

**PUBLIC NOTICE**

**REGULAR MEETING OF THE**

**Community Action Grant Technical Review Board**

**Wednesday November 29, 2017, 6:00p**

**Council Chambers, 300 State Highway, Bethel, Alaska**

**AGENDA**



**Members**

Sarah Angstman  
Eileen Arnold  
Jennifer Dobson  
Louise Russell  
Leif Albertson (Council  
Rep)

**Ex-Officio Members**

Ed Flores

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. SPECIAL ORDER OF BUSINESS
  - A. Election of Chair and Vice-Chair
  - B. Brief Overview of Committee Responsibilities and Rules
- VI. NEW BUSINESS
  - A. Review/Revise the Community Action Grant Forms and Process Related to the Timeline for the Submissions, Application, Review and Evaluation of the Grant
  - B. Establish Possible Dates for Next Meeting
- VII. COMMISSION MEMBER'S COMMENTS
- VIII. ADJOURNMENT

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Ed Flores, Recorder

POSTED: November 22, 2017  
Post Office, AC, SWANSONS, and CITY HALL

# 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 population.

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 population(s) 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 the 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 position 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;
- Salaries, stipends, tips or rewards;
- 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.

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](mailto:cag@cityofbethel.net) on or before the identified deadline. **Late or incomplete submissions will not be considered [or] 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; listing the 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 responsible for overseeing and carrying out the grant. This should include one-paragraph resumes of the key project/program staff.

### Funding Priority

Funding priority will be given to those applications that demonstrate:

- Advancement to or enhancement of the community of Bethel and its residents;-
- Direct impact to the communities vulnerable population

- Civic engagement

### **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 required 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 on certain grant awards.

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 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 expenditure of the grant monies. In addition to the requirement to submit the documentation at the completion of the grant, Applicant's 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.

**CITY OF BETHEL**  
**COMMUNITY ACTION GRANT**  
**Application**

**COVER PAGE**

**Applicant Information**

Applicant \_\_\_\_\_ Name: \_\_\_\_\_

Business License #s: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

### 3. Coordination and Collaboration

- a. Describe your agencies 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 agency'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 to 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

### 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 most 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 to each application submitted prior to the quarterly initial review meeting.

During the quarterly initial review meeting, the applicants will be required 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 finalize scores which will be held at which the Board will consider any supplemental information and finalize their individual scores. At this meeting the members will discuss and deliberate individual scores in order to determine a consensus score and 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 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 of them.
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 last 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**

**GUIDELINES FOR NUMERIC**

Score	Descriptor
1	Poor
2	Fair
3	Good
4	Excellent
5	Exceptional

**SCORES:**

Description of Criteria	Score
<b>Request Summary &amp; Project Details</b>	<b>Total 40</b>
Project is clearly described with measurable outcomes	5

Project addresses a clearly defined community need	5
Number of people this project will impact	5
Documented community support for the project	5
Explanation on how the impacts of the project will be measured	5
Goals are clear and objectives measurable	5
Matching dollars/in-kind services/donated labor/ ect.	5
Identifiable staff for the project with their roles are and relevant experience	5
<b>Budget For Project</b>	<b>Total 25</b>
Is budget complete	5
Is budget clear, detailed, and reasonable	5
Project is sustainable	5
Resources other than Community Grant	5
Income and expenses balance on project budget	5
<b>Subjective Criteria</b>	<b>Total 20</b>
Strong focus on community needs	5
The strength of the plan and idea	5
Does the organization appear capable of managing the proposed program	5
Project is a priority for the community.	5

**CITY OF BETHEL**  
**COMMUNITY ACTION GRANT**  
**Agreement**

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559  
 PHONE: 907-543-2072  
 EMAIL: [CAG@CITYOFBETHEL.NET](mailto:CAG@CITYOFBETHEL.NET)  
[WWW.CITYOFBETHEL.ORG](http://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: 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 one year 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 in advance by the Grantor and the Grantee.

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

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

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City Manager Signature  
Date

Date

Grantee Signature

**CITY OF BETHEL**  
**COMMUNITY ACTION GRANT**  
**Exit Report**

**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 retained for a period of three (3) years following the completion of the project.

# 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		