

PUBLIC NOTICE
REGULAR MEETING OF THE
Community Action Grant Technical Review Board
Wednesday April 25th, 2018, 7:00 p.m.
Council Chambers, 300 State Highway, Bethel, Alaska
AGENDA



Members

Jennifer Dobson
S. Grady Deaton
Sarah Angstman
Louise Russell
Leif Albertson (Council Rep)

Ex-Officio

John Sargent

Recorder

Ed Flores

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
A. March 14, 2018 Regular Meeting
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
A. Review/finalize application, forms, & processes
- IX. COMMISSION MEMBER'S COMMENTS
- X. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Ed Flores", is written over a horizontal line.

Ed Flores, Recorder

POSTED: POST OFFICE, AC, SWANSONS, and CITY HALL

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 14, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 7:04 p.m.

II. ROLL CALL

BOARD MEMBERS PRESENT:	
Chair Jennifer Dobson	Sarah Angstman (Telephonically)
Leif Albertson	Louise Russell
BOARD MEMBERS ABSENT:	
S. Grady Deaton	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
John Sargent	

III. PEOPLE TO BE HEARD

Ina Pavila – Spoke about the ONC application.

Theresa Quiner – Spoke about the Friends of the Kuskokwim Consortium Library application

IV. APPROVAL OF AGENDA

MOVED:	L. Albertson	Approval of agenda
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	4-0 All in favor	

V. APPROVAL OF MINUTES

MOVED:	L. Albertson	Approval of minutes From 01/11/2018
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUSINESS

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

MOVED:	L. Albertson	Motion to go into Committee as a whole.
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	5-0 All in favor	

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 14, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

MOVED:	L. Albertson	AM – funding priorities to City Council at levels agreed.
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	4-0 All in favor	

IX. BOARD MEMBER COMMENTS

X. ADJOURNMENT

MOVED:	L. Russell	Motion to adjourn
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 9:40 p.m.

Respectfully Submitted:

Jennifer Dobson, Chairman

APPROVED THIS _____ day of _____ 2018.

ATTEST: _____

CITY OF BETHEL
COMMUNITY ACTION GRANT
Application

COVER PAGE

Applicant Information

Applicant Name: _____

Business License #s (if applicable): _____

Applicant Address: _____

Contact Person: _____ Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Grant Request Information

Grant Amount Requested:	\$	_____
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Program/Project Title and Summary:

Date When Funds Are Needed: _____

Project Beginning and End Date: _____

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization is granted funding, my organization will be required to adhere to City guidelines related to the use of funds, and will be required to provide timely reporting on the use of the granted funds to the City. I affirm that the grant funds will be used for the intentions outlined for this program.

Signature: _____ Date: _____

Authorized Officer/Applicant

PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding “Not Applicable.”

1. Substantiating Community Need

- a. Identify and describe existing needs in the community to be addressed by the proposed activity.
- b. Specifically describe how the activities to be carried out directly address identified needs in the community.

2. Project/Activity Goals and Outcomes

- a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.
- b. Provide measurable outcomes for your project and how those outcomes will be measured.

3. Coordination and Collaboration

- a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.
- b. Explain how you will develop any needed collaborative relationships that are not already in place.
- c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.

4. Implementation Plan

- a. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation.
- b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.

5. Demonstrated Experience and Financial Information

- a. Describe the applicant’s (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities.
- b. Provide a proposed budget breakdown with the following information:

Budget Items:	Description of Budget Items:	Name of Funding Source:	Enter Dollar Amount		Total:
			CAG	Other	

6. Report Back

Identify the timeframe in which you anticipate providing a report back to the City on the use of the grant funds, if awarded. Awardees will be required to present a written exit report to the Community Action Grant Committee within three months of completion of the project/program.

EXIT REPORT COVER PAGE

Applicant Information

Applicant Name: _____

Applicant Address: _____

Contact Person: _____ Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Program/Project Title and Summary:

Project Beginning and End Date: _____

Submission for: 20____ Quarter 1 Quarter 2 Quarter 3 Quarter 4

Exit Report Summary

Please provide a comprehensive, clear and concise response to each of the questions below. Attach additional sheets as necessary.

- Describe how the grant funds helped the purpose of your organization and the goals of the Community Action Grant Program?
- What measurable value did the grant program provide to the citizens of Bethel?
- How many of the goals and objectives were you able to accomplish? What do you attribute led to the success or inability to meet the goals and objectives?
- Do you feel the project was a success? Why or why not? What would you do differently if you were given a second opportunity to provide the project?
- Provide a detailed budget listing of the projects revenues and expenses. (Demonstrate clearly how the funds were spent). ** Receipts and all supporting documentation must be submitted with the exit report and retained for a period of three (3) years following the completion of the project. Electronic submission of the exit report and receipts is preferred.

CITY OF BETHEL
COMMUNITY ACTION GRANT
Agreement

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559
PHONE: 907-543-2072
EMAIL: CAG@CITYOFBETHEL.NET
WEBSITE: www.cityofbethel.org

In consideration of receiving a Grant in the sum of \$_____ from the City of Bethel, Community Action Grant Program, _____ (hereinafter "Grantee"), agrees to accept such grant in accordance with the terms and conditions set forth below:

Grant Purpose: _____

1. Time within which the grant is to be used: The grant funds should be used within the time frame outlined in the application submitted, but not to exceed one year from the date of Grant approval by the City Council;
2. To be solely responsible for the expenditure of granted funds and any and all services or materials involved in the grant;
3. To use such funds only for the specified purpose of the grant and to promptly repay any portion of the grant which is not used for such purposes within the time allotted;
4. To make all efforts to acknowledge Grantor as a contributor when publicizing/promoting the project;
5. Upon completion of the grant purpose, but not later than three months from the date of this grant, to submit a written follow-up report to the Grantor, using the Exit Report.

The Grantor is given permission by the Grantee to appropriately use information (including photos) and refer to activities and impact provided by this grant unless otherwise agreed upon in writing and

Signed by or on behalf of the Grantor and Grantee as follows:

Grantor: City of Bethel
PO Box 1388
Bethel, Alaska 99559

Grantee: _____

City Manager Signature

Date

Grantee Signature

Date

CITY OF BETHEL

COMMUNITY ACTION GRANT

Review Process

The Community Action Grant Technical Review Board's role is critical to ensuring the selection of strong grant proposals. Their primary responsibility is to read grant applications, review them for scope, and determine how best to allocate the limited resources available to those programs or projects that must serve the goals and needs of the Bethel Community and its most vulnerable citizens.

General Process

Applications will be submitted to the City, per the Application Instructions. Following the submission deadline, the Ex Officio will email the complete application submissions, the individual score sheets, and the requirements of the application to each Board member.

The Board members are strongly encouraged to review the application packets, identify any questions to ask the applicants and provide individual scores for each application submitted prior to the quarterly initial review meeting.

During the quarterly initial review meeting, the applicants will be invited to attend and provide information to the Board to assist the Board in finalizing the scores. This will be an opportunity for the Board to ask for any clarifying information and to request any supplemental information that may support an application.

The Board will hold at least one additional public meeting to consider any supplemental information and finalize their individual scores. At this meeting, the members will discuss and deliberate individual scores in order to make a final recommendation to the City Council for funding. In the event a consensus is not met between the Board members, an average of the scores may be applied as the consensus score.

Guidelines for Reviewers

Scores must be assigned based on criteria provided in the application directions. The scores should reflect the Board member's opinion on the applicant's ability to meet each criterion provided on the Grant Review Score Sheet. The reviewer cannot make assumptions about missing background or project information, only what was provided can be evaluated. Additionally, it is important that the scores be based on substance. A high-quality application is not always going to be grammatically perfect. A reviewer should judge the substance of an idea, rather than the manner in which it is presented.

When individually reviewing the application submissions, reviewers should make thoughtful comments to justify their individual score, commenting on both strengths and weaknesses.

Steps for the Board in Reviewing and Rating the Applications

1. Read the application guidelines and instructions.

- It may be difficult to fairly evaluate a proposal unless you have an understanding of what has been asked.
2. Review the Grant Review Score Sheet.
 3. Skim all of the applications before you begin scoring.
 - Understand how the applications relate to one another in terms of general strengths and weaknesses.
 4. You will rate the applications on a numerical scale.
 - Assign a score for each question on the score sheets.
 - Provide specific comments about strengths and weaknesses on the score sheet that justify your score and identify any issues that may need to be clarified.
 - Bring the completed score sheets to the initial review meeting where representatives of the applicants will be available to provide clarification on any questions or concerns.
 5. Consensus Scoring and Recommendation to Council.
 - Consensus scores and final recommendations will be determined at the second meeting.
 - If the Board cannot come to a consensus, then scoring will be based on averages of score totals.
 - The Recommendation to Council shall include the suggested funding amount as well as the project summary and scores. The Ex Officio will have a draft of the AM available at the meeting for the Board members to amend.

Review Criteria

Description of Criteria	Score
Request Summary & Project Details	Total 80
Project is clearly described	10
Application includes a statement of need	10
Estimated number of people this project will impact	10
Documented community support for the project	10
Explanation on how the impacts of the project will be measured	10
Goals are clear and objectives measurable	10
Matching dollars/in-kind services/donated labor/ ect.	10

Identify individuals involved with the project with their roles and relevant experiences.	10
Budget For Project	Total 30
Is budget complete, clear and detailed	10
Proposed expenses are reasonable	10
Income and expenses balance on project budget including matching funds if applicable	10
Subjective Criteria	Total 60
Meets community needs	10
The strength of the plan and idea	10
The applicant appears capable	10
Project meets funding priorities	30