PUBLIC NOTICE
REGULAR MEETING OF THE
Community Action Grant Technical Review Board
Tuesday, September 3, 2019, 7:00 p.m.
Council Chambers, 300 State Highway, Bethel, Alaska

AGENDA

Members
S. Grady Deaton, Chair
Leif Albertson, Council Rep. & Vice-Chair
Jennifer Dobson
Louise Russell
Amber Jones
Lucinda Alexie

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. June 12, 2019 Regular Meeting

VI. NEW BUSINESS
   A. Review and score applications and responses received (may include questions to applicants in attendance).

   B. Review amount of CAG funding available.

   C. Review/revise application, forms, & processes.

   D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.

VII. COMMISSION MEMBER COMMENTS

VIII. ADJOURNMENT

POSTED: Post Office, AC, AC Quickstop, Swanson's, and City Hall

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

June 12, 2019 Regular Meeting 7 p.m. Bethel, Alaska

I. CALL TO ORDER

Meeting called to order at 7:10 pm.

II. ROLL CALL

BOARD MEMBERS PRESENT:	
Jennifer Dobson, Chair	Louise Russell
Grady Deaton	Leif Albertson, Council Rep
BOARD MEMBERS ABSENT:	
Lucinda Alexie	Amber Jones
ALSO IN ATTENDANCE:	
John Sargent, Recorder	

III. PEOPLE TO BE HEARD

Theresa Quiner spoke in support of the library application.

IV. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOVED:	L. Albertson	Approve CAGTRB June 4, 2019 Meeting Minutes.
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	4-0 All in favor	

V. NEW BUSINESS

A. Review and score applications and responses received (may include questions to applicants in attendance).

MOVED:	L. Russell	Move into Committee as a Whole at 7:15 pm to discuss three applications received for funding.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	

Thor Williams spoke in favor of the Wrestling Club application and answered questions from the Board.

Theresa Quiner answered questions from the Board members on the Friends of the Library application for the 2019 Summer Reading Program.

Board members decided not to score the BSAR application because it was incomplete. They based this decision on the incomplete nature of the application originally submitted and the fact that no information and exit reports were provided in response to the letter emailed to the applicant from the Board.

The Board discussed the Bethel Wrestling Club application.

The Board discussed the application to fund the Summer Reading Program 2019 submitted by the Friends of the Kuskokwim Consortium Library.

The average scores for each of the two applications scored by four Board members:

1. Bethel Wrestling Club (149)
2. Summer Reading Program 2019 (120).

The Board agreed to the following funding arrangement:

1. Bethel Wrestling Club > $4,500 full funding + $500 for scholarships (extra) = $5,000. Agreement should specify this spending plan.
2. Summer Reading Program 2019 > $2,000 for STEM programming + $4,000 for books (reduction) = $6,000. Agreement should specify that applicant be required to track the number of books given out at each event (name of event) and the number of kids attending each event.

Chair J. Dobson moved group out of Committee as a Whole at 8:48 pm.

MOVED:	**L. Russell**	Recommend to City Council that they provide $5,000 to the Bethel Wrestling Club ($4,500 for program and $500 for scholarships), and $6,000 to the Friends of the Kuskokwim Consortium Library ($2,000 for program and $4,000 for books) to support the programs specified in the applications and that the CAG grant agreements contain stipulations discussed.
SECONDED:	**L. Albertson**	
VOTE ON MAIN MOTION	4-0 All in favor	

B. Election of Chair and Vice-Chair.

MOVED:	J. Dobson	Nominate Grady for Chair.
SECONDED:	L. Albertson	Nominate Leif for Vice Chair.
VOTE ON MAIN MOTION	4-0 All in favor	

Chair directed the meeting to Commission Member Comments, bypassing agenda items C, D, E, under New Business.

VI. BOARD MEMBER COMMENTS

L. Albertson: We had a very productive meeting. I think this is the best thing I do for the City.
J. Dobson: I'm happy to be a part of it.
L. Russell: I'm happy to be here.
G. Deaton: I am both honored and flabbergasted to be chosen Chair.
J. Sargent: None.

VII. ADJOURNMENT

MOVED:	G. Deaton	Adjourn the meeting.
SECONDED:	L. Russell	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 8:58 pm.

Respectfully Submitted:

_____
Jennifer Dobson, Chair

APPROVED THIS _____ day of_____ 2019.

ATTEST: _____

CITY OF BETHEL
COMMUNITY ACTION GRANT
Application

COVER PAGE

Applicant Information

Applicant Name: Bethel Friends of Canines

Business License #s (if applicable): 10187

Applicant Address: PO Box 3167 Bethel, AK 99559

Contact Person: Eileen Arnold Email Address: BethelFriendsofCanines2011@gmail

Daytime Phone: 907-545-4227 Cell Phone: 907-545-4227

Grant Request Information

Grant Amount Requested:	$	15,000

Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. Yes. A reduction would mean we would need to fundraise more.

Program/Project Title and Summary:

Attached as word document

Date When Funds Are Needed: September 15th, 2019

Project Beginning and End Date: 9/15/19 - 9/15/20

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization, group, or self is granted funding, I (we) will be required to adhere to City guidelines related to the use of those funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes outlined for this program.

Signature: Eileen Arnold Date: 7/30/19

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:

* Attached as Excel document

Budget Items:	Description of Budget Items	Funding: Source:	CAG $	Other $	Total

   c. Have you ever received funding from the City of Bethel before? If so, provide 1) dates, 2) amounts, 3) project descriptions, and 4) Exit Report status.

6. Exit Report Due
   a. Awardees will be required to present a written Exit Report to the Community Action Grant Board within 30 days of completion of the project/program. See Report on City's website (www.cityofbethel.org).

b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of the grant funds.
c. If applicant has a current Community Action Grant in progress, provide a spending plan that clearly shows how the remaining funds will be spent to complete the project/program.

Program/Project Title and Summary:

Bethel Friends of Canines Staffing Support

These funds will be used to support the one BFK9 contracted staff member. Bethel Friends of Canines was formed in 2011 to find homes for dogs that were abandoned in the Bethel Pound and sleighed for euthanasia by the Bethel Police Department. Abandoned dogs are the biggest beneficiary of the BFK9 mission work, followed closely by the community of Bethel since BFK9's work lowers the number of loose dogs, which improves the overall health of the Bethel community. After dogs, and Bethel, though, the biggest beneficiary of the BFK9 mission is the Bethel Police Department. Until BFK9 began their mission work in 2011 it was BPD who had to collect loose dogs, contain them, care for them, and then ultimately dispose of them. This costs the police department time and puts an emotional strain on the officers that have to dispose of the dogs. BFK9 has had an MOU with the city since 2011 to take possession of dogs after the mandated 4 day hold in the pound. In 2018, we entered into an additional MOU with the city to gain access to the pound so that we can assist BPD with the daily care of dogs. This is a huge benefit to BPD because BFK9 volunteers now handle one shift per day caring for the dogs, which frees up BPD to handle the more serious public safety issues that impact this community. The dogs are also getting more humane care because of this arrangement, because it is guaranteed that the dogs are fed, watered, and let outside to go to the bathroom twice per day, when in the past more serious safety issues might make this impossible for the police department. Dogs are only put down at this point when they are deemed unsafe for adoption, which is rare.

1. Substantiating Community Need

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

There is a clear need for animal control and care in the YK Delta region, specifically Bethel. Because there is not a full time veterinarian many people cannot access pet care in a timely manner and for those who are low-income, the veterinarian care that is offered might not be affordable. Consequently, there are many stray dogs roaming around Bethel when people can't take care of them and many dogs are killed in the villages because of overpopulation.

Bethel Friends of Canines seeks to assist with animal control and care for those who wish to be responsible pet-owners but lack the funds, and rescue those dogs who have been abandoned or surrendered. It is a clear public health concern to have so many dogs wandering unattended. It can lead to injuries to people and other animals and could potentially spread diseases. Communities in the YK Delta rely on BFK9 to help with unwanted, loose dogs, because they do not want to put them down any longer.

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

The identified need is animal care assistance for low-income pet owners, and abandoned dogs. BFK9 covers these costs typically through fundraisers and merchandise sales, but because the facility was moved in 2019 to a location next to the pound, almost all of BFK9's reserves have been depleted from the cost of moving our kennel building to a plot of land leased from the city and getting the facility functional again. With this grant BFK9 would not have to reduce the amount of services offered in order to recoup from the facility move and enable us to continue paying our part time employee to help with the pound.

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.

Goal: Support the mission work of Bethel Friends of Canines while the facility move is completed.

Objective 1: Pay the BFK9 contracted worker to care for dogs in the pound and in the kennel

Activity 1: BFK9 contracted staff walks and cares for the dogs every afternoon.

Activity 2: BFK9 contracted staff takes dogs up for adoption up to the airport for transport to Anchorage multiple times a week.

Activity 3: When a vet is in town BFK9 contracted staff schedule spay and neuters for the animals BFK9 has rescued and re-homed in Bethel.

Outcome 1: BFK9 rescues and re-homes 100 dogs from the Bethel community. Those dogs are neither put down or roaming the streets of Bethel creating a public health danger.

Outcome 2: BFKP continues to have the capacity financially to help the police department with pound duties, with the outcome of the animals being better cared for and BPD have more time to address more serious public safety issues.

3. Coordination and Collaboration

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

Our primary partner is the City of Bethel Police Department. We assist the police department daily with caring for the animals and socializing the dogs so they can be ready for adoption. We

also advertise the dogs in the pound on social media to help reunite them with their owners. This partnership enables the city to more efficiently handle the strays in Bethel. We moved our facility to land next to the pound so that BFK9 volunteers could better help care for those animals and the animals in BFK9's kennel.

BFK9 also partners with the UAF/YKHC effort to offer a community outreach veterinarian in the region. We schedule surgeries for the vet working in the pound, and clean daily to create a clean environment for the dogs and surgeries. And we are working together to write things like rabies protocols to make sure that our practices do not allow for the spread of rabies. BFK9 is purchasing the DHPP and deworming vaccines and medicines for the low-income s/n clinic so that the grant that provides these services will go further, allowing more animals to get s/n and vaccinated. YKHC provides the rabies vaccines at no cost. We also work with YKHC to get volunteers certified as lay vaccinators so that we can vaccinate dogs in our care and for pets of low-income residents of Bethel.

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

BFK9 has broad community support amongst community members and community agencies. BFK9 has successfully collaborated with multiple agencies during group fundraising efforts like #BethelGives and coordinates something like 100 community volunteers to carry out mission activities. If more collaborative relationships are needed that are not currently in place board members and volunteers would approach new potential relationships by explaining BFK9's mission, how it helps the community, and what impact the partnership could have to further that mission.

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.

No other organization in town rescues unwanted dogs or assists the police department with the care of dogs in the pound. BFK9 works in partnership with the vet who owns a business in town and in partnership with the grant–supported vet in town who both offer spay/neuter/vaccination services.

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 not a new project/activity.

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.

The scope of BFK9's mission work is at risk of reduction because of how expensive the facility move and set up has been. BFK9's requests for services have expanded every year, which is exciting, because animal control prevention through spay/neuter is so much more efficient than having to rescue and re-home dogs. It is critical that that service work is not reduced while BFK9 works to establish a more efficient and effective facility. We entered into this partnership with the city to help with the pound because it is a mutually beneficial agreement. We were able to lease land from the city for our building next to the pound, and we are able to get to know and socialize the dogs in the pound during the mandatory 4 day hold. But as the demand for our services increases every year this puts a strain on our ability to do the work with only volunteers. We need to pay a contracted employee in order to meet the demand for our rescue. And with the strain on our finances from moving the building we need grant funding to be able to continue to provide the level of care we are providing in the pound.

There are not necessarily target dates for implementation. Rescuing and re-homing animals is crisis response work and spay/neuter work is done monthly as the vet is in town based on their availability.

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 activity.

BFK9 has five board members, one of which helped create BFK9 back in 2011. Other board members and main volunteers have been involved with BFK9 for 2+ years so are very familiar with and adept at carrying out the mission activities of BFK9. The board has made some strategic growth decisions to bring on board members and volunteers who have experience with fiscal and grant management in an effort to grow and improve.

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

Attached as Excel document

c. Have you ever received funding from the City of Bethel before?

BFK9 has not received funding from COB before.

Budget Items:	Description of Budget Items	Funding Source	CAG$	Other $	Total
Contract Fees	BFK9 Contracted Worker makes $28 and this grant would ask for 2 hours of work per day, which alleviates the work of the COB's Community Safety Patrol staff.		$15,000	$18,200	$33,200
Total			**$15 ,000**	$18,200	**$33,200**

BETHEL POLICE DEPARTMENT

July 31, 2019

To Whom It May Concern,

It is my pleasure to write a letter in support of Bethel Friends of Canine applying for the Bethel Community Action Grant.

Bethel Friends of Canine has been a huge asset to the Bethel Police Department as well as the community as a whole. Bethel Friends of Canine provides an essential service to community of Bethel by generously volunteering their time and their homes in order to care for the animals in the community.

Bethel Friends of Canine has become an essential asset to our Community Service Officers, by assisting them keep up with the daily cleaning of the pound and taking care of the animals that are impounded. By them providing this service to the Bethel Police Department it frees up our Community Service Officers time so they can focus on more pressing public safety concerns and they are able to spend more time picking up loose dogs. Since Bethel Friends of Canine started assisting the Bethel Police Department take care of the pound the animals are getting a better quality of care because they take them for walks and provide services that the Community Service Officer does not have time to do.

In conclusion, I fully support the efforts of Bethel Friends of Canine as they seek funding to support their program. Any programs that support caring for animals will benefit our community at large.

Amy Davis

Acting Chief of Police

Amy Davis

157 Salmonberry Road ✆ Post Office Box 809 ✆ Bethel, Alaska 99559
Telephone (907) 543-3781 ✆ Fax (907) 543-5086 ✆ www.cityofbethel.org

CITY OF BETHEL
COMMUNITY ACTION GRANT
Application

COVER PAGE

Applicant Information

Applicant Name: Bethel Winter House

Business License #s (if applicable):

Applicant Address: PO BOX 1969, Bethel AK 99559

Contact Person: Jon Cochrane Email Address: JonC.Cochrane@wellsfargo.com

Daytime Phone: 907-545-1210 Cell Phone: 907-545-1210

Grant Request Information

Grant Amount Requested:	$	25,000

Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. Yes. Any reduction could impact the length of our opperating season if replacement funding cant be found.

Program/Project Title and Summary:

Emergency Shelter Staffing, winter of 2019/2020

Date When Funds Are Needed: A.S.A.P

Project Beginning and End Date: Dec 1 2019 - March 31 2020

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

I affirm that if my organization, group, or self is granted funding, I (we) will be required to adhere to City guidelines related to the use of those funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes outlined for this program.

Signature: Date: 8-30-19

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.
      Emergency cold weather shelter for the homeless.
   b. Specifically describe how the activities to be carried out directly address identified needs in the community.
      The funds are required to safely and adequately staff the shelter for the winter of 2019/2020 replacing funding cut by the State of Alaska. This will allow us to provide the same level and period of service as in previous years.
2. Project/Activity Goals and Outcomes
   a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.
      To eliminate death and exposure related injuries amongst the homeless population of Bethel during our months of operation
   b. Provide measurable outcomes for your project and how those outcomes will be measured.
      Measured reduction or eliminations of exposure related deaths and injuries over years when not in operation.
3. Coordination and Collaboration
   a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.
      We are working with the Bethel Lions Club and have recently partnered with Bethel Community Services Foundation and the Bethel Evangelical Covenant Church. We are an active participant in the Bethel Housing Coalition. We are a part of the Bethel Gives campaign and have just begun a relationship with the VFW Auxiliary.
   b. Explain how you will develop any needed collaborative relationships that are not already in place.
      We are working with BCSF to increase funding streams and with the housing coalition to coordinate and expand 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.
      No one locally offers these services. The closest would be TWC who offers shelter to female victims of domestic violence. We are able to house male members of the family when they cannot stay at TWC and want to remain close because they are working on reunification.

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. *N/A*
   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 will be used specifically for staffing during the shelter. Without additional funding to replace state budget cuts, we will be forced to reduce or eliminate services.

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.
      I act as the shelter director and the chair of its board. I have over 25 years of experience in the finance industry and over 15 working with financials for non-profits. I have run the shelter for 6 years.

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

Description of Budget Items	Funding: Source:	CAG $	Other $	Total
Space Rental			**$ 6,000.00**	**$ 6,000.00**
Utilities			**$ 1,500.00**	**$ 1,500.00**
Insurance			**$ 1,200.00**	**$ 1,200.00**
Labor		**$ 25,000.00**	**$ 18,200.00**	**$ 43,200.00**
Supplies			**$ 6,400.00**	**$ 6,400.00**
Bedding/Laundry			**$ 2,500.00**	**$ 2,500.00**
Winter Gear			**$ 1,500.00**	**$ 1,500.00**
Totals		**$ 25,000.00**	**$ 37,300.00**	**$ 62,300.00**

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. *Final report to be delivered by 4/1/2020.*

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 10 2014

BETHEL WINTER SHELTER LIONS CLUB
PO BOX 1525
BETHEL, AK 99559-1525

Employer Identification Number:
46-4382634
DLN:
26053708001084
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 26, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

BETHEL WINTER SHELTER LIONS CLUB

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 5436

Community Action Grant
Calendar for Application Periods in 2019

Quarter	Application Period Opens	Application Deadline	Board Meetings	Council Meeting	Payment Made
1 **January - March**	January 29	February 28	March 5 March 13	March 26	March 29
2 **April - June**	May 1	May 30	June 4 June 12	June 25	June 28
3 **July - September**	August 1	August 30	September 3 September 11	September 24	September 27
4 **October - December**	October 14	November 13	November 19 November 27	December 10	December 13

CITY OF BETHEL
COMMUNITY ACTION GRANT
Agreement

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559
PHONE: 907-543-1386
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. Prepare and submit a written Exit Report to the Grantor within 30 days of completing the grant project/program. See Exit Report on City's website (www.cityofbethel.org).

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.

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 Manager Printed Name Date

_____
Grantee Printed Name Date

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:	$	

Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. ☐ Yes ☐ No

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, group, or self is granted funding, I (we) will be required to adhere to City guidelines related to the use of those funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes 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:

Item & Description	Funding Source	Amount
	Total	

c. Have you ever received funding from the City of Bethel before? If so, provide 1) dates, 2) amounts, 3) project descriptions, and 4) Exit Report status. ☐ No

6. Exit Report Due

a. Awardees will be required to present a written Exit Report to the Community Action Grant Board within 30 days of completion of the project/program. See Report on City's website (www.cityofbethel.org).

b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of the grant funds.

c. If applicant has a current Community Action Grant in progress, provide a spending plan that clearly shows how the remaining funds will be spent to complete 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

- Indirect costs that are not traceable to a program, product, or activity; application of an indirect rate to cover overhead costs;
- In-kind donations, including 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 2019 schedule:

Quarter 1: January 29 to February 28

Quarter 2: May 1 to May 30

Quarter 3: August 1 to August 30

Quarter 4: October 14 to November 13

Submission deadline is 11:59 pm Alaska 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 budgets, 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 project/program staff members responsible for overseeing and carrying out the grant and a one-paragraph resume for each one.

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 its 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 a 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 Board 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 Board within thirty days of completion of the project/program. Awardees must complete an exit report prior to submitting another request for funds. If project/program is not completed at the time another funding request is prepared, a spending plan may be submitted in lieu of an exit report. The spending plan must describe how the remaining expenditures will be made to complete 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 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.

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/ etc.	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
Strength of the plan and idea	10
Applicant appears capable	10
Project meets funding priorities	30

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:	$	

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	
Strength of the plan and idea	10	
Applicant appears capable	10	
Project meets funding priorities	30	
NOTES		

Total Points	**170**	

Reviewer Name: _____ Date: _____

CITY OF BETHEL
COMMUNITY ACTION GRANT
EXIT REPORT

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559
PHONE: 907-543-1386
EMAIL: CAG@CITYOFBETHEL.NET
WEBSITE: www.cityofbethel.org

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 achieved 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?
- What goals and objectives were you able to accomplish? What 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

P.O. Box 1388 • Bethel, Alaska 99559-1388
907-543-1386
Fax # 543-1388
Website: www.cityofbethel.org

To: **Community Action Grant Techncial Review Board**

From: **John Sargent, Grant Manager**

Subject: **Funding Available for CAG Awards**

Date: **June 4, 2019**

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:	$15,000.00
Carry-over of Committed CAG funds from FY 2018:	$72,454.00
20% of Alcohol Sales Taxes Collected 7/1/18 to 4/30/19:	$67,187.11
20% of Alcohol Sales Taxes Collected 5/1/19 to 7/31/19:	$40,854.19
Subtotal	$195,495.30
Less Y1Q3 award distribution:	$7,770.00
Less Y1Q4 award distribution:	$25,525.00
Less Y2Q1 award distribution:	$37,991.96
Less Y2Q2 award distribution:	$11,000.00
Add CAG refund from Wrestling Club:	$1,170.97
Balance:	$114,379.31

Status Report

Acronyms
E=Email Reminder notice to do exit report.

Year 1	Signed	Exit Report	Exit Report	Amount	Amount			
Quarter 1 - AM Approved 3/27/18	**Contracts**	**Due Date**	**Received**	**Awarded**	**Spent**	**Action**	**Action**	**Action**
Friends of the Kuskokwim Consortium Library	X	8/31/19		12,000		E-6/5/19		
Bethel Search and Rescue	X	6/19/19		10,000		E-6/3/19	E-6/5/19	
Orutsararmiut Native Council	X	11/30/18	11/27/18	5,000	5,030	E-11/26/18	E-11/29/18	E-6/5/19
YK Fitness Center	X	3/31/19		1,300		E-11/26/18	E-6/3/19	
				28,300				
Quarter 2 - AM Approved 6/26/18								
Hope in Alaska/Camp Hope	X	9/30/19	9/22/18	10,000	10,000	E-11/29/18	E-6/5/19	
Sackett Hall (UAF-Kuskokwim Campus)		8/31/19		3,873				
				13,873				
Quarter 3 - AM Approved 10/9/18								
Bethel Wrestling Club	X	8/31/19	6/7/19	6,000	4,829	E-6/5/19		
Delta Illusion Dance Company	X	1/31/19		1,770		E-6/3/19	E-6/5/19	
				7,770				
Quarter 4 - AM Approved 12/11/18								
ONC-Bus Passes for Seniors		4/30/19	6/7/19	3,060	3,060	E-6/5/19		
Justine Chamberlain-Coffee House	X	5/30/20		9,700				
Friends of the Kuskokwim Consortium Library	X	8/30/20		12,765		E-6/5/19		
				25,525				
			Total Year 1	**75,468**				

E= Email Reminder notice to d

Year 2	Signed	Report	Report	Amount	Amount			
Quarter 1-AM Approved 3/26/19	**Contracts**	**Due Date**	**Received**	**Awarded**	**Spent**	**Action**	**Action**	**Action**
Bethel Winter House-shelter	X	7/1/19		11,160				
Hope in Alaska Ministry/Camp Hope	X	10/20/19		12,188				
Gladys Jung Elementary Wrestling Program	X	3/8/20		3,094				
BCSF Healing Through Music & Dance Pgm-harmonicas	X	8/5/19		6,790				
Bethel Search and Rescue-Operations	X	1/30/20		4,760		E-6/5/19		
				37,992				
Quarter 2-AM Approved								
Bethel Wrestling Club-wrestling camp in 2019	X	6/25/20		5,000				
Bethel Friends of the Library-Summer camp-giveaways	X	6/25/20		6,000				