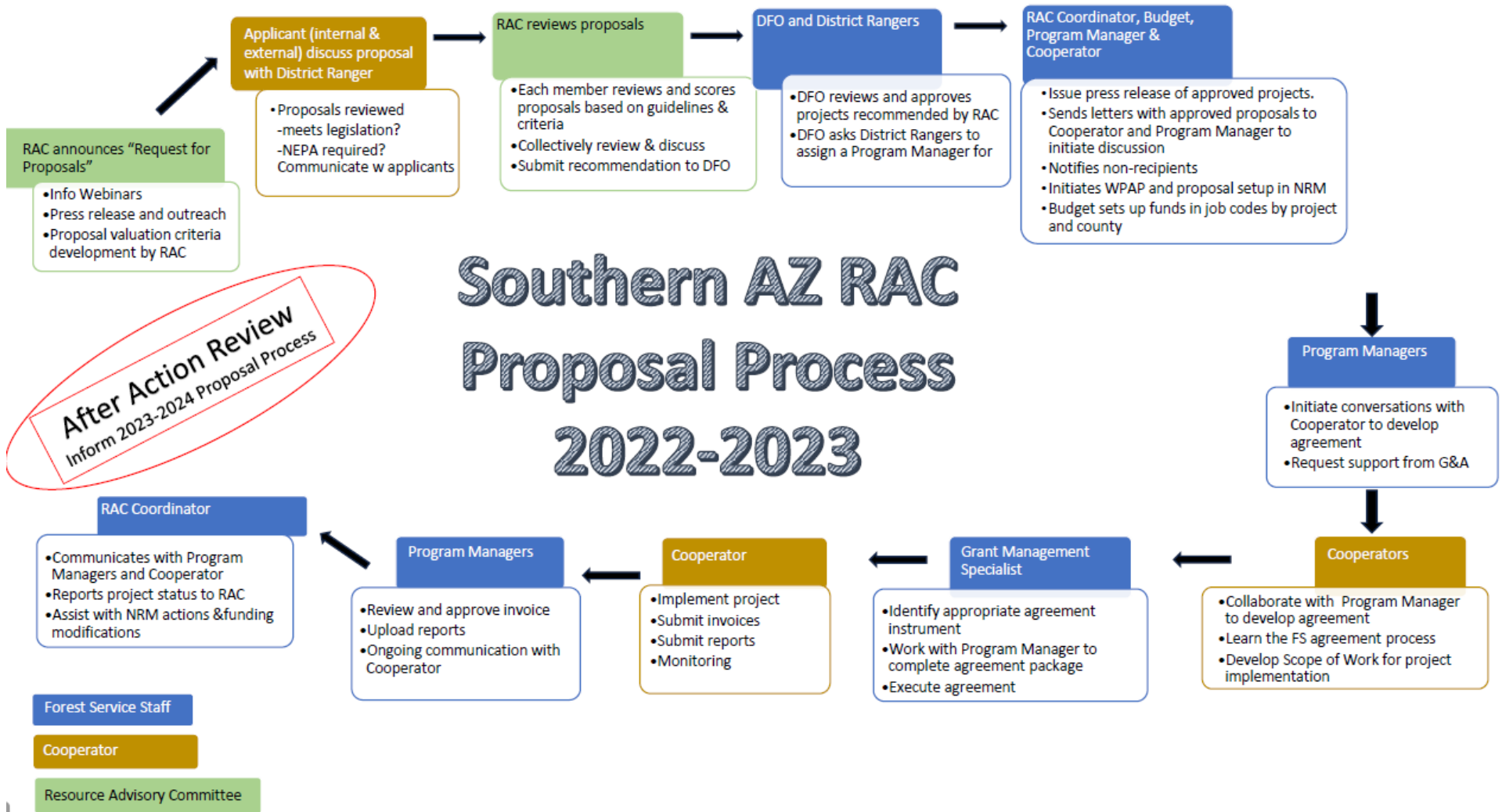

9:50   Next Steps
          Send additional report comments to RAC Coordinator
          RAC Coordinator disseminate AAR Report to other participating groups
          RAC commence working on outreach plan
          RAC assist in recruiting new RAC nominees.

RAC Chair Signature: _____   Date: _____

Southern AZ RAC Proposal Process 2022-2023

RAC announces "Request for Proposals"
- Info Webinars
- Press release and outreach
- Proposal valuation criteria development by RAC

Applicant (internal & external) discuss proposal with District Ranger
- Proposals reviewed
  - meets legislation?
  - NEPA required? Communicate w applicants

RAC reviews proposals
- Each member reviews and scores proposals based on guidelines & criteria
- Collectively review & discuss
- Submit recommendation to DFO

DFO and District Rangers
- DFO reviews and approves projects recommended by RAC
- DFO asks District Rangers to assign a Program Manager for

RAC Coordinator, Budget, Program Manager & Cooperator
- Issue press release of approved projects.
- Sends letters with approved proposals to Cooperator and Program Manager to initiate discussion
- Notifies non-recipients
- Initiates WPAP and proposal setup in NRM
- Budget sets up funds in job codes by project and county

Program Managers
- Initiate conversations with Cooperator to develop agreement
- Request support from G&A

Cooperators
- Collaborate with Program Manager to develop agreement
- Learn the FS agreement process
- Develop Scope of Work for project implementation

Grant Management Specialist
- Identify appropriate agreement instrument
- Work with Program Manager to complete agreement package
- Execute agreement

Cooperator
- Implement project
- Submit invoices
- Submit reports
- Monitoring

Program Managers
- Review and approve invoice
- Upload reports
- Ongoing communication with Cooperator

RAC Coordinator
- Communicates with Program Managers and Cooperator
- Reports project status to RAC
- Assist with NRM actions &funding modifications

After Action Review
Inform 2023-2024 Proposal Process

Forest Service Staff

Cooperator

Resource Advisory Committee

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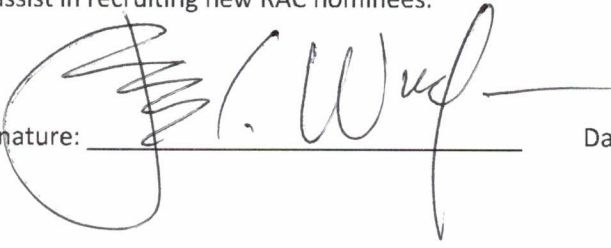
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RAC Chair Signature: _____   Date: 10.5.2023