

**PUBLIC NOTICE**  
**REGULAR MEETING OF THE**  
**Community Action Grant Technical Review Board**  
**Tuesday, March 5, 2019, 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. November 28, 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.
  - E. Status of contracts for awards
- VII. COMMISSION MEMBER'S 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

November 28, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 7:02 pm.

**II. ROLL CALL**

|                               |                 |
|-------------------------------|-----------------|
| <b>BOARD MEMBERS PRESENT:</b> |                 |
| Jennifer Dobson, Chair        | Louise Russell  |
| Amber Jones                   | S. Grady Deaton |
| <b>BOARD MEMBERS ABSENT:</b>  |                 |
| Leif Albertsons               | Lucinda Alexie  |
| <b>ALSO IN ATTENDANCE:</b>    |                 |
| John Sargent, Recorder        |                 |

**III. PEOPLE TO BE HEARD**

None.

**IV. APPROVAL OF AGENDA**

|                            |                  |                 |
|----------------------------|------------------|-----------------|
| <b>MOVED:</b>              | S.G. Deaton      | Approve agenda. |
| <b>SECONDED:</b>           | A. Jones         |                 |
| <b>VOTE ON MAIN MOTION</b> | 4-0 All in favor |                 |

**V. APPROVAL OF MINUTES**

|                            |                  |   |
|----------------------------|------------------|---|
| <b>MOVED:</b>              | L. Russell       | Approve Minutes of September 12, 2018 CAGTRB meeting. |
| <b>SECONDED:</b>           | A. Jones         |   |
| <b>VOTE ON MAIN MOTION</b> | 4-0 All in favor |   |

|                            |                  |  |
|----------------------------|------------------|--|
| <b>MOVED:</b>              | A Jones          | Approve Minutes of November 20, 2018 CAGTRB meeting. |
| <b>SECONDED:</b>           | S. G. Deaton     |  |
| <b>VOTE ON MAIN MOTION</b> | 4-0 All in favor |  |

**VI. NEW BUSINESS**

|                            |                  |  |
|----------------------------|------------------|--|
| <b>MOVED:</b>              | L. Russell       | Move into Committee as a Whole to discuss three applications received for funding. |
| <b>SECONDED:</b>           | S. G. Deaton     |  |
| <b>VOTE ON MAIN MOTION</b> | 4-0 All in favor |  |

Lucinda Alexie arrived for the meeting at 7:08 pm.

# City of Bethel Community Action Grant Technical Review Board Meeting Minutes

November 28, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

Group discussed and scored these applications: Coffee House at the Covenant Church, bus passes for elders and care givers by ONC, and Jesuit Volunteer position by the Kuskokwim Consortium Library. Scores and funding recommendations agreed to on the white board:

Coffee House: Sum: 729, Avg. 146, Amt.: \$9,700

ONC: Sum: 594, Avg. 119, Amt.: \$3,060

Library: Sum 727, Avg. 145, Amt. \$12,765

Chair J. Dobson moved group out of Committee as a Whole.

|                            |                  |   |
|----------------------------|------------------|---|
| <b>MOVED:</b>              | A. Jones         | John to make Action Memorandum for City Council to approve with CAGTRB's funding recommendations. |
| <b>SECONDED:</b>           | L. Russell       |   |
| <b>VOTE ON MAIN MOTION</b> | 5-0 All in favor |   |

|                            |                  |   |
|----------------------------|------------------|---|
| <b>MOVED:</b>              | S.G. Deaton      | John to make the following four changes to CAG materials: (1) add to cover page the stmt. "Tell us what a reduction would look like?" (2) 5c Project Summary – Have you ever received funding from the City of Bethel in the past? (3) Change period to accept applications to 30 days and exit report is due 30 days after project is completed (4) update the calendar with 2019 dates. |
| <b>SECONDED:</b>           | L. Russell       |   |
| <b>VOTE ON MAIN MOTION</b> | 5-0 All in favor |   |

Committee wants John, Recorder, to do the following:

1. Put exit reports completed and submitted in to next packet.
2. Send letter to ONC to resubmit the exit report submitted on the Community Wellness Gathering with receipts that match original budget, remind them that gift cards are not eligible. Letter to be from Committee.
3. Send letter and exit report back to Camp Hope organizers and request that they complete the proper exit report and submit it. Letter from Committee.

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# City of Bethel Community Action Grant Technical Review Board Meeting Minutes

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November 28, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

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**VII. BOARD MEMBER COMMENTS**

L. Russell: Enjoys working with the group.

S. G. Deaton: He is open to all criticisms. Thanked the group.

J. Dobson: Thanked the group.

**VIII. ADJOURNMENT**

|                            |                  |                      |
|----------------------------|------------------|----------------------|
| <b>MOVED:</b>              | S.G. Deaton      | Adjourn the meeting. |
| <b>SECONDED:</b>           | L. Russell       |                      |
| <b>VOTE ON MAIN MOTION</b> | 5-0 All in favor |                      |

Meeting Adjourned at 9:50 p.m.

The next meeting is a grant application review meeting set for Tuesday, March 5, 2019 in City Hall at 7 pm.

Respectfully Submitted:

\_\_\_\_\_  
Jennifer Dobson, Chair

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ATTEST: \_\_\_\_\_



# City of Bethel

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

907-543-1386

Fax # 543-1388

Website: [www.cityofbethel.org](http://www.cityofbethel.org)

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

**From: John Sargent, Grant Manager**

**Subject: Funding Available for CAG Awards**

**Date: February 27, 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 10/30/18: | <del>\$17,434.00</del> corrected to \$13,324.59 |
| 20% of Alcohol Sales Taxes Collected 11/1/18 to 1/31/19: | <u>\$22,076.63</u>                              |
| Subtotal   | \$122,855.22                                    |
| Less Q3 award distribution:                              | \$7,770.00                                      |
| Less Q4 award distribution:                              | \$25,525.00                                     |
| Balance:   | \$89,560.22                                     |



2. We are currently in the middle of our winter and we have used just about all our inventory of tape and need to replenish our stores in the event that we need to mark new roads and trails. Our wish at the end of every winter season is to have experienced no fatalities along our trails and roads within Bethel City limits due to poor staking or marking.

D.O.G. and Jim Jim are currently about to receive Canine Tracking and Cadaver certification through the Alaska Search and Rescue K9 Association. This has cost BSAR approximately \$4500.00 in travel and per diem and an additional \$500 in training costs. We have had to fly D.O.G. and Jim Jim to Anchorage for all training. Fortunately for us, Jim Jim has family in the valley that allows him to stay with to save us Hotel and vehicle costs. We will have D.O.G. and Jim Jim certified by this Summer of 2019. While in Bethel, Jim Jim constantly trains with D.O.G. with family members playing hide and seek and also with human remains supplied by MatSU SAR.

3. We currently partner with ONC, LKSD, and Napaimute Native Corporation establishing plowed roads, trail staking and reflective taping. We also collaborate with other SAR groups in the nearby communities when planning these efforts. We believe strongly in preventing loss of life and tragedy for residents of Bethel.

We at BSAR currently team with many SAR dog groups in the State of Alaska for training and instruction. Our vision is to have D.O.G. available to anyone in Bethel that needs our services including the Police Department and the residents of Bethel. As far as we know, we are the only rural hub in Alaska that has a SAR dog. We strongly believe in serving our community on any way possible.

4. We intend to utilize most of all rolls of tape this calendar year.

D.O.G. and Jim Jim will be certified this summer.

5. We need 14 3M rolls of different colored reflective tape. We utilize different colors for marking dangerous areas, safe areas and shelters.

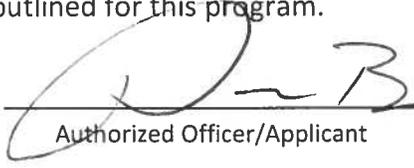
A cost for BSAR is about \$750.00 per trip for D.O.G. and Jim Jim to travel from Bethel to Anchorage to include per diem and training costs. We are asking that C.A.G. provide funding for the next six (6) trips at a cost of \$4500.00.

Date When Funds Are Needed: \_\_\_As soon as available\_\_\_\_\_

Project Beginning and End Date: \_\_\_February to May of 2019\_\_\_and February to October of 2019.

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: 02-02-2019  
Authorized Officer/Applicant

1

COMMUNITY ACTION GRANT | Application

## 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 | Funding: Source: | CAG \$  | Other \$ | Total   |
|---------------|-----------------------------|------------------|---------|----------|---------|
|               | Tape and K9 training        |                  | 9260.00 | 0        | 9260.00 |

- c. Have you ever received funding from the City of Bethel before? If so, provide dates, amounts, and project descriptions.

BSAR received \$10,000.00 from C.A.G. for assisting the Police Department in searching for persons within the community and within city limits, I believe in November of 2017.

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 Application

## COVER PAGE

### Applicant Information

Applicant Name: Gladys Jung Elementary Wrestling

Business License #s (if applicable): \_\_\_\_\_

Applicant Address: PO Box 800; 1007 Ron Edwards Memorial Way

Contact Person: Martin L. Smith Email Address: marty\_smith@lksd.org

Daytime Phone: 907-543-4440 ext 3250 Cell Phone: 907-545-2533

### Grant Request Information

|                         |    |         |
|-------------------------|----|---------|
| Grant Amount Requested: | \$ | 3094.36 |
|-------------------------|----|---------|

Will you accept less funding than the amount you requested? If so, tell us what a reduction would like for your planned program.

Program/Project Title and Summary:

Date When Funds Are Needed: April 15, 2019

Project Beginning and End Date: September 23, 2019 to December 8, 2019

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:

| 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 dates, amounts, and project descriptions.

### 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.

Gladys Jung Elementary  
Wrestling Program

To: City of Bethel  
Bethel Community Action Grant

Application Question Responses:

1. Substantiating Community Need:

Gladys Jung Elementary currently hosts a wrestling season in the fall time beginning in late September and continuing through early December. Gladys Jung also assists with in the spring with Bethel Freestyle Wrestling's USA Wrestling program. The fall school program typically services between 40-50 youth in grades 4-6. In the spring, we aid BFW in "Friday Night Wrestle-arounds." The Bethel Freestyle Wrestling programs typically services 140-160 youth throughout Bethel. Gladys Jung's program teaches core values such as hard work, dedication to self-improvement, living a healthy lifestyle, making healthy choices, and also provide kids a place to become a part of "the wrestling family." Parent involvement is encouraged by each program through volunteerism and coaching.

2. Project/Activity Goals or Objectives:

The goal of Gladys Jung Wrestling is to provide young wrestlers the opportunity to grow in skill, participate in a healthy activity, learn the meaning of hard work and dedication to self-improvement, and develop friendly relationships that can last a lifetime. Many wrestlers from Gladys Jung go on to wrestle for Bethel Regional High School. Some of those wrestlers go onto collegiate careers allowing them to pursue career fields of their choice. Measurement of success is nearly impossible to determine since Gladys Jung has no ties to graduation rates, scholarships, or career development. However, if you consider the size of the program, the lack of drop out from the program I believe success is evident.

3. Coordination and Collaboration:

Gladys Jung is currently collaborating with multiple other programs in the City of Bethel. This includes Bethel Regional High School and Junior High, Ayaprun Elitnavit, and Bethel Freestyle Wrestling Club. In addition, Gladys Jung allows the use of equipment for tournaments, such as clocks, with surrounding villages as they attempt to host their own wrestling tournaments. As described, wrestling practices and competitions provide a possible year-round opportunity for student-athletes in Bethel with collaborating efforts between all wrestling entities within Bethel. Our efforts are only hampered by our opportunity to purchase equipment and supplies for each of our programs. Often times we will share resources when one of the programs is unable to purchase or runs short and needs additional supplies, such as mat tape, athletic tape, and scoreboards.

4. Implementation Plan:

Gladys Jung's Wrestling program is an existing activity with a school sponsored season running from late September to early December. We do a majority of our travel and purchasing through fund raised activities by our wrestlers such as the "push-up-a-thon." Through the City of Bethel Community Action Grant funds we will purchase equipment and supplies needed to run a clean and healthy program while using the student fund raised money to provide travel opportunity to the athletes themselves creating better buy-in to the program. Much of the items we want to purchase are one time purchase items such as covers to protect our wrestling mats and mops to clean the mats prior to use each practice.

5. Demonstrated Experience and Financial Information:

The coaches at Gladys Jung have collegiate level and multiple years experience in wrestling and working with children. They must pass a background check via USA Wrestling and Bethel Freestyle Wrestling Club's program every two year. The budget for the supplies Gladys Jung will purchase with the Community Action Grant is attached. It totals \$3094.36.

6. Reporting Back:

With the school wrestling season running from late September to early December a report of the program success can be filed in January of 2020.

| 1  | Per: | Description:                                | Unit:     | Total:      |
|----|------|---|-----------|-------------|
|    |      | Sunflower Wrestling Items:                  |           |             |
| 2  | case | T130124 3"x84' Sunflower Wrestling Mat Tape | \$ 162.00 | \$ 324.00   |
| 2  | Box  | MC9 Cliff Keen MC9 "No Funk" Mat Cleaner    | \$ 59.99  | \$ 119.98   |
| 1  | Each | SM001 Kennedy Sole Mat                      | \$ 309.99 | \$ 309.99   |
| 10 | Each | HSL96 The Slicker Hair Cover                | \$ 19.99  | \$ 199.90   |
| 2  | Set  | RMCC Resilite Coaches Corner Mat            | \$ 290.00 | \$ 580.00   |
|    |      |   |           |             |
|    |      | Kennedy Industries Items:                   |           |             |
| 1  | Each | Spray-N-Roll II Sprayer                     | \$ 160.00 | \$ 160.00   |
|    |      |   |           |             |
|    |      | Medco-Athletics Items:                      |           |             |
| 1  | Case | Medco Sports Med Pro-Trainer Tape 2"x10yd   | \$ 208.95 | \$ 208.95   |
| 1  | Pack | 35561 Mueller Nasal Plugs                   | \$ 16.65  | \$ 16.65    |
| 1  | Each | TSK440 Summit Wrestling Scale w/case        | \$ 449.00 | \$ 449.00   |
|    |      |   |           |             |
|    |      | Resilite Items:                             |           |             |
| 7  | Each | WAC2030 Liteweight Mat Storage Bags         | \$30      | \$ 210.00   |
|    |      |   |           |             |
|    |      | Sub Total:                                  |           | \$ 2,578.47 |
|    |      |   |           | \$ 0.20     |
|    |      | Estimated Shipping:                         |           | \$ 515.69   |
|    |      | Grand Total:                                |           | \$ 3,094.36 |

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

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559  
 PHONE: 907-543-1386  
 EMAIL: [CAG@CITYOFBETHEL.NET](mailto:CAG@CITYOFBETHEL.NET)  
 WEBSITE: [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: 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.

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

# Community Action Grant Calendar for Application Periods in 2019

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

# 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 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](mailto: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 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 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 thirty days of completion of the project/program.

# 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 |
|---|-----------------|-------|
| <b>Request Summary &amp; Project Details</b>  | <b>80</b>       |       |
| 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 |
|--|-----------------|-------|
| <b>Budget For Project</b>  | <b>30</b>       |       |
| 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 |
|-----------------------------------|-----------------|-------|
| <b>Subjective Criteria</b>        | <b>60</b>       |       |
| Meets community needs             | 10              |       |
| The strength of the plan and idea | 10              |       |
| The applicant appears capable     | 10              |       |
| Project meets funding priorities  | 30              |       |

NOTES

|                     |            |  |
|---------------------|------------|--|
| <b>Total Points</b> | <b>170</b> |  |
|---------------------|------------|--|

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF BETHEL

## COMMUNITY ACTION GRANT

### Review Process

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

#### **General Process**

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

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

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

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

#### **Guidelines for Reviewers**

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

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

#### **Steps for the Board in Reviewing and Rating the Applications**

1. Read the application guidelines and instructions.
  - It may be difficult to fairly evaluate a proposal unless you have an understanding of what has been asked.

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

**Review Criteria**

| Description of Criteria   |
|---|
| <b>Request Summary &amp; Project Details</b>  |
| 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/ etc.                                     |
| 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**  
**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 like for your planned program.

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:

| 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 dates, amounts, and project descriptions.

### 6. Report Back

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

## EXIT REPORT COVER PAGE

### Applicant Information

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

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Program/Project Title and Summary:

Project Beginning and End Date: \_\_\_\_\_

Submission for: 20\_\_\_\_ Quarter 1 Quarter 2 Quarter 3 Quarter 4

### Exit Report Summary

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

- Describe how the grant funds helped the purpose of your organization and the goals of the Community Action Grant Program?
- What measurable value did the grant program provide to the citizens of Bethel?
- 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.

# Community Action Grant (CAG)

Open Period: Jan 29-Feb 28, 2019

Find materials on City website:

[www.cityofbethel.org](http://www.cityofbethel.org)

## What is CAG?

The City of Bethel established a program where individuals, groups, or organizations can apply for funding to support programs or events that contribute to the health, welfare, and overall lives of residents of Bethel, especially its more vulnerable populations.

### Sample Funded Projects:

Library JV Adult Services Coordinator-homeless outreach

ONC's Community Wellness Gathering-Healing Strategies

Camp Hope-Youth camp on Kuskokwim River-food, supplies

Bethel Search and Rescue-fuel, gear, supplies

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

EM = Email Reminder notice to do exit report.