

PUBLIC NOTICE
REGULAR MEETING OF THE
Community Action Grant Technical Review Board
Tuesday November 20, 2018, 7:00 p.m.
Council Chambers, 300 State Highway, Bethel, Alaska



AGENDA

Members

Jennifer Dobson
Louise Russell
S. Grady Deaton
Amber Jones
Lucinda Alexie
Leif Albertson (Council Rep)

Ex-Officio

John Sargent

Recorder

John Sargent

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. September 12, 2018 Regular Meeting
- VI. NEW BUSINESS
 - A. Review amount of CAG funding available.
 - B. Review and score applications and responses received (may include questions to applicants in attendance).
 - C. Review/revise application, forms, & processes.
 - D. Update on previous award recipients, projects funded, final reports, and other follow-up issues.
- VII. COMMISSION MEMBER'S COMMENTS
- VIII. ADJOURNMENT



City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

Website: www.cityofbethel.org

To: Community Action Grant Technical Review Board

From: John Sargent, Grant Manager

Subject: Funding Available for CAG Awards

Date: November 20, 2018

There are three sources of funding that the Committee can use for Community Action Grant awards. Final approval of any cash award require Bethel City Council approval at one of their regular meetings. The three sources of funding:

FY 2019 Budget:	\$15,000
Carry-over of Committed CAG funds from FY 2018:	\$72,454
20% of Alcohol Sales Taxes Collected 7/18 to 10/18:	<u>\$17,434</u>
Subtotal	\$104,888
Less Q3 award distribution:	\$7,770
Balance:	\$97,118

CITY OF BETHEL COMMUNITY ACTION GRANT Application

COVER PAGE

Applicant Information

Applicant Name: Justine Chamberlain
Business License #s (if applicable): N/A
Applicant Address: PO Box 1038 Bethel, AK 99559
Contact Person: Justine Chamberlain
Email Address: Justinechamberlain@gmail.com
Cell Phone: 907-545-5295

Grant Request Information

Grant Amount Requested:	\$	9,333
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Program/Project Title and Summary: Coffee House is a weekly after-school program offered to teenagers age 13-18 years in an effort to combat the suicide, addiction, violence and abuse this age-group is statistically vulnerable to. Through the updates to equipment and facilities provided by this grant, Coffee House would aim to increase the quality and scope of the services it provides to at-risk youth in our community.

Date When Funds Are Needed: January 1st, 2019

Project Beginning and End Date: Currently running and ongoing with specific phases to be completed by May 2020

Submission for: 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: _____

Authorized Officer/Applicant

Date: _____

11/18/18

PROJECT SUMMARY

1. Substantiating Community Need

a. Identify and describe existing needs in the community to be addressed by the proposed activity.

The youth in Bethel experience a high risk of abuse, depression, suicidality, substance abuse and unstable home environments. Currently, there are very few local resources or facilities to offer any support or structure for this population. Our program provides a safe environment for kids to interact with stable adults and have a place to have fun with friends. We provide a safe space, mentorship through healthy relationship, and school support when needed.

b. Specifically describe how the activities to be carried out directly address identified needs in the community.

This project, known as "Coffee House," aims to consistently provide a safe and fun space for teenagers age 13-18 to spend time after school. Coffee House is staffed by volunteers who believe in and have experienced the power of healthy relationships. By simply showing up every week, learning names, playing games, and setting healthy boundaries, a foundation is built for conversations about self-worth, identity, healthy relationships, values, suicide, and addiction.

2. Project/Activity Goals and Outcomes

a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.

Coffee House opens the doors of Bethel Evangelical Covenant Church from 4:30-6pm on Mondays, welcoming teenagers to utilize the space and enjoy a complimentary coffee drink. Our goal through funding would be to update our space and provide a more welcoming coffee-shop/recreational-center type environment and thus increase both the number of teenagers we can facilitate and the quality of their time with us. To maintain that environment, our objectives also include maintaining safe staff-student ratios and increasing the types of healthy outlets/activities we offer to include cultural, coping, and life-skills.

b. Provide measurable outcomes for your project and how those outcomes will be measured.

1) An increased number of youth engaging in healthy activities in a safe environment outside of school. Measured by weekly attendance counts (current count is 25-40 youth per week).

2) Increased number of youth with healthy role models, which will also be measured by attendance.

3) In addition, we strive to see a growth in the students we mentor in areas such as peer to peer interactions, their coping skills for hard home lives, school attendance and grades, emotion regulation etc. We have all witnessed this in various teenagers' lives through this program but it is very difficult to objectively measure

3. Coordination and Collaboration

a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.

1) Currently, coffee house is held at Bethel Covenant Church. Many of the volunteers and funds for Coffee House come from the church budget and out of pocket expenses paid by volunteers.

2) Additionally, we collaborate with Camp H.O.P.E., a local summer camp for youth from Bethel and nearby villages. Coffee House serves as a follow up program during the school year for teens that attend Camp Hope.

b. Explain how you will develop any needed collaborative relationships that are not already in place.

Increase collaboration with schools, including BRHS and KLA, to provide more holistic support to students. Conversations have already been started or attempted with principals of each high school with hopes to increase our support of kids in their education as well as supporting and working with the role models these students already have at school. We also hope to increase advertisement through these schools to reach more teens.

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.

The Teen Center is a local organization that is also geared towards providing a safe place for youth of Bethel. Our program enhances resources available to teens and gives them more hours in the week to have a safe environment to attend and increases their options of where they can spend their time.

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.

Not applicable.

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.

This funding would be used towards each of the listed items for the following purposes.

Phase 1 - to be implemented as soon as possible

New Espresso machine - Our current espresso machine is very old and breaks down often requiring repairs. Offering a complimentary drink has been a huge attraction to draw youth in to attending Coffee House in the past. If granted any funding, replacing our espresso machine is our highest financial priority to be able to continue this project.

Coffee supplies - our coffee drink supply is limited and cost are often covered out of pocket by volunteer staff. Supply budget is based on 1x/week for 52 weeks

Phase 2 - to be completed by 9/1/19

Remodel the space - we hope to remodel the space with updated decor and furniture to make the space a more appealing and inviting environment

Activity supplies and building materials- our hope is to replace our broken Ping-Pong table with a new Ping-Pong table as well as other games such as carpet ball, etc. to provide healthy and fun activities.

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.

The core volunteer staff that run Coffee House on a consistent basis have significant experience and/or background in working with youth at risk. Backgrounds include mental health specialists, substance abuse treatment/rehabilitation, youth at risk outreach in Alaska and other regions, foster care, youth camp directors/workers, etc. Multiple staff also have Barista experience.

b. Provide a proposed budget breakdown with the following information:

Budget Summary

Budget Items	Description of Budget item	Name of Funding source	Dollar amount from CAG	Dollar amount from Other	Total:
Espresso Machine and accessories	Commercial espresso machine + shipping	CAG	\$4,600		\$4,600
Perishable espresso supplies	Coffee, syrup, drink mixes, etc	CAG	\$3,313		\$3,313
Coffee House upgrades	Lights, board, paint, misc supplies	CAG	\$470		\$470
Recreational Equipment	Ping Pong and Carpet Ball tables	CAG	\$950		\$950
Staff salaries	Salary/compensation for 3 staff	B.E.C.C.		\$3,220	\$3,220
Facility Usage	Covenant Church facility use for 2 hrs/week	B.E.C.C.		\$500	\$500
		Totals	\$9,333	\$3,720	\$13,053

Detailed Budget

Budget Items	Description of Budget item	Name of Funding source	Dollar amount from CAG	Dollar amount from Other	Total:
Espresso Machine	Rocket commercial espresso machine + shipping cost	CAG	\$4,500		\$4,500
Espresso accessories	Accessories including thermometer, tamper, tamp mat, shot glasses and cleaning equipment	CAG	\$100		\$100
Coffee beans	20 lbs whole bean coffee	CAG	\$240		\$240
White chocolate powder	10lb Ghirardelli mocha mix	CAG	\$57.99		\$57.99
Cocoa powder	10lb Ghirardelli Mocha mix	CAG	\$42.74		\$42.99
Syrups	750 ml italian soda/latte syrup x 70	CAG	\$840		\$840
Half & half	0.5 gallon x 52	CAG	\$520		\$520
Club soda or sprite	Mixer for Italian sodas	CAG	\$1456		\$1456
Ice	8 lb x 52	CAG	\$156		\$156
Cafe Lights	200 ft hanging café lights	CAG	\$135		\$135
Chalk board	48x36 chalkboard for café menu	CAG	\$60		\$60
Chalk markers	Chalkboard markers	CAG	\$25		\$25
Paint + supplies	Primer, paint, tape, rollers, trays	CAG	\$250		\$250
Ping pong table	Ping pong table, paddles, balls	CAG	\$450		\$450

Carpet ball table	Cost of materials and labor to build a carpet ball table and accessories	CAG	\$500		\$500
Youth Program Director	Salary/compensation for Associate Pastor 2 hrs/week	B.E.C.C.		\$2,220	\$2,220
Interns	Salary/compensation for two interns 2 hrs/week	B.E.C.C.		\$1,000	\$1,000
Facility Usage	Covenant Church facility use for 2 hrs/week	B.E.C.C.		\$500	\$500
		Totals	\$9,333	\$3,720	\$13,053

***All perishable budget items are based in a 52 week supply**

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.

The written exit report will be submitted June, 2020 but could be completed sooner if necessary. This will allow us to complete this year of coffee house (matching the school district calendar), finish the remodel over the summer, and run through one more full year that matches the school calendar. Approximately 52 weeks in total from the submission date.

ALCOHOL SALES TAX

FY19	VENDOR 1		VENDOR 2		VENDOR 3		TOTAL TAXABLE SALES	TOTAL SALES TAX	CAG TOTAL 20% SALES TAX	1/2 cent SALES TAX YK H&F 1/24, 1/30	FY19
	TAXABLE SALES	REPORTED SALES TAX	TAXABLE SALES	REPORTED SALES TAX	TAXABLE SALES	REPORTED SALES TAX					
Jul-18	-	-	-	-	87,114	13,067	87,114	13,067	2,613	544	Jul-18
Aug-18	-	-	1,517	1,517	133,787	20,068	143,900	21,585	4,317	899	Aug-18
Sep-18	-	-	2,053	2,053	160,713	24,107	194,928	26,160	5,232	1,090	Sep-18
Oct-18	-	-	19,392	2,909	156,326	23,449	175,718	26,358	5,272	1,098	Oct-18
Nov-18	-	-	-	-	-	-	-	-	-	-	Nov-18
Dec-18	-	-	-	-	-	-	-	-	-	-	Dec-18
Jan-18	-	-	-	-	-	-	-	-	-	-	Jan-18
Feb-18	-	-	-	-	-	-	-	-	-	-	Feb-18
19-Mar	-	-	-	-	-	-	-	-	-	-	19-Mar
Apr-18	-	-	-	-	-	-	-	-	-	-	Apr-18
19-May	-	-	-	-	-	-	-	-	-	-	19-May
Jun-18	-	-	-	-	-	-	-	-	-	-	Jun-18
	63,719	6,479	1,296	6,479	537,941	80,691	601,660	87,170	17,434	3,632	

WEEKLY AVERAGE

Net to the COB	69,736
Projected Net to the COB	1,585

* 12% through December 7th, 2017
 ** 15% as of December 8th, 2017

* 12% through December 7th, 2017
 ** 15% as of December 8th, 2017
 *** PROJECTION THRU 6/18

CAG TOTAL	17,434
PAID OUT AVAILABLE	17,434

**CITY OF BETHEL
COMMUNITY ACTION GRANT
Application**

COVER PAGE

Applicant Information

Applicant Name: Friends of the Kuskokwim Consortium Library

Business License #s (if applicable): _____

Applicant Address: PO Box 368, Bethel, AK 99559

Contact Person: Theresa Quiner Email Address: tquiner@alaska.edu

Daytime Phone: 907-543-4516 Cell Phone: _____

Grant Request Information

Grant Amount Requested:	\$	12765
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Program/Project Title and Summary:

Jesuit Volunteer Adult Services Coordinator position at the library. See attached for a detailed job description.

Date When Funds Are Needed: 1/15/2019

Project Beginning and End Date: 8/15/2019-7/31/2020

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: 7/6/18
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.

Jesuit Volunteer- Library Position
August 2018-July 2019

Objective: Provide essential library services at the KuC-City of Bethel Consortium Library, with a special focus on the unemployed, low income, and homeless residents of Bethel.

Duties:

- Act as the library's liaison between underserved residents of Bethel and the agencies in Bethel and throughout the state who provide services to unemployed, low income, and homeless residents. Matchup residents to appropriate agencies and services and assist patrons with applying for public assistance.
- Organize 2-4 Project Homeless Connect events per month.
- Research and develop comprehensive reference materials for library staff and patrons regarding all aspects of public services available to underserved library patrons. Market these services to the public.
- Work on the service desk at the library 15-20 hours a week providing reference services, assistance on the public access computers, and helping patrons find library materials. Assist library patrons on the public computers who are filling out job applications and applying for public benefits.
- Develop, market, and teach two or more trainings a month covering topics that benefit residents looking for jobs. Examples are topics such as resume writing and basic computer skills classes.
- Develop and market cultural and recreational library programs for adults in the community.
- Provide library outreach to other service organizations.

Labor Distribution

Percent of Duty Total: **100%**

30%: Library services: Work on the service desk at the library 15 hours a week providing reference services, assistance on the public access computers, and helping patrons find library materials. Assist library patrons on the public computers who are filling out job applications and applying for public benefits. Act as the library's liaison

between underserved residents of Bethel and the agencies in Bethel and throughout the state who provide services to unemployed, low income, and homeless residents. Matchup residents to appropriate agencies and services and assist patrons with applying for public assistance. Research and develop comprehensive reference materials for library staff and patrons regarding all aspects of public services available to underserved library patrons. Market these services to the public.

20%: Develop, market, and teach two or more trainings a month covering topics that will benefit underserved residents of Bethel. Examples are topics such as resume writing and basic computer skills classes.

40% Develop and market cultural and recreational library programs for adults in the community.

10%: Provide library outreach to other service organizations. For example, conduct a literacy event at the Tundra Women's Coalition or support the Food Bank.

Library Jesuit Volunteer Adult Services Coordinator

1. Community Need:

The library is seeking funding to pay the \$12,765 Jesuit Volunteer fee for the library JV position for the FY20 fiscal year. The library is currently in our second year of having a Jesuit Volunteer, and has received funding from the city for both years. This will be annual request to the city going forward. The JV application for next year is due at the end of this month, and JVC is looking for a financial commitment by January. We have established the success of the program at the library, and a JV is an affordable way for the city to provide an additional full time employee at the library for a very reasonable amount of money. The library receives the majority of our funding from UAF including internet costs, building costs, contracts and commodities, and the librarian salary, with only \$67,600 in funding from the city to support one full time position. The majority of the library's use is public library use, not academic use.

The library is currently one of the only public buildings that is open during the day. Because of this, we daily provide services to the community, which includes many children, homeless and unemployed residents. We are open 40 hours a week. Especially during the cold winter months, we are very busy and do not have adequate staffing for the demand on our services and to ensure the safety of both our employees and library patrons. The JV position allows us to always have two people working at all times which is essential because we have to call the police regularly due to intoxicated adults. This position also allows us to frequently have three staff working which allows us to provide community programming to both children and adults. The library strives to be active in providing services not provided by other agencies, and there is a lack of healthy community activities for youth and adults in the community.

2. Project/ Activity Goals and Outcomes.

The library is an important agency in the community for providing healthy, alcohol free programs and community events to children, adults, and families. The focus of the JV position is to provide programming and services to meet the needs of the adult population of Bethel, with a focus on unemployed, under-served and homeless residents. One of the major programs organized by the Jesuit Volunteer is to organize 2-4 Project Homeless Connect events per year, which is an opportunity for people experiencing housing insecurity to obtain a variety of services, ranging from medical services to haircuts and showers, in one convenient location. The library historically has had a youth services coordinator funded by the City of Bethel, and the JV position allows the library to have a position dedicated to adult services expanding the demographics served by the library.

The JV position teaches basic computer classes, and is available for one-on-one assistance with helping people on computers, with a focus on helping people apply for jobs and public assistance. This has been a long standing need at the library, and we have had difficulty providing one-on-one assistance due to staffing levels, but it is a need in the community due to

the high rate of computer illiteracy in the community and the necessity of submitting forms and job applications online. The position is also responsible for organizing healthy community activities for adults and families such as the previously mentioned Project Homeless Connect, adult movie nights, book clubs, and community events such as Trunk or Treats and Winter Carnivals. The JV is also responsible for communicating and working with other service agencies to avoid duplication of efforts, provide support to other service agencies, and work together to streamline services. For example, the JV this current year is helping with some administrative aspects of the .Food Bank, and organized a food drive, which is a need that was identified through the library's participation on the Bethel Homeless Coalition. The outcomes of the JV position will be tracked by collecting statistics. For example, the current just organized the fall Project Homeless Connect, and in addition to receiving services, 68 people attended and filled out the Alaska Housing survey, which is entered in to the statewide Alaska Homeless Management System. Again, the need for this survey data was identified through the libraries participation in the Homeless Coalition, and the data can be used by agencies in the community that serve the homeless in grant applications. We also collect statistics on all library programs, and we track participation in programs organized the JV. For example, over 300 people attended the 2017 WinterFest. Complete statistics will be provided at the end of project year.

3. Coordination and Collaboration: One of the primary focuses for the JV position is to collaborate and coordinate services with other agencies. The library director and JV are members of the Bethel Homeless Coalition, which is an effort to increase collaboration with other agencies that work with people experiencing homelessness. The library also partners with other agencies regularly throughout the year to provide programming, including Bethel 4-H to plan events like Trunk or Treat, Clean up Green up, and the Bethel Youth Fair. We also partner with YKHC departments, the Public Defender Agency, TWC and other organizations to provide events like Project Homeless Connect, cooking classes, and other community programs.

There are not any organizations in town that offer the type of services that we provide. The library is always aiming to provide services and programming that are not being provided by other organizations.

4. Implementation plan: The library is currently in our second year of having a Jesuit Volunteer, and we have a solid plan in place for the incoming JV next year. The collaborative partnerships are already in place for a successful JV program at the library next year. No other organizations provide the services proposed under this program design. However, we constantly partner with other organizations when planning our programs to maximize resources and avoid duplication.

5. The principal staff involved will be Theresa Quiner, the library director for the Kuskokwim Consortium Library. Theresa applied for and wrote the job description for the JV position, and has been supervising JVs since August 2017.

Budget:

JVC/ AmeriCorps fee is \$12,765. This amount covers a full time employee for one year.

Budget item: \$12,765

Description: JVC fee

Dollar amount of CAG request: \$12,765

Total: \$12,765

6. The JVC position will go from August 2019-July 2020. The library will present a written exit report September 1st, 2020.

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
Application

COVER PAGE

Applicant Information

Applicant Name: Orutsararmiut Native Council (ONC) Senior Services

Business License #s (if applicable): 128290

Applicant Address: P. O. Box 927, 117 Alex Hatley

Contact Person: Nikki Pollock Email Address: npollock@nativecouncil.org

Daytime Phone: 907-543-2608 Cell Phone: _____

Grant Request Information

Grant Amount Requested:	\$	8,000
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Program/Project Title and Summary:

ONC Senior Services is requesting \$8,000 from the community action grant this quarter to purchase bus passes for our elders and their caregivers. \$4,000 would be used for the elders, which would equal about 134 bus passes for elders, or about 44 elders per month. \$4,000 would be used to help the elder's caregiver, which would equal about 67 caregivers, and about 22 caregivers per month.

Date When Funds Are Needed: 12/30/2018

Project Beginning and End Date: 12/30/2018-03/30/2019

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: 11/9/18
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.

ONC Senior Services
Project Summary
City of Bethel Community Action Grant (CAG)

1. Substantiating Community Need:

a. Identify and describe existing needs in the community to be addressed by the proposed activity.

The proposed project of requesting and obtaining \$8K from the City of Bethel (COB) Community Action Grant (CAG) to purchase bus passes from the COB Transit system for our elders and their caregivers for the quarter 12/31/2018-03/30/2019.

The current data collected by Orutsararmiut Native Council Senior Service indicates that about 76% of the 56 respondents indicate they do not own functioning transportation. The elder transportation survey indicated that 72% of responding elders indicate that they are sometimes not able to afford cab fare or gas because it's too expensive.

The survey also indicated that 71% of respondents indicated they would use the bus, if they had a monthly bus pass.

b. Specifically describe how the activities to be carried out directly address identified needs in the community.

ONC Senior Services is requesting to use \$4,000 of the monies for elders, and \$4,000 for caregivers to purchase the monthly bus passes.

The current monthly bus pass rate for the COB Transit system for an elder is \$30/month. We would be able to purchase about 134 bus passes for the first quarter months, January-March, which would be able to help about 44 elders per month. All of the elders who responded that they would use the bus if they had monthly bus passes would have their need met.

The current monthly bus pass rate for an adult individual is \$60, we would be able to purchase 67 monthly bus passes and disburse them to about 22 elder's caregivers per month. The caregivers are the designated formal or informal family member or friend who cares for the elder, and assists them with their daily living skills. Daily living skills may include shopping for personal items, checking mail, performing housework, or assisting the elder to medical appointments.

The need would also help increase utilization of the City's Transit system.

2. Project/ Activities Goals and Outcomes

a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.

The proposed project goal is to help increase our elders and their caregiver's access to community resources, which would help them, meet their needs; and facilitate their self-management of their personal and financial affairs.

Their unmet transportation needs would be satisfied by the project, and would ultimately help maintain and increase their quality of life. Furthermore, the increased resource would help many elders who live on fixed incomes extend their financial resources to spend those monies on other necessities, such as food or water/sewer.

- b. Specifically describe how the activities to be carried out directly address identified needs in the community.

The community elders and caregivers would have increased resources and ADA transportation access. This increased access will directly help them maintain and improve their quality of life. The proposed project would meet all of the transportation needs of 71% of our 56 elder survey respondents, who indicated they would use the bus if they had a monthly bus pass.

The proposed project would also help elder afford to increase their accessibility because 72% of respondents indicated that they are sometimes not able to afford cab or gas because it is too expensive.

The measurement of outcomes would be based on comparison to current City of Bethel Transit system user ridership reports, and the speculated increase of utilization after implementation of the project.

The City of Bethel Transit Manager has also indicated verbally in previous discussions that the COB transit drivers would be able to identify elders and caregivers with a ONC Senior Services bus pass the ridership and document their one way transportations to community resources which could also be used to measure outcomes. One way transportation means that the person gets on the bus and gets off at one destination.

3. Coordination and Collaboration

- a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.

Previous collaborative conversations with City of Bethel Manager, and Transit Manager have discussed the potential of this project and the positive impacts, there has been support at these administrative levels, to help meet our elder's needs as well as help fund the City transit system.

- b. Explain how you will develop any needed collaborative relationship that are not already in place. If indicated, further than the City of Bethel Transit System, and ONC Senior Services, would reach out to local, state, or Federal entities to see how we can work together to help provide funding to increase annual monthly bus passes for the elders and caregivers; and seek to sustain the proposed program services.

- 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.

ONC Senior Services does not provide transportation services at this time. There is no other public transportation available in Bethel, besides taxi cabs.

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.

This is a new project proposed between the City of Bethel Transit system, and ONC Senior Services. As mentioned in paragraphs above, the steps that would need to be taken would be to produce an ONC Senior Service bus pass for documentation purposes and to track the measureable outcomes.

There would have to be a memorandum of agreement that the elder and caregiver's participation in our program is confidential, and the ONC Senior Services bus pass will not greatly differ in appearance, but may have an ONC endorsement, so that other passengers on the bus do not have knowledge that they are participants in our program, unless the elder shared that information with them.

There would have to be some training and consensus on the documentation of ONC Senior Service ridership, which would be captured by the driver. The logs would be turned in daily to the transit manager, and faxed to the ONC Senior Services weekly to track desired goal outcomes.

5. Demonstrated Experience and Financial Information

- a. Describe the applicant's, or it's principal staff as it relates to the project, background, and experience in implementing the proposed activity.

ONC Senior Services Director, Nikki Pollock (Hoffman), has experience administrating the elder program for three and a half years. The elders had transportation via bus, with a route when the center was operational, which this proposed project is congruent to.

The ONC Senior Services Director also has experience on City of Bethel Council, and has intimate knowledge of the Transit Systems capacity and needs.

b. Budget Items:

- 134 monthly bus passes for elders
- 67 caregiver monthly bus passes

Description of Budget items:

- \$4,000 of the monies for elders monthly bus passes @ \$30/monthly bus pass (134 total passes, helping 44 elders/month x 3 months)
- \$4,000 for caregivers to purchase the monthly bus passes, monthly bus passes @ \$60 / month (67 total passes, helping 22 elder caregivers x 3 months).

Name of Funding Source: Community Action Grant

Dollar Amount CAG: \$8,000

Dollar Amount Other: administrative time to give elders information and assistance to obtain bus pass.

Total: \$8,000

6. Report Back

- a. Identify period 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 CAG committee within three months of completion of the project.

ONC Senior Services will have a written report by April 30, 2019 if our goals have been met or unmet, and how the funds were used.

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.

CITY OF BETHEL

COMMUNITY ACTION GRANT

Overview

Purpose

The City of Bethel has established a Community Action Grant (CAG) Program to allow community organizations and individuals to request financial support from the City for civic programs or events that contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations.

The purpose of the grant program is to advance and enhance the community's opportunities, sustainability, and wellbeing. The City encourages projects and programs with components that foster community wellness, directly impact the community's vulnerable populations and/or provide civic engagement of Bethel residents and project beneficiaries.

Funding

The City Council has certain statutory and fiscal limitations on the aggregate amount of municipal funds it can set aside for donations to community projects. The amount of grant awards available to disseminate on behalf of all the applicants is dictated by the amount which is set aside by the City Council during the annual budget preparation process. The Council has committed to budget an amount equal to 20% of the revenue generated from the alcohol tax to health, public safety, and social services that offset the effects of alcohol in the community.

The amounts contributed shall be accounted for in the Community Action Grant Fund, a special revenue fund. Annual distributions to grantees from the Community Action Grant Fund cannot exceed the available resources of the Fund or other limits established by City Council.

Funding Exclusions

- In-kind donation requests, including requests for gift cards;
- Nationally-sponsored organizations (such as, but not limited to, American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way);
- Memberships, including association/chamber memberships;
- Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, disability or any other protected status;
- Organizations whose programming or policies may portray the City of Bethel in a negative light;
- Political causes, candidates, organizations or campaigns;
- Projects that send products or people to foreign countries or on domestic travel;
- Registration fees;
- Projects or programs that sponsor, endorse or provide in-kind services for any programs or events that will or may promote tobacco or marijuana products, gambling, sexually related

products or services, the sale or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety or welfare;

- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization;
- Scholarships and/or the payment of tuition, room, board, other expenses for college/university/vocational school or conference/training attendance;
- Third-party giving, including funds that are re-allocated to fiscally sponsored organizations;
- Tickets for contests, raffles, prizes or any games of chance or skill.

Application Process

The City of Bethel will accept applications for the Community Action Grant on a quarterly basis, per the following schedule:

Quarter 1: February 16 to February 23

Quarter 2: May 18 to May 25, 2018

Quarter 3: August 24 to August 31, 2018

Quarter 4: November 2 to November 9, 2018

Submission deadline is 4:00 pm Alaska Standard Time.

Applicants must submit the CAG application packet to cag@cityofbethel.net on or before the deadline. Late submissions will not be accepted. Incomplete submissions will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected. Applications will not be carried over from one quarter to the next.

The application packet must include completed:

- Community Action Grant Cover Page Form
- Community Action Grant Project Summary
- If applicable, verification of the organization's or fiscal agency's tax exempt status.
- If applicable, current and prior-year operating budget, including expenses and revenues, sources of revenue received and those pending, to include in-kind;
- If applicable, most recent annual financial statement (audited, if available);
- List of key staff members responsible for overseeing and carrying out the grant. This should include one-paragraph resumes of the key project/program staff members.

Funding Priority

Funding priority will be given to applications that demonstrate one or more of the following:

1. Advancement to or enhancement of the community of Bethel and it's residents
2. Direct impact to populations impacted by substance abuse in the community
3. Community engagement
4. Healthy community activities

Review, Evaluation and Selection

All applications, regardless of amount, will be reviewed by the Community Grant Technical Review Board (Board). The Board will hold public meetings to discuss and evaluate the grant applications. Application representatives are invited to attend the application review meetings in order to make a presentation supporting their request and respond to questions from the Board.

After review of all eligible applications, the Board will make funding recommendations to the City Council. These funding recommendations may be less than the amount requested and may be adjusted by the Council without prior notice to the applicant.

Upon receipt of the Board's recommendations, the City Council will make a final determination regarding the distribution, if any, of grant funds. City Council action will be by Action Memorandum. In making their final determination, the City Council may make amendments to the recommendations of the Board, including, but not limited to, amending the recommended amounts, and/or imposing limitations or special conditions that will appear in the grant agreement.

Applicants will be notified of any decision by e-mail within three (3) business days following City Council review. All funding decisions are final. If an Applicant is approved, grant checks will be mailed directly to the awardee within three weeks of the City Council's approval.

Agreement Requirements and Monitoring

Awardees will be required to enter into an Community Action Agreement that outlines the responsibilities of both parties. Applicants should note that liability insurance might be required. Awardees will agree to hold the City and the CAG Committee harmless from the awardee's actions.

All approved grant award winners shall maintain detailed documentation of the expenditures of grant money expenditures. In addition to the requirement to submit the documentation at the completion of the grant, Applicants shall make the documentation available to the City Clerk's Office upon request. Awardees who fail to maintain such documentation or to provide documentation upon request may be disqualified from future grant awards.

Exit Report

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.

Community Action Grant Draft Calendar for Application Periods

Quarter	Application Period Opens	Application Deadline	Board Meetings	Council Meeting	Payment Made
1 January - March	February 16	February 23	March 6	March 27	March 30
			March 14		
2 April - June	May 18	May 25	June 5	June 26	June 30
			June 13		
3 July - September	August 24	August 31	September 4	September 25	September 30
			September 12		
4 October - December	November 2	November 9	November 20	December 11	December 31
			November 28		

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

Identify individuals involved with the project with their roles and relevant experiences.

Budget For Project

Is budget complete, clear and detailed

Proposed expenses are reasonable

Income and expenses balance on project budget including matching funds if applicable

Subjective Criteria

Meets community needs

The strength of the plan and idea

The applicant appears capable

Project meets funding priorities

CITY OF BETHEL COMMUNITY ACTION GRANT Score Sheet

Applicant Information

Applicant Name: _____

Contact Person: _____

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

Grant Request Information

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

Criteria	Points Possible	Score
Request Summary & Project Details	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	10	
Identify individuals involved with the project with their roles and relevant experiences.	10	
NOTES		

Criteria	Points Possible	Score
Budget For Project	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	

NOTES

Criteria	Points Possible	Score
Subjective Criteria	60	
Meets community needs	10	
The strength of the plan and idea	10	
The applicant appears capable	10	
Project meets funding priorities	30	

NOTES

Total Points	170	
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Reviewer Name: _____ Date: _____

Record of Community Action Grant Awards

Quarter 1 - AM Approved 3/27/18	Project	Begin	End	Check Date	Awarded Amount
Friends of the Kuskokwim Consortium Library Bethel Search and Rescue Orutsararmiut Native Council YK Fitness Center	Hire a Jesuit Volunteer Adult Service Coordinator.	6/1/18	5/30/19	4/20/18	\$12,000.00
	Search costs: fuel, oil, parts, gear.	4/1/18	3/19/19	4/20/18	\$10,000.00
	Community Wellness Gathering & 18 bi-weekly mtgs.	4/1/18	8/31/18	4/20/18	\$5,000.00
	Offer free women's self-defense class.	4/1/18	12/31/18	4/20/18	\$1,300.00
Subtotal					\$28,300.00
<hr/>					
Quarter 2 - AM Approved 6/26/18					
Hope in Alaska/Camp Hope Sackett Hall (UAF-Kuskokwim Campus)	Fund Camp Hope expenses on Kuskokwim River	7/9/18	7/12/18	6/29/18	\$10,000.00
	Dorm Activities Coordinator position (part-time)	9/18/18	5/30/19	6/29/18	\$3,872.50
Subtotal					\$13,872.50
<hr/>					
Quarter 3 - AM Approved 10/9/18					
Bethel Wrestling Club Delta Illusion Dance Company	Wrestler travel expenses, food, hotels	2/1/2018	5/30/2018	11/2/2018	\$6,000.00
	Dance camps for DIDCO dancers & community	11/1/2018	10/31/2019	11/2/2018	\$1,770.00
Subtotal					\$7,770.00