

**PUBLIC NOTICE**  
**REGULAR MEETING OF THE**  
**Community Action Grant Technical Review Board**  
**Wednesday, September 11, 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. September 3, 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

September 3, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 7:04 pm.

**II. ROLL CALL**

<b>BOARD MEMBERS PRESENT:</b>	
S. Grady Deaton, Chair	Lucinda Alexie
Leif Albertson, Council Rep. & Vice-Chair	Jennifer Dobson
<b>BOARD MEMBERS ABSENT:</b>	
Louise Russell	Amber Jones
<b>ALSO IN ATTENDANCE:</b>	
John Sargent, Recorder & Ex-Officio	

**III. PEOPLE TO BE HEARD**

None.

**IV. APPROVAL OF AGENDA**

<b>MOVED:</b>	J. Dobson	Approval of Agenda
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

**IV. APPROVAL OF MINUTES**

<b>MOVED:</b>	J. Dobson	Approve June 12, 2019 Meeting Minutes.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

**V. NEW BUSINESS**

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

<b>MOVED:</b>	J. Dobson	Move into Committee as a Whole to discuss applications received for funding.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

Bethel Friends of Canines Application

Eileen Arnold spoke on behalf of her Bethel Friends of Canines application. She said the group handled 500 dogs and some cats last year at a cost of \$180,000.

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

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Bethel, Alaska

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## CAGTRB Questions for Letter to Bethel Friends of Canines:

How many dogs they ship to anchorage from other villages?

Do you want to revise your budget?

What percent of funding would be used for Bethel animals?

Direct applicant to funding exclusions and ask for a response. Is the shipment of dogs analogous to "freight"? Can you pre-neuter dogs before shipping them? What are they doing on local level to assure spay and neuter issue is addressed?

Labor question: Is \$20/hr. reasonable? CAGTRB must be in a position to defend it. Ask Bethel Friends of Canines to justify with supporting documentation.

## Lions Club Winter House Application

Annie Cochrane spoke on behalf of Lions Club Winter House application. The group needs help because the State Budget vetoed \$30,000 they have been getting. They operate for four months in the wintertime. Their mission is to eliminate death by exposure.

## CAGTRB Questions for Letter to Lions Club Winter House:

Where does rest of your operation money come from?

How much do you pay your staff members per hour?

How many hours are they working?

Do they owe us an extra report?

We need a break out on labor costs?

Describe the water subsidy group receives from City.

## Bethel Broadcasting, Inc. (KYUK radio) Application

The applicant collaborated with Ayaprun Elitnaurviat last year and now wants to move the "Yup'ik Word of the Week" program content gathering effort to Kipnuk.

## CAGTRB Questions for Letter to Bethel Broadcasting, Inc.:

Please review funding exclusions and provide a response.

Bethel vs. non-Bethel

Where is Bethel money going? Non-Bethel people could be helped.

We need to see a budget break-down. How many hours? Rate per hour?

What are the benefits to residents of Bethel?

## Alyssa Gustafson – Reflect Bethel Application

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

September 3, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

Invite Alyssa to come to the next meeting of CAGTRB and share or answer questions from board. We have no questions for her at this time.

### Bethel Family Clinic Application

The Clinic intends to offer two more support groups for those with Substance Use Disorder. The Clinic wants funds for materials, training, and overhead.

### CAGTRB Questions for Letter to Bethel Family Clinic:

What participation do we have now in recovery support meetings? Is there justification to support the addition of two more groups and meetings per week? Who is the target population?

Where is the budget? We need to see budget details.

Grady Deaton moved group out of Committee as a Whole at 8:42 pm.

<b>MOVED:</b>	L. Albertson	Direct Ex-Officio to send letters to applicants with questions devised from Board.
<b>SECONDED:</b>	J. Dobson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

B. Review amount of CAG funding available.

Memorandum to CAGTRB members was is sufficient. No need for discussion. Amount available for distribution is \$114,379.31.

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

No action taken.

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

John to check exit reports received and send an email out to previous awardees to request exit reports.

## **VI. BOARD MEMBER COMMENTS**

L. Alexie: None.

L. Albertson: Expressed his intention is to be off Council, but remain on the CAGTRB.

J. Dobson: None.

J. Sargent: Expressed his apology for not finding and printing all CAG applications to review at this meeting.

S. Grady Deaton – Expressed his nervousness at serving as Chair. Said he enjoys serving on this Board.

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

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September 3, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

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## VII. ADJOURNMENT

<b>MOVED:</b>	L. Albertson	Adjourn the meeting.
<b>SECONDED:</b>	L. Alexie	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

Meeting Adjourned at 8:54 pm.

Respectfully Submitted:

\_\_\_\_\_  
S. Grady Deaton, Chair

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

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

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

**COVER PAGE**

**Applicant Information**

Applicant Name: Alyssa Gustafson

Business License #s (if applicable): NA

Applicant Address: PO Box 1817 / 915 Front St. , Bethel, AK 99559

Contact Person: Alyssa Gustafson Email Address: algust77@gmail.com

Daytime Phone: 907-545-0150 Cell Phone: 907-545-0150

**Grant Request Information**

Grant Amount Requested:	\$	\$573
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Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. **If the funding awarded was less than requested, I would have to purchase less supplies, meaning fewer people would benefit from**

Program/Project Title and Summary: FREE reflective tape.

**\*Reflect Bethel\***

It has been proven that when pedestrians wear apparel that has reflective tape or other reflective material, they can be seen much sooner than those with no reflectors. Research shows that a person wearing reflectors can be seen up to 500 ft. away from a car, allowing enough time for the vehicle to slow down or stop if necessary. Over the winter of 2018/2019, a small group of volunteers offered to iron-on reflective tape at the Friday Night Supper Club as our schedules would allow. Receiving funding from the Community Action Grant would allow us to expand our scope and potentially save more lives.

Date When Funds Are Needed: ASAP

Project Beginning and End Date: NA, on-going

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: Alyssa L. Gustafson Date: 8/30/2019  
Authorized Officer/Applicant

# CITY OF BETHEL COMMUNITY ACTION GRANT Application

## COVER PAGE

### Applicant Information

Applicant Name: Alyssa Gustafson

Business License #s (if applicable): NA

Applicant Address: PO Box 1817 / 915 Front St. , Bethel, AK 99559

Contact Person: Alyssa Gustafson Email Address: algust77@gmail.com

Daytime Phone: 907-545-0150 Cell Phone: 907-545-0150

### Grant Request Information

Grant Amount Requested:	\$	\$573
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Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. **If the funding awarded was less than requested, I would have to purchase less supplies, meaning fewer people would benefit from**

Program/Project Title and Summary: **FREE reflective tape.**

#### \*Reflect Bethel\*

It has been proven that when pedestrians wear apparel that has reflective tape or other reflective material, they can be seen much sooner than those with no reflectors. Research shows that a person wearing reflectors can be seen up to 500 ft. away from a car, allowing enough time for the vehicle to slow down or stop if necessary. Over the winter of 2018/2019, a small group of volunteers offered to iron-on reflective tape at the Friday Night Supper Club as our schedules would allow. Receiving funding from the Community Action Grant would allow us to expand our scope and potentially save more lives.

Date When Funds Are Needed: ASAP

Project Beginning and End Date: NA, on-going

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

# Reflect Bethel Project Summary

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1. Substantiating Community Need
  - a. Identify and describe existing needs in the community to be addressed by the proposed activity. ***Throughout the year, there are high volumes of pedestrian foot traffic along roadways in Bethel. In winter months it can be difficult to see pedestrians if their clothing/outerwear does not include any reflective material.***
  - b. Specifically describe how the activities to be carried out directly address identified needs in the community. ***By offering free reflective tape and taking it one step further to actually apply the tape to each item of clothing/outerwear, when they walk out the door, their level of safety has drastically increased.***
2. Project/Activity Goals and Outcomes
  - a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project. ***The goal is to provide and apply reflective tape for anyone in Bethel, specifically targeting pedestrians, elders and children. I would like to expand where free reflective tape is offered beyond Friday Night Supper Club and the Project Homeless Connect. There are numerous community events throughout the fall and winter where reflective tape could be offered if I had more supplies.***
  - b. Provide measurable outcomes for your project and how those outcomes will be measured. ***I will maintain a tally of the number of clothing items in which reflective tape is applied to at each event.***
3. Coordination and Collaboration
  - a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project. ***Currently, the volunteer group operates using supplies borrowed and/or donated from YKHC ICEMS and the Bethel Fire Department.***
  - b. Explain how you will develop any needed collaborative relationships that are not already in place. ***I would like to expand to work with additional entities and volunteer groups in Bethel including other YKHC departments (ED, Sobering Center, etc.), Tundra Women's Coalition and Bethel Search and Rescue, just to name a few.***
  - 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. ***YKHC ICEMS/OEHE offers reflective tape at the annual ME Halloween Carnival. I do not know of any other programs.***
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. ***NA***
  - 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. ***If funding is awarded, that means more reflective tape will be available for this volunteer group to apply to the community of Bethel's***

**outerwear. The goal is to offer free reflective tape at as many community events as possible throughout the fall and winter season. The Yupiit Piciryarait Cultural Center Director has agreed to let us use the facility as appropriate to support this life-saving effort, including a free use of a table during Saturday Markets and availability to set up in the hallway during other events or on a regular day.**

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 have been employed full-time at the YKHC Office of Environmental Health for going on 7 years. This October will be my 7<sup>th</sup> Reflective Tape event at the ME carnival. During the 2018/2019 winter season, a small group of volunteers joined the Friday Night Supper Club at the Bethel Covenant Church to offer reflective tape to folks as they had dinner.*
- b. Provide a proposed budget breakdown with the following information:

Budget Items:	Description of Budget Items	Funding Source:	CAG \$	Other \$	Total
1. Iron-on reflective tape (Identi-tape.com)	Iron-on reflective tape + shipping	CAG	\$323	\$0	\$323
2. Paper punches	For use in cutting shapes in the tape – (increases enthusiasm drastically)	CAG	\$150	\$0	\$150
3. Irons	For use in applying reflective tape to clothing	CAG	\$100	\$0	\$100

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 website ([www.cityofbethel.org](http://www.cityofbethel.org)).
- b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of grant funds. **An Exit Report will be provided at the end of the “winter season”. Keeping in mind there tends to be slight variation from year to year, we would likely conclude the season’s activities in April.**
- 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. **NA**

## COVER PAGE

### Applicant Information

Applicant Name: Bethel Broadcasting, Inc. (dba, KYUK)

Business License #s (if applicable): 9068 & 9069

Applicant Address: PO Box 468 Bethel, Alaska 99559

Contact Person: Kristin Hall, KYUK Development Director Email Address: kristin@kyuk.org

Daytime Phone: 907.545.4208 Cell Phone: 907.545.4208

### Grant Request Information

<b>Grant Amount Requested</b>
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<b>\$10,000</b>
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Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program.

KYUK would accept partial funding of this project. This would mean KYUK reallocating previously budgeted operational funds, or seeking additional grant funding from another agency or foundation.

Program/Project Title and Summary: Multimedia Career Pathway Partnership Project: Yup'ik Word of the Week

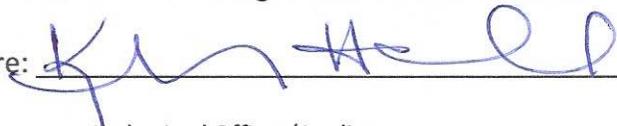
Date When Funds Are Needed: October 2019

Project Beginning and End Date: October 2019 – March 2021

Submission for: **Quarter 3**

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

## 1. Substantiating Community Need

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

According to the 2010 census, the poverty level in the Bethel Census area is 23% compared to a national level of 15.2%. Our community faces many struggles including high incidences of suicide, domestic violence, and alcohol and substance abuse. Climate change, tribal policies, and a decline in resources vital to widely practiced subsistence lifestyles are all pertinent impacts to our community and across the region. Through our radio, web, and television services we connect people to the information needed to confront these issues.

Through this project KYUK will:

- Help generate a sense of pride within our communities by maintaining and celebrating Yup'ik language and culture.
- Engage youth (some of which are at-risk) by facilitating space for self-expression and the development of communication skills through multimedia projects.
- Enhance programs to “grow our own” media professionals so that we are encouraging Yup'ik language use and continuing to employ people from the region.

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

KYUK has previously collaborated with 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>, grade students at Ayaprun Elitnaurvik in Bethel on this project. This year we have chosen to expand our efforts and travel to and work with students in Kipnuk. In total we will be working with 52 students. Students will write, translate, audio record, and animate one radio/multimedia spot per student to be included in our “Yup'ik Word of the Week” series.

This 30-second piece features a different Yupik' word each week, and includes the definition and an example of how it may be used in a sentence. This content sustains and celebrates indigenous language and inspires non-speakers to acquire Yup'ik language skills.

Through this project youth learn the process of creating a digital story, which include: writing, storyboarding, audio recording, and communicating through visual and media arts. We see this as an opportunity to get local youth excited about future opportunities in media production, as well as sharing traditional language and values with the community on a regular basis digitally and over the air. The assets will also be archived in perpetuity on our website and social media channels.

## 2. Project/Activity Goals and Outcomes

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

Through this project KYUK will:

- Help generate a sense of pride within our communities by maintaining and celebrating Yup'ik language and culture.
- Engage youth (some of which are at-risk) by facilitating space for self-expression and the development of communication skills through multimedia projects.
- Enhance programs to “grow our own” media professionals so that we are encouraging Yup'ik language use and continuing to employ people from the region.

## Learning Objectives:

- Students will understand how to communicate through visual and media arts.
- Students will understand the five steps of digital storytelling.
- Students will learn about jobs in the media industry.
- Students will learn about the role public broadcasting plays in our community.
- Students will understand the basic stop motion animation process.
- Students and KYUK listeners throughout the region will deepen their understanding of the importance of Yup'ik language and culture in the region.

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

## Student Impacts:

Katie Basile will work directly with teachers and 52 students throughout the project. The work will take place during a hands-on digital storytelling residency and Katie will participate as an instructor and collaborator, documenting the process through photographs and interviews with participating students and teachers.

We will know if our goals are met if each student completes a digital story that can be shared via radio, television, and on-line. We also administer a written evaluation by posing the following questions to students and teachers before and after the projects:

## Design Communication Skills:

- How can the colors used in a digital story affect the way and audience feels?
- Draw an angry shape
- Draw a happy shape

## Media Skills & Knowledge:

- What are the five steps of digital storytelling?
- List & describe 2 jobs that require media skills
- How does Public Broadcasting (KYUK) help our community?

## Cultural Knowledge:

- What is "Yup'ik Word of the Week" and what can we learn from it?
- Why is it important to strengthen our Yup'ik language skills?
- How do we celebrate Yup'ik culture and values?

## Broader Impacts:

The final animations will be distributed by KYUK via our over the air broadcast as well as social media. Our target audience are residents within the YK Delta.

In 2017, this project's pilot year, we released 12 animations receiving over 20,000 views on Facebook. The project was also featured on the nationally syndicated, Native America Calling. The episode explored the use

of social media to revive indigenous languages. The series of animations are also currently airing on the statewide public television channel, 360 North on a weekly basis.

We will continue to monitor and measure digital reach and impact as well as pursue statewide and national coverage and support. Beyond the obvious immediate outcomes of introducing students to and training students in the field of public broadcasting, focusing on digital impact and broadening our reach will assist in securing partners to eventually expand the program to continue to work with, train, and inspire future public broadcasting professionals based in the YK Delta.

### 3. Coordination and Collaboration

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

We currently partner with the Lower Kuskokwim School District on this project. Coastal Villages Regional Fund currently provides underwriting to support the series' over the air and digital broadcasts.

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

No additional partnerships or collaborations have been identified at this time, but we will continue to pursue statewide and national coverage for the series, and keep ourselves open to potential partners for expansion with a focus on media outlets and foundations.

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.

KYUK is the sole local public radio and television station in the YK Delta with a focus on language celebration and youth education. We are not aware of any similar agencies, projects or proposals.

### 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; this is not a new project

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.

For this project we will hire Shelley Toon Lindberg, a visual artist and digital storytelling facilitator based in Oregon, who works frequently in Alaska. Funding would cover the cost of hiring teaching artist, Shelly Toon Lindberg, a portion of KYUK staff support, and any art supplies needed for this project.

### 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.

Katie Basile has lead this program since it launched in 2017. This year she will also be supported by KYUK’s full-time Americorps volunteer, Gabby Salgado.

Katie is KYUK’s Multimedia Director. She was also recently awarded an Individual Artist grant from the Rasmuson Foundation for a visual arts project to explore climate change in the YK Delta through portraits and interviews with elders. As a professional working in the public broadcasting and digital storytelling field, originally from Bethel, she leads this program with passion and professional expertise.

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

Budget Item/Description	Expense	CAG \$	Other	Total	Additional Details
Salary of Shelley Toon Lindberg (\$500 x 10 days)	\$5,000	\$5,000		\$5,000	Seeking Funding
Travel Accomodations from OR to AK (Shelley)	\$2,000	\$2,000		\$2,000	Seeking Funding
KYUK Staff Support	\$1,000	\$1,000		\$1,000	Seeking Funding
Art Supplies	\$2,000	\$2,000		\$2,000	Seeking Funding
<b>Requested Funding</b>				<b>\$10,000</b>	
Travel Accommodations from Bethel to Kipnuk (3 team members)	\$1,100		\$1,100	\$1,100	Ravn; Existing Underwriting Agreement
Apple/Adobe Editing Suite (purchased FY17; still in use)	\$9,000		\$9,000	\$9,000	Lower Kuskokwim School District
50% salary for Katie Basile	\$25,100		\$25,100	\$25,100	Corporation for Public Broadcasting; Federal Funding
50% fringe benefits for Katie Basile	\$7,635		\$7,635	\$7,635	Corporation for Public Broadcasting; Federal Funding
10 iPads	in-kind				Lower Kuskokwim School District
10 iPad Stands	in-kind				Lower Kuskokwim School District
<b>Projected Project Total</b>				<b>\$52,835</b>	

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.

N/A

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](http://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.

These spots will launch in March 2020 and will run through March 2021. Final reporting on total impact (including social media engagement) would be available by April 2021.

- 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.

N/A

CITY OF BETHEL  
COMMUNITY ACTION GRANT  
Application

COVER PAGE

Applicant Information

Applicant Name: Bethel Family Clinic

Business License #s (if applicable): 9083

Applicant Address: P.O. Box 1908

Contact Person: Dennis Raines Email Address: draines@bethelclinic.org

Daytime Phone: 907-543-9863 Cell Phone: 907-545-1179

Grant Request Information

Grant Amount Requested:	\$	<u>25,000</u>
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Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program. Limit duration of program or number of participants.

Program/Project Title and Summary:

Bethel Family Clinic  
Recovery Support Group Expansion

Date When Funds Are Needed: Sept 30<sup>th</sup>, 2019

Project Beginning and End Date: Oct 15, 2019 - Jan 1, 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: Dennis Raines Date: 8-30-19

Authorized Officer/Applicant

## **Project Summary City of Bethel Community Action Grant**

Recovery support groups for community outreach:

### **Substantiating Community Need**

Bethel Family Clinic promotes wellness for all people within the Yukon-Kuskokwim Delta by providing accessible, high –quality comprehensive health care. Our vision is to empower individuals and families to build strong, productive and healthy communities. Currently we provide a wide range of services related to medical, mental health and dental needs. We value our relationships and opportunities to partner with other area agencies to expand our current offerings recognizing the needs of the community often exceed the means to address them. Our hope is to expand our **Substance Use Disorder** program resources for individuals who are struggling with any type of substance addiction. It goes without saying that as a community and a region, we suffer some of the highest rates of addiction in North America and with that comes the high rates of all of the associated effects of addiction including suicide, domestic violence, sexual assault, related medical issues, the list goes on.

Our treatment philosophy is to serves individuals who are suffering the effects of Substance Use Addiction by providing services to support long term recovery and overall wellness. The staff and providers here are trained and held to very high ethical standards that support the tenets that chemical dependency is an involuntary, multi-faceted disease that affects an individual physically, psychologically, cognitively, spiritually, culturally and emotionally. It is characterized by loss of control and a need to use again in spite of past and probable future consequences, and is further characterized by a tendency to relapse.

Individuals, while not responsible for their disease have the capacity to be responsible for recovery. The primary goal of treatment is to learn skills and insights that support their choice towards abstinence. The individual's efforts are greatly enhanced by consistent participation in a positive support group who share like minded values and goals such related to recovery. Core to treatment is a commitment to sustaining long term abstinence.

**Project/Activity Goals and Objectives:** The Bethel Family Clinic Substance Use Disorder program currently provides one group a week for our level one outpatient Substance Use Disorder program along with an AA support group. We would like to expand to being able to offer two additional groups a week which will provide skill specific curriculum to reinforce potential participant's abilities to maintain long term sobriety. The groups added: Smart Recovery and Matrix Model are well known programs that are evidence based and are often used as essential parts of a full spectrum recovery programs. The community support and skill acquisition has been proven to be an important part of long term recovery and overall wellness for an individual struggling with a Substance Use Disorder. The funds would be used to supplement staff support and materials for the new groups along with covering a percentage of the overhead needed to operate after hours.

**Direct impact:** This would allow for additional 15-20 participants per group to have access to group therapy support. The potential indirect impact is immeasurable as for every individual who achieves long

term recovery; every person connected to this individual including the community the individual resides in is benefitted.

**Coordination and Collaboration:**

We currently work with many other agencies including Office of Children Services, Alaska Court Systems, Child Advocacy Center, Orutsararmuit Native Council, Alcohol Safety Action Program, among others whom are constantly providing a stream of referrals for Substance Use Disorder assessments and treatment. These agencies along with the individuals and the overall community are significantly benefitted by the resources currently offered, however due to staffing limits, training and materials cost, we have been challenged in expanding services to better meet the growing need for Substance Use Disorder programs in our area.

**Implementation Plan:**

If we are provided the money, we will plan to start marketing the additional groups immediately with the hope that we can have three community support groups running by October 1, 2019. We plan to work with our medical director to provide additional space to house the additional groups and are already investigating means to send our case manager for RADACT training to increase our staff potential for facilitating these groups. We also plan to develop gender group opportunities as well to address gender specific needs in recovery. We will plan to assess outcomes of this resource expansion at the end of the quarter prior to January 1, 2020.

**Experience:** Dennis Raines, a lifelong resident of the Delta, has been working as a Chemical Dependency Counselor since 2010. He currently has his Chemical Dependency Counselor II and is close to obtaining his Supervisory certificate. He has years of experience working with Substance Use Disorder and clients who have ended up in the court systems secondary to their Substance Use Disorders. He has experience providing thorough assessments that are foundational in expanding towards an integrated service outcome. Dennis has worked with clients in both residential and outpatient delivery models. He is well versed in understanding criteria that predisposes a client's need for varied service models depending on the acuity and complexity of their Substance Use Disorder. He has established working relationships with other providers such as Ayagnirvik Healing Center that when appropriate can provide more involved levels of care such as 3.5. He is also familiar with the multiple domains of service including the need to support the client in attending therapeutic court hearings, case management, attendance of support groups and the need for ongoing collaboration between the agency and the courts.

Finally, Dennis attended a three day intensive training that used a traditional counseling curriculum for the purpose of being more culturally sensitive and relevant to the client's needs.

An additional staff will be provided opportunity for RADACT (Regional Alcohol and Drug Abuse Training) to support the expansion of the groups being offered.

**Financial:** If awarded, this will be the first time Bethel Family Clinic has received funding from the City of Bethel. The funding will be used to pay for materials, training, and supplement overhead costs to use

the facility space after hours. Bethel Family Clinic will also continue to pursue other funding opportunities to provide additional support to encourage ongoing longevity of the developed resources intended to support long term recovery.

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
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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](http://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.

<b>Budget Items:</b>	<b>Description of Budget Items</b>	<b>Funding Source</b>	<b>CAG\$</b>	<b>Other \$</b>	<b>Total</b>
	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.				
Contract Fees			\$15,000	\$18,200	\$33,200
<b>Total</b>			<b>\$15 ,000</b>	<b>\$18,200</b>	<b>\$33,200</b>



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## BETHEL POLICE DEPARTMENT

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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.

Acting Chief of Police

Amy Davis

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: JON.C.Cochrane@Wellsfargo.com

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

**Grant Request Information**

Grant Amount Requested:	\$	<u>25,000</u>
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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 operating 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: [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
<b>Totals</b>		\$ 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](http://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.

Letter 5436

BETHEL WINTER SHELTER LIONS CLUB

Sincerely,

*Tamara Rippon*

Director, Exempt Organizations



## CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

September 5, 2019

Alyssa Gustafson  
PO Box 1817  
Bethel, AK 99559

Dear Alyssa:

The Community Action Grant Technical Review Board (CAGTRB) met on September 3, 2019 at City Hall to discuss CAG applications. You are invited to attend the Board's next meeting at which they will score and develop funding recommendations for Bethel City Council. The next meeting will be held on Wednesday, September 11, 2019 at 7 pm in City Hall.

The Board members discussed your application last night and has no additional questions for you. The Board member hope to see you at the next meeting to discuss your proposal and answer questions they might have at the time.

Thank you for taking the time to respond to the Committee's questions and action requests.

Sincerely,

*Community Action Grant Technical Review Board*



## CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

September 5, 2019

Kristin Hall, KYUK Development Director  
Bethel Broadcasting, Inc. (KYUK)  
P.O. Box 468  
Bethel, AK 99559

Dear Kristin:

The Community Action Grant Technical Review Board (CAGTRB) met on September 3, 2019 at City Hall to discuss CAG applications. You are invited to attend the Board's next meeting at which they will score and develop funding recommendations for Bethel City Council. The next meeting will be held on Wednesday, September 11, 2019 at 7 pm in City Hall.

The Board members discussed your application last night and derived additional questions for you. Please answer the following questions and complete the action requests associated with your project by sending an email response or attachment(s) in MS Word or pdf to [CAG@cityofbethel.net](mailto:CAG@cityofbethel.net). The deadline to submit responses by email is Monday, September 9, 2019 at 4 pm. See questions/actions below.

1. Please review the Community Action Grant funding exclusions and revise your budget, as necessary.
2. Bethel Community Action Grant funds are intended to be used to "contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations." Explain how your project addresses this intention for residents of Bethel. In other words, what are the benefits for Bethel residents?
3. Provide a more detailed budget breakdown. Rate per hour? Number of hours? Positions? Cost of specific art supplies?

Thank you for taking the time to respond to the Committee's questions and action requests.

Sincerely,

*Community Action Grant Technical Review Board*



**CITY OF BETHEL**  
P.O. Box 1388 • Bethel, Alaska 99559  
907-543-1386  
Fax: 907-543-1388

September 5, 2019

Dennis Raines  
Bethel Family Clinic  
P.O. Box 1908  
Bethel, AK 99559

Dear Dennis:

The Community Action Grant Technical Review Board (CAGTRB) met on September 3, 2019 at City Hall to discuss CAG applications. You are invited to attend the Board's next meeting at which they will score and develop funding recommendations for Bethel City Council. The next meeting will be held on Wednesday, September 11, 2019 at 7 pm in City Hall.

The Board members discussed your application last night and derived additional questions for you. Please answer the following questions and complete the action requests associated with your project by sending an email response or attachment(s) in MS Word or pdf to [CAG@cityofbethel.net](mailto:CAG@cityofbethel.net). The deadline to submit responses by email is Monday, September 9, 2019 at 4 pm. See questions/actions below.

1. Please provide a detailed budget as described in the CAG application.
2. Describe the need for you to hold additional meetings?
3. What is the target population for these additional meetings?

Thank you for taking the time to respond to the Committee's questions and action requests.

Sincerely,

*Community Action Grant Technical Review Board*



## CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

September 5, 2019

Eileen Arnold  
Bethel Friends of Canines  
P.O. Box 3167  
Bethel, AK 99559

Dear Eileen:

The Community Action Grant Technical Review Board (CAGTRB) met on September 3, 2019 at City Hall to discuss CAG applications. You are invited to attend the Board's next meeting at which they will score and develop funding recommendations for Bethel City Council. The next meeting will be held on Wednesday, September 11, 2019 at 7 pm in City Hall.

The Board members discussed your application last night and derived additional questions for you. Please answer the following questions and complete the action requests associated with your project by sending an email response or attachment(s) in MS Word or pdf to [CAG@cityofbethel.net](mailto:CAG@cityofbethel.net). The deadline to submit responses by email is Monday, September 9, 2019 at 4 pm. See questions/actions below.

1. Please consider revising your budget in light of CAG's funding exclusions and the Review Board's need for budget detail. In particular, address the travel exclusion and provide justification for the rate per hour and number of hours requested.
2. Bethel Community Action Grant funds are intended to be used to "contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations." What percent of your funding request would be used for Bethel animals?
3. What is Bethel Friends of Canines doing on the local level to assure dogs are spayed or neutered prior to being transported out of town?

Thank you for taking the time to respond to the Committee's questions and action requests.

Sincerely,

*Community Action Grant Technical Review Board*



## CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

September 5, 2019

Jon Cochrane  
Bethel Winter House  
P.O. Box 1969  
Bethel, AK 99559

Dear Jon:

The Community Action Grant Technical Review Board (CAGTRB) met on September 3, 2019 at City Hall to discuss CAG applications. You are invited to attend the Board's next meeting at which they will score and develop funding recommendations for Bethel City Council. The next meeting will be held on Wednesday, September 11, 2019 at 7 pm in City Hall.

The Board members discussed your application last night and derived additional questions for you. Please answer the following questions and complete the action requests associated with your project by sending an email response or attachment(s) in MS Word or pdf to [CAG@cityofbethel.net](mailto:CAG@cityofbethel.net). The deadline to submit responses by email is Monday, September 9, 2019 at 4 pm. See questions/actions below.

1. Please describe the source and amounts for other funding that Bethel Winter House receives or has in-hand for the proposed project in your CAG application.
2. Please provide more budget detail on the labor amount. How much do you pay per hour? What positions are being paid? How many hours per night, per week, per month?
3. Please provide the Review Board with an Exit Report for your previously funded CAG project, if you have not already done so.
4. Describe the water subsidy you receive from the City.

Thank you for taking the time to respond to the Committee's questions and action requests.

Sincerely,

*Community Action Grant Technical Review Board*

## BFK9 Response to questions

### 'Eileen Arnold' via CAG

Sep 5, 2019

To the Community Action Grant Committee,

This is in response to the questions from the committee brought up at the meeting on September 3rd.

1. I asked if we might make a budget revision to include freight because our previous handler was no longer able to donate the freight for free. It's costs about \$70 a dog and BFK9 helped 318 dogs last year (adult dogs--the number is closer to 500 but many of these dogs were moms with new puppies and we didn't count the puppies individually because they are sent with the mom). That would cost us over \$22,000 a year. We are looking to start a partnership with another freight business and are applying for additional grant money for transportation, so from this grant we would ask for \$5,000 for freight, which would ship approximately 70 dogs.

Transportation of people and shipping of supplies is an unallowable cost according to the CAG guidelines. However BFK9 believes that shipping dogs out of Bethel should be excluded from the spirit of that guideline. Shipping the dogs out of Bethel is part of the mission of rescuing and re-homing since there simply not enough fosters and adoptable homes for the over population of dogs in town.

2. The percentage of Bethel dogs v. village dogs is 53% Bethel, 47% village.

3. The committee asked us to justify the rate of pay for our contracted worker. The high rate is because he's contracted and part time. This is the first year BFK9 has a specifically contracted staff person. It is a trial year so we opted for the person to be contract, which means he has to pay his own taxes and his own insurance. Although the work is part time it is crisis, emergent work, meaning he works at all different times, which doesn't allow him to hold another traditional job. Going forward it might be that BFK9 formalizes more and has traditional staff instead of contracted, but in the meantime it's very difficult to find dependable people even at intro Bethel rates of pay. Besides caring for dogs the staff person also performs janitorial and maintenance work around both the pound and the kennel buildings as needed.

If you have any other questions please don't hesitate to ask. BFK9 members will be available at the next committee meeting.

RE: CAG letter about your recent application

**Jon.C.Cochrane@wellsfargo.com**

Sep 5,  
2019

1. Please describe the source and amounts for other funding that Bethel Winter House receives or has in-hand for the proposed project in your CAG application.

**The remaining \$37,300 is cash that we have received through fundraising efforts or has been promised. The major contributors are as follows:**

<b>Bethel Lions Club</b>	<b>\$20,000</b>
<b>Wells Fargo Bank</b>	<b>\$5,000</b>
<b>BCSF (Pending)</b>	<b>\$10,000</b>

**The other approximately \$2,300 is on hand and is a combination of multiple small individual donors.**

2. Please provide more budget detail on the labor amount. How much do you pay per hour? What positions are being paid? How many hours per night, per week, per month?

**The shelter operates 10 hours each night, 7 nights per week during our 4 month season. We require 1 male staff member and 1 female staff member for each 10 hour shift. Our population averages about 1/3 female.**

**We hire an additional individual for the first 3 hours of each shift (No gender requirement) to assist with security at check in. Since instituting the security position, our requests for Police/EMS response has been reduced by about 90%.**

**This makes our total staffing requirement to operate safely 23 hours per day at rate of \$15 per hour.**

3. Please provide the Review Board with an Exit Report for your previously funded CAG project, if you have not already done so.

**Already provided on July 18<sup>th</sup> and resent on Sept 4<sup>th</sup>. I am reattaching to this reply as well.**

4. Describe the water subsidy you receive from the City.

**The water for our shelter is provided by the Bethel Covenant Church. On occasion when our shelter population is high, the church's water supply was running out before it was time for their refill. Last season, the city was providing the occasionally needed emergency refill at no charge to the shelter or the church. We intend on asking council for this accommodation again this season.**

Jon Cochrane



# 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: 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

# 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 26	March 29
			March 13		
2 April - June	May 1	May 30	June 4	June 25	June 28
			June 12		
3 July - September	August 1	August 30	September 3	September 24	September 27
			September 11		
4 October - December	October 14	November 13	November 19	December 10	December 13
			November 27		

**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. 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](http://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:	\$	_____
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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





**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:

<b>Item &amp; Description</b>	<b>Funding Source</b>	<b>Amount</b>
-------------------------------	-----------------------	---------------

**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](http://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](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 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
<b>Request Summary &amp; Project Details</b>	<b>Total 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/ etc.	10
Identify individuals involved with the project with their roles and relevant experiences.	10

<b>Budget For Project</b>	<b>Total 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
<b>Subjective Criteria</b>	<b>Total 60</b>
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:	\$	
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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	
Strength of the plan and idea	10	
Applicant appears capable	10	
Project meets funding priorities	30	

NOTES

<b>Total Points</b>	<b>170</b>	
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Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 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.

Status Report

Acronyms  
E=Email Reminder notice to do exit report.

Year 1	Signed Contracts	Exit Report Due Date	Exit Report Received	Amount Awarded	Amount Spent	Action	Action	Action
<b>Quarter 1 - AM Approved 3/27/18</b>								
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	
Orutsarmiut 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	E-9/6/19
<b>Quarter 2 - AM Approved 6/26/18</b>								
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		E-9/6/19		
<b>Quarter 3 - AM Approved 10/9/18</b>								
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	7/29/19	1,770	1,770	E-6/3/19	E-6/5/19	
<b>Quarter 4 - AM Approved 12/11/18</b>								
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				
<b>Total Year 1</b>				<b>75,468</b>				
<b>Year 2</b>								
<b>Quarter 1-AM Approved 3/26/19</b>								
Bethel Winter House-shelter	X	7/1/19	7/18/19	11,160	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		E-9/6/19		
Bethel Search and Rescue-Operations	X	1/30/20	7/18/19	4,760	4,760	E-6/5/19		
				37,992				
<b>Quarter 2-AM Approved</b>								
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				



CITY OF BETHEL  
Managers Office

*William F. Howell III*  
P.O. Box 1388, Bethel, Alaska 99559  
Phone: (907)-543-2131  
Fax: (907)-543-2702  
Cell: (907) 545-4998  
[bhowell@cityofbethel.net](mailto:bhowell@cityofbethel.net)

*Celebrating 50 Years of Service*

DATE: September 3, 2019  
TO: Fred Watson, Mayor  
FROM: Bill Howell, Acting City Manager  
SUBJECT: City Manager's Report – September 3, 2019

**Current Events**

- Bo Foley has been appointed to act as City Manager for the Month of September 2019. I will be in Bethel during this time and available for calls.
- A final letter is being sent to the public regarding the new water test data and a date correction of the public notice certifications sent out in July 2019. The City's recent test results showed no exceedances of Federal Action level for lead. The City is no longer required to send out quarterly notices.
- Insurance claim investigation responsibility was transferred to the Human Resources Manager.
- A letter from the State of Alaska regarding the Audit is included with this report. The letter indicates the City is now compliant with State audit requirements.
- The City is working with Attorney Michael Gatti to review several joint purchasing contacts for City use. Two contracts have been approved: HGAC and Sourcewell.
- We are working with the developer and DOWL to finalize the Blue Sky Subdivision project.
- On August 20, 2019 a meeting with DOWL was held in chambers to brief the City on ongoing projects and discuss the upcoming Avenues

project. DOWL provided a copy of the landfill closure study.

- Administration, Fire and Finance are working on submitting the GEMT cost reports needed to begin collecting additional Medicaid reimbursements. The City is considering contracting these services due to the time consuming and technical nature of these reports.

### **Ongoing Business**

- Loan documents for the "Avenues" water and sewer improvements bond were signed August 28, 2019 at City Hall. The City may now begin the process of starting work with DOWL
- DOWL was hired to produce a structural condition report for the South floor (garage entry area) of the Public Works building. The Public Works Department recently discovered significant rotting of the wood support members. Additional funds are needed for a full assessment of the City shop floor. A quote for further structural assessment is being reviewed.

A local contractor quoted the city \$100,000 for the repairs. A proposal for repair will be brought to the Council in the next few meetings. In the meantime, water and sewer trucks are being parked outside.

- A list of missing street signs was sent to the ADOT&PF and City Streets and Road Division for replacement. The City portion of these missing signs is in review. KYUK was hired to verify all Yup'ik spellings on the new signs prior to production.
- We are waiting for a draft of the Long Range Transportation Plan (LRTP) from DOWL. A change order to the original scope of work for completion is being forwarded to Administration.
- A Department Head meeting was held on August 22, 2019. The next Department Head meeting is scheduled for September 5, at 10 A.M.
- A meeting with Union leaders was held on and August 20, 2019.



CITY OF BETHEL  
Fire Department

*Daron Solesbee, Acting Fire Chief*

*P.O. Box 1388, Bethel, Alaska 99559*

*Phone: (907)-543-2131*

*Fax: (907)-543-2702*

*dsolesbee@cityofbethel.net*

Celebrating 50 Years of Service

DATE: August 30, 2019  
TO: Bill Howell, Acting City Manager  
FROM: Daron Solesbee, Acting Fire Chief  
SUBJECT: Management Report, August 2019

### **Current Events**

- Medic-5 will be shipped to Seattle, WA in September in order to have Braun Northwest, Inc. refurbish and remount the patient care box onto a new vehicle chassis. The department is in the final stages of obtaining a cooperative purchasing agreement.
- The State of Alaska DHSS has issued new guidelines and scope of practice for EMS services. EMS Instructors will receive training on these changes, as will all EMS providers. These regulations went into effect this month.
- Knik Construction completed paving of the fire station driveway and City Office parking lots.
- Salzbrun Drilling and Welding Services installed two pilings in the fire station front yard. One will be used for the relocation of the flagpole and the other for the installation of a new basketball goal.
- The department has completed its administrative review of two new marijuana applications.

### **Community Planning/Preparedness**

- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel can perform clean-up operations under the oversight of EMI-Alaska. Captain Solesbee is formulating a plan and quote with EMI-Alaska.

- The Department is attending Emergency Preparedness Meetings for the upcoming YKHC Disaster Drill. This drill's theme is a structure fire that starts at the South end of Trailer Court, resulting in multiple structures being burned and multiple fire victims. There will be two injected scenarios involving a motor vehicle collision with extrication on the opposite side of town and a respiratory failure/arrest at the YKHC Long Term Care Facility. This drill will test the capacity at which agencies can manage multiple emergencies simultaneously.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance services. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. The department is exploring the possibility of contracting AP Triton as a consultant to complete these reports.

### **Training**

- On 08/06/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed the use of the DOT North American Emergency Response Guidebook and completed an inventory of the ambulances.
- From 08/15/19 to 08/18/19, FF Haviland attended a NFA Juvenile Firesetter Intervention Specialist Level I & II course in Wasilla.
- On 08/20/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted drills for treating bleeding and shock.
- On 08/22/19 at 7:00 p.m., a Fire/EMT Meeting was held at the fire station. Responders conducted a walk-through of the temporary Emergency Department and ambulance corridor.
- On 08/23/19, firefighters obtained permission from YKHC to conduct forcible entry, wall breaches, firefighter drags, and tool use drills at the North Wing site prior to it being demolished.

### **Responses**

- Between 08/01/19 and 08/29/19, the Bethel Fire Department responded to 122 EMS and 6 Fire incidents.
- On 08/02/19 at 10:09 p.m. medics responded to East Avenue for report of a person having stroke. On arrival, medics found the patient not breathing and initiated CPR. The patient was transported to the hospital and pronounced dead by hospital staff.

- On 08/08/19 at 2:47 a.m. medics responded to Akakeek Street for the report of a person with lacerations on their arm. Medics controlled the bleeding and the patient was transported to the hospital.
- On 08/10/19 at 10:17 p.m., Firefighters responded to the Air traffic Control for the report of a tundra fire southeast of the flight tower. Firefighters observed a tundra fire burning approximately 2-3 miles from the flight tower. Firefighters determined that the fire was not endangering any homes so Firefighters contacted McGrath Alaska forester.
- On 08/19/19 at 3:00 p.m. firefighters were notified about a fire across from Hangar Lake. Firefighters tried to access the fire with 4 wheelers but were not successful. Firefighters then took the fire boat out and found the fire on Steam Boat Slough. The fire was a pile of fiberboard from a fish camp that started the fire. Firefighters then had them put the fire out and informed them of the regulations on burning.

### **Budget/Financial**

- The department is operating within budget.

### **Grants**

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half. Only one set of structural firefighter turnout gear will be purchased with these funds.
- The Department applied for and passed the first round of approval for the Phase 18 Code Blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. Invoices were submitted to BVESA and the grant will be closed out soon.

### **Staffing/Recruitment**

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXSys website and nation-wide on the IAFC's Daily Dispatch website. Five applications have been received to this date.

- The Department hired Thomas Dyment as a full-time Firefighter/EMT. He is a current State of Alaska EMT-2 and was a former Summer Firefighter Intern. He is progressing through his Driver/Operator and Firefighter training.
- The Department hired Shanna Mendenhall as our new Summer Firefighter Intern. So far, she has completed CPR, Medic First Aid, and some firefighter training. She is currently assisting staff members with completing summer projects.
- All employee evaluations have been completed to date.

## Vehicles & Equipment

- The new ladder truck was repaired by a technician from Hughes Fire Equipment. Issues corrected were the nozzle nesting feature of the elevated master stream, aerial boom centering feature, and an upgrade to the Command Zone 3 aerial operating software.
- We have received the parts for the Class-A Foam system for Engine-4 and will be installed soon.
- Medic-6's Motorola APX 6500 radio control heads are in "Maintenance Mode" and ProComm Alaska has been contacted to troubleshoot the issue. Staff are currently using their portable radios to contact BPD Dispatch and the hospital. If necessary, ProComm Alaska will submit a proposal to our department for their technicians to come to Bethel to troubleshoot/repair/tune-up all of our radios.

<b>FIRE DEPARTMENT VEHICLE STATUS</b>			
<b>Vehicle</b>	<b>Type</b>	<b>Year</b>	<b>Status</b>
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Electrical issues troubleshot and repaired. Will be sent to Braun Northwest soon for remount onto a new Dodge Ram 4500 4x4 gasoline chassis.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i> APX 6500 radio control heads cannot be taken out of "Maintenance Mode". Staff are troubleshooting with ProComm AK.
Engine 4	Pumper	2013	<i>(Frontline pumper) In service,</i> Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH.</i> (Poor overall condition needs replacement) Generator mounting parts have been received and is ready for installation.

Truck 1	Ladder Truck	2017	Outfitting, in service.
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service



# CITY OF BETHEL

Post Office Box 1388  
 Bethel, Alaska 99559  
 Phone: 907-543-2047

TO: City Manager  
 FROM: Human Resources  
 SUBJECT: August Manager Report

DATE: 30 August 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
City Attorney	1	0	0	1	0
Police Chief	1	1	0	1	0
Police Officer	3	0	0	3	0
Driver Hauled	5	1	0	5	1
Driver-Landfill	1	0	0	1	0
Water Foreman	1	0	0	1	0
Water Operator	1	0	0	1	0
Mech-II	1	0	0	1	0
<b>TOTALS</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>15</b>	<b>1</b>

## Applications and Hiring:

**Both City Manager and City Attorney vacancies are currently undergoing vetting through talent management agency GovHR.**

**A "spark" interview was conducted for the position of Police Chief 8/9/2019, 1020 hrs. Following the interview it was determined that the potential candidate would not be suitable for the position and no formal interview was scheduled.**

HR received a total of 9 Applications in July

From those 9 Applicants:

- 1 Assistant Finance Director was hired.
- 2 Community Service Patrol offers were hired
- 1 Internal promotion to Water Facility Coordinator occurred
- 1 Internal promotion to City Dock Attendant occurred

We currently have 9 job positions with a total of 15 openings, with 1 application under review for Hauled Utility

**BEACON Programs:**

1 Post-Accident BEACON test was conducted.

**Reports of Injury:**

There was one report of injury

**Administrative Actions:**

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

**Employee related announcements:**

An updated Workers Compensation Claims "How-To" packet was forwarded to managers courtesy of AEPI 8/30/2019.

Leadership seminars were announced by the Avitas Group and disseminated to all managers to field interest 8/23/2019.

Premera Blue Cross announces the following:

Alaska Wellness Academy registration (Sept 9). This is a virtual on-line attendance at no-cost, open to all employees.

Prior authorization requirements for prescription drug Victoza (diabetes Type-II

[https://www.premera.com/ak/employer/news/?eml=PBCAK:MKTG:employer:news082019:readall&mkt\\_tok=eyJpIjojoiTIRka1pHVXpORGd6TWpNeiIsInQiOiJoNFh3cEVPYWIrcm9MY0NGQ29lbTVSbndFZXdOcUxMYTN2XC9Ub21tVzMyWjlKbFBXNEd0WThicUVkTkdCVThxcEZIUFIKdElxbVJ4ZDdLWUFEOGZQRG0yN096c0lpTFIzRVZ4YXFoaFFmOVFsbmZVWnc3RDBIOU5RTHBzeTZ0VVgifQ%3D%3D](https://www.premera.com/ak/employer/news/?eml=PBCAK:MKTG:employer:news082019:readall&mkt_tok=eyJpIjojoiTIRka1pHVXpORGd6TWpNeiIsInQiOiJoNFh3cEVPYWIrcm9MY0NGQ29lbTVSbndFZXdOcUxMYTN2XC9Ub21tVzMyWjlKbFBXNEd0WThicUVkTkdCVThxcEZIUFIKdElxbVJ4ZDdLWUFEOGZQRG0yN096c0lpTFIzRVZ4YXFoaFFmOVFsbmZVWnc3RDBIOU5RTHBzeTZ0VVgifQ%3D%3D)

**Training, Conferences and Seminars:**

None currently scheduled

James P. Harris  
Human Resources Manager

*"Deep Sea and Transportation Center of the Kuskokwim"*

# **Memorandum**

**Date:** September 1, 2019

**To:** Bill Howell, Acting City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report



## **August 2019 Current Events**

- **E911 Phase II:**

ProComm technicians were in town during the early part of the month to go live with the Phase II implementation of the E911 system. By the time the technician left, he reported to me that triangulation data was working. There may still need to be kinks worked out of it, but the fundamentals were definitely working and so cell calls to 911 can now be located.
- **Email Subpoena:**

During the month of August, acting police chief, Amy Davis, brought me a court subpoena she had received for emails going back to January of 2016 until present. The order was to produce any and all emails mentioning the name of a specific former police officer in any of its variations. The subpoena further specified that the emails would have to be from three separate email accounts. After a few days of searching and collecting, all emails were sent to the PD for redaction of confidential information before they were forwarded onto the requesting party. We managed to get these delivered by the subpoena's deadline.
- **PTO for a Week:**

I was out of town on PTO for the second full week of August on family business. During this time, I tried to answer any emails that required my attention. The rest I left to Arctic IT in my absence.
- **RFB Contracts Executed:**

August saw the execution of several contracts/purchase agreements including one for a bulk order of glycol, another for the purchase of a road and culvert steamer, and finally one for a new sand spreader. The orders for these items will likely be put through before month's end.
- **City Hall Panic Alarm:**

For months now the panic alarm at City Hall has been in a trouble state due to several of the wireless remotes being low on battery. I've been in touch with Tyco and one option was to send out a technician to handle the problem. Obviously this would be a very high cost for simply changing out some batteries and so I just requested they send the batteries to me. I am currently waiting for the correct batteries to show up so this issue can be resolved.

# **Memorandum**

**Date:** September 1, 2019

**To:** Bill Howell, Acting City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report



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- **Business-As-Usual:**

Beyond the above-mentioned items, the month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, cellphone replacement, missing network drives, login problems, etc.

## **Future Plans**

- **Holding Pattern:**

Most of my immediate future plans involve the purchasing of equipment. Unfortunately, all contracts that have been under review by legal have hit a wall in terms of vendors not wanting to budge on certain language. Because of this, I cannot plan to make any progress on these fronts until legal can find a compromise from the various vendors.

- **Acting City Manager:**

For the month of September, I have been asked to serve as acting City Manager. During this time, I plan to hand off my purchasing agent duties to another so that I can be more focused on the duties I will need to perform while acting.



William Arnold, Public Works Director  
1155 Ridgecrest Drive  
PO Box 1388 Bethel, AK 99559  
P: (907) 543-3110  
F: (907) 543-2046  
warnold@cityofbethel.net

## **MEMORANDUM**

**DATE: 08.31.2019**  
**TO: Bill Howell, Acting City Manager**  
**FROM: Bill Arnold, Public Works Director**  
**SUBJECT: Manager's Report – Public Works Department**

### **Programs/Divisions**

#### **Hauled Utilities:**

I, Clyde Erickson, have taken over for Harry in the 2<sup>nd</sup> week of August. It's been a challenge but we are moving forward. Emphasis on team work and job duties, along with good communication with finance has made for fewer call outs. The biggest problem we have right now is route efficiency. We are currently working on making the route sheets more accurate so that we are delivering to houses that should be on the route, and removing houses from route sheets that should not be on. In addition, moving forward I will be, working with finance, to stream line these routes so we have as little driving between subdivisions as possible on each day, in other words on Kasayuli/Larson days we do not drive to Ptarmigan for 2 houses. Older water trucks are given shorter and closer routes, as much as possible, in hopes of reducing wear. My goal is to have as few call outs as possible, efficient route scheduling, and an efficient way of communicating with Finance.

**Utility Maintenance:** 14 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Main Lift Station pump – Pump #1 has arrived and has been installed, the Lift Station is running on all 3 pumps
- AVEC contacted and service to two service panels cut in preparation for VanGo to repair.
- VanGo Enterprises in Bethel on 8/26. Repairs on several service panels, heat trace repairs, and conduit repairs in residential areas. Research and layout of 7<sup>th</sup> Ave heat trace consolidation.
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Cutting in new clean outs on sewer line On Ptarmigan Rd area to help with line flushing
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meetings.

- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.

## **Property Maintenance:**

- PW Building
  - New Boilers #1 and #2 installation complete but not fully operational, yet. Final use circulating pumps have been installed. During electrical inspection, it was determined the circulation pumps would need to be relocated. Work is in progress.
  - New hot water system using indirect heating from boiler system has been installed. Hot water circulation pumps installed. System go live is awaiting boiler fire up and testing period. PW building will not have hot water until the boiler project is complete.
  - Fire sprinkling system NOT in operation. Dry line system was charged with water and leaks developed. Frontier Fire contracting came for inspection and is generating an estimation to repair leaking section of pipe.
  - South Bay roll up door entrance closed. NO USE. Serious problems exist within the flooring. As mentioned in previous manager report, PW building floor and foundation are experiencing issues. During an inspection, building maintenance discovered broken joists, brackets, support flooring and gusset beams and substantial wood rot. Engineering firm has been notified and plans are being put in place to evaluate damage and repair.
  - Trouble shot and repaired problem with the “used oiler filter/separator” system. System fully cleaned and contaminants removed. System back in operation.
  
- City Hall
  - Parking lot paving project complete. Front entrance (Stairs and Handicap ramp) replaced and operational. Open to public use.
  - Rear entrance to Building replaced in entirety and open for use.
  - Temporary parking lines are being painted to determine functional layout for permanent painting of parking, loading and unloading, fire line and handicap markings/lines.
  - AirCon in conference room area repaired temporarily.
  - Aircon in IT director’s office needs repair, leaking condensate back into the building between the wall and floor.
  - Window closures on most windows throughout the building are non-operational and will need to be replaced. Quotation requested for the correct arm length for closure.
  - Boiler cleaned for winter use. Nozzle and electrodes replaced.
  - Glycol in City Hall system will need a full replacement before winter. Awaiting order of glycol and other time sensitive summer projects to be complete before this task.
  - Auto/coin vent needs to be installed at air trap location in the trunk line above HR office. This should prevent the air trap issues that trip the boiler in the building every winter.
  
- Court House
  - **Dry Sprinkler System:**

- Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Frontier Fire Contractor inspected the damage and is providing estimate to make system in full working order again.
    - The dry system has a small leak in the system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Fall/Winter 2019 by a contracted service. Pressures checked daily.
  - **Holding Cell Area Door:**
    - Door is complete and ready for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
  - **Water leak damage remediation survey:**
    - This will need to be planned out after time sensitive summer projects are complete.
- Log Cabin
  - No new updates. Building is in NON USE status.
  - Graffiti and vandalism are a continuing constant problem.
- YKFC - Pool
  - Fuel Pumps failed do to ground settling and breaking the power connections. Electrical contractors arrived to replace the damaged circuit providing power to the pump system. All is in normal working order. This may become a problem, again, as the ground continues to move and settle.
  - Air mover on west side the pool deck has failed. New fan ordered and in hand. Plans in action to replace after time sensitive summer projects.
  - Roof leaking during rain and wind. This is a recurring issue and needs to be address by city leadership and the original installers/constructors. Stacey Reardon has videos to show the problem. IT IS NOT CONDENSATION DRIPPING FROM THE CEILING.
  -
- Police Department
  - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
    - This has been addressed multiple times including with the original installer but continues to occur.
    - We've had the electrical contractor troubleshoot. No discrepancies found. Perhaps the original ONSITE GEN contractor will need to be involved.
  - Aircon reported as NOT operational in dispatch areas. Aircon has been inspected and is putting out cool air but it is not as cold as other units in the same building.

- Aircon in server room continues to leak water regardless of maintenance department's attempts to remedy.
- Fire Department
  - BFD front entry replacement project in progress.
  - Flag pole relocate project in progress along with replacement of front entrance retaining wall.
- Bethel Heights Water plant
  - Electricians identified discrepancy with water level indication system. Expect quotation to identify repair options. (In progress with Bill Arnolds discretion)
  - Hot water heat circuit failed due to corrosion. Electrical contractor replaced circuit. Circuit in normal working order.
  -
- City Sub Water Plant
  - Boiler shut down to fix a leaking glycol union. Union repaired. Boiler back in full operation.
  - Employee complained the building was too cold to work in during the summer months without an operational boiler.
- Teen Center
  - Request to provide dirt or mulch in the playing area next to the fence to cover exposed artic pipe. Provided dirt ad spread along exposed metal piping.
  - Sink faucet leaking and spray nozzle replaced.
  - Ronda has requested Push bar exits to all be replaced or removed all together.
  - During building rounds rear doors are repeatedly found unlocked/unsecured. This could be a serious problem if someone wanted to break into the building after hours.

## **Parks and Recreation:**

- Parks and Recreation in General
  - No employees for Parks and Rec. All employees have quit, been terminated or have transferred to other departments.
  - When possible rounds of the parks.
    - Identified problems and needs for repairs will be prioritized accordingly and done, if possible.
  - Same as above for boardwalks.
    - Identified areas for level and board replacement are being prioritized.
- Projects so far, more to be considered.
  - All play parks
    - General maintenance and grounds upkeep
    - Trashcan repair/replacement
    - Ground cover/chips upkeep
    - Equipment repair and maintenance
  - Pinky's Park

- Potential Softball field refurbish/re-sod/re-seed in discussion
- Potential dugout repairs, repaint
- Bleacher maintenance
  
- Soccer Sports Field
  - Completed - Temporary fencing to prevent field traffic
  - Completed - Hydro Seed and ground aerating completed
  - Completed – Bleachers On site
  - Completed – Paint concrete blocks separating field from parking
  - Completed – Portable bathrooms on site
  - Completed – Bike rack ready to be moved to location and installed
  - TBD - Maintenance contract options for field with Codman Services
  - TBD - Build and place information bulletin stand at location
  - TBD – Funding for permanent fencing
  - TBD – Paint/Chalk field play surface
  
- Airport Cemetery
  - Requested quotation for additional fencing
  - RFP initiated for hydro seeding proposals
  - TBD - Installing additional fencing
  - TBD - Hydro seeding expanded sections
  
- Boardwalks
  - Completed - Trial Lighting pole ordered
  - Completed – Trial Solar Lighting fixture received
  - TBD – Install the trial solar lighting
  - General maintenance and upkeep
  - Vegetation trim back
  - Way finding signage
  - Location marking signage project.
  - Leveling boardwalk
  - Board replacement as needed
  - Trash can replacement as needed
  - Benches and sitting areas repairs

### **Road Maintenance:**

Streets and Roads helped Port by hauling the Port D-1 gravel from Knik yard to the Port Quonset building yard. This took two days to do with two dump truck hauling.

Streets and Roads also helped port by using three dump trucks, we hauled D-1 gravel to the east side of the seawall. The grader graded it out and used the compactor to compact it.

Streets and Roads has also been helping the landfill by hauling cover, as needed and also hauled a winter pile from the city sand pit. The winter pile will be mixed later with salt so that this pile will stay thawed, so that it could be used this winter for cover.

After the big rain storm, Streets and Roads had the grader out grading the roads for over two weeks. With the roads being muddy and with big potholes, we had to haul gravel to fill in the holes as we graded the roads.

We used the 324E excavator to stack, crush and haul the steel and broken lumber from the east addition of the YKHC hospital. Dale Construction has been hauling it to the landfill with two side dumps for the last four days.

### **Vehicles and Equipment:**

August has been a busy month for V&E as for all the other departments. We have been working on keeping most everybody up and running, kind of a challenge at some points, so please be patient. Potable water trucks are the biggest issue at this point, however, we will make it happen. We will be seeing at least one truck on this last barge. Keep on keepin' on.

### **Transit System:**

For August 2019, the Bethel Transit System transported a total of 2,190 passengers: 264 of those riders had a disability, 117 were elders, 813 were passengers using ONC Senior and Caregivers monthly passes, and 1,260 were general public. Revenue for August, including trip fares, day fares, and monthly passes totaled \$4,720.00.

Road construction has caused the bus to run behind schedule for the past three weeks. It has been 15-30 minutes late, some of the time and in several cases the bus had to by-pass a bus stop because of the construction. Most of the passengers were very understanding and accepted the delay. Our ridership has been down some during this period.

We have been assured that our new bus will be delivered to the Seattle Barge Line on-time to meet the first of September sailing. It should arrive in Bethel that later part of September. Our "new" Bus 439, purchase in October of 2014, has 157,000 miles on it and is beginning to require extra TLC, thanks to the City Shop, to keep it on the road. Bus 438, our smaller bus, is our stand-by bus and we use it when Bus 439 is in the shop.

We currently have two drivers, Sally Evans, full time, drives from 6:30am to 10:30am and 11:30 am to 3:30p. Brenda George, part-time, drives from 3:30pm to 6:30pm. She also fills in if we need extra help driving.

### **Landfill / Recycle Center:**

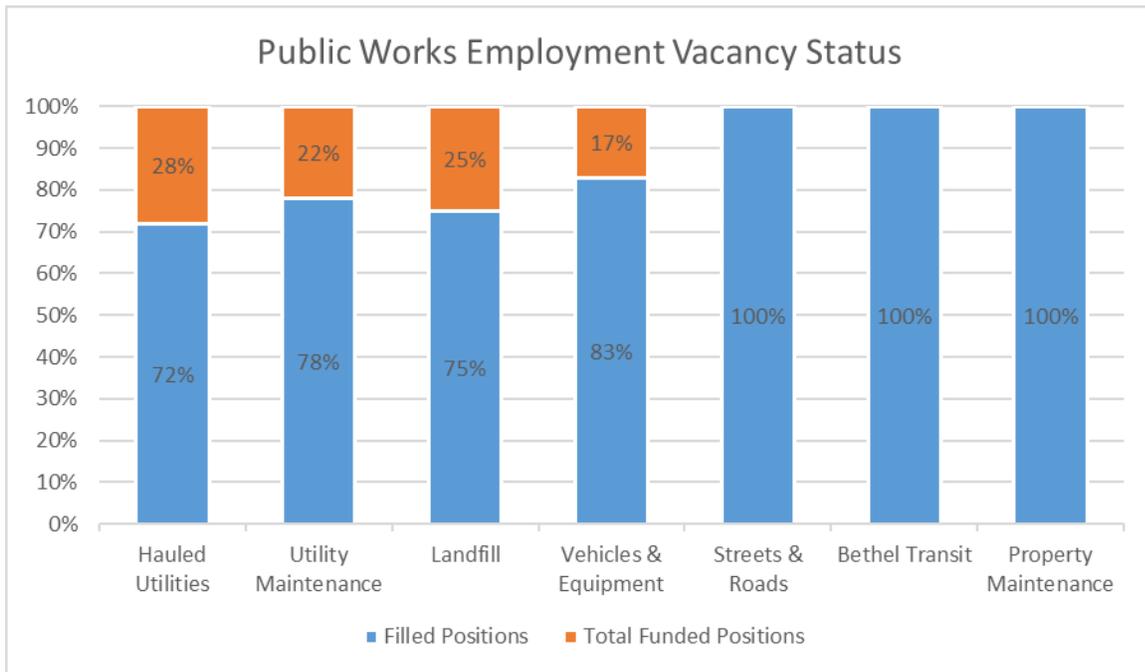
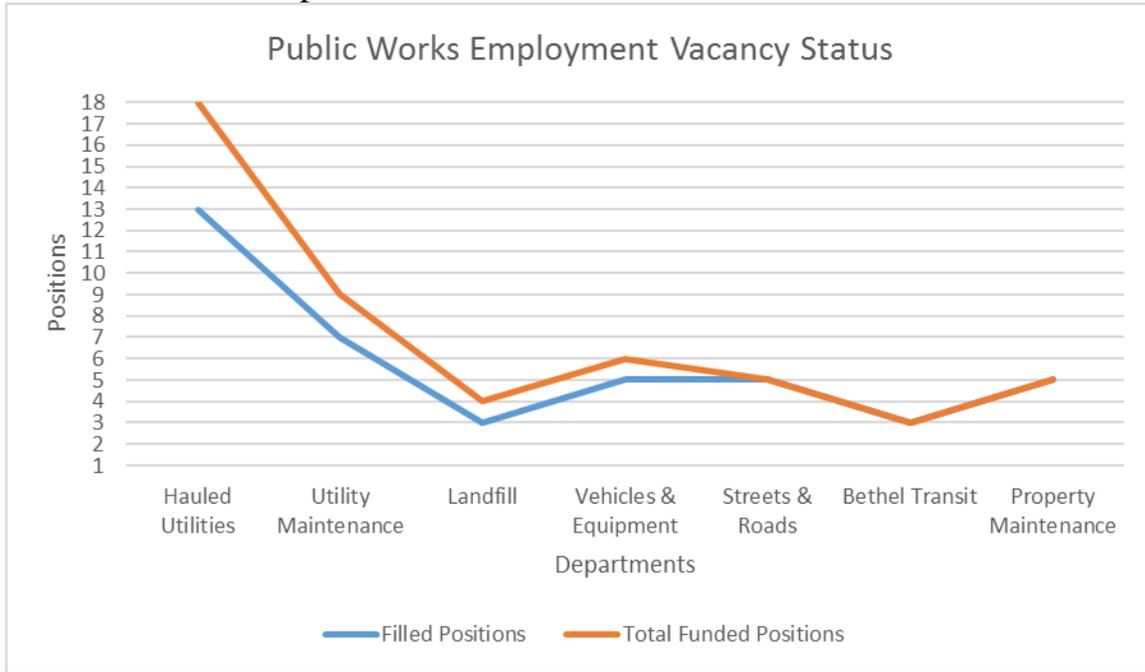
Well, let me see, we got a whole mountain of dirt/sand from Knik's road project that took quite a bit of time keeping it stacked. We got permission to use the lagoon solids for cover, which is good and will be perfect once we have our own dump truck on site.

We buried a bunch of metal and covered it with dumpster trash, in order to use less sand to add to the new road, which we are going to place gravel this month.

The road crew has been delivering sand to the site, we are going to have a salt sand pile so we can use it as winter cover material.

The big happening is of course the North Wing of the hospital getting delivered to our door. So in the last five days, we have had 149 side dump loads delivered, for a total of 2,630 cubic yards at ten dollars a yard.

**Staffing Issues/Concerns/Training:**  
 Chart information updated: 08/31/2019



**TO: Bill Howell**  
**FROM: Christine Blake, Finance Director**  
**SUBJECT: August 2019 Managers Report**

1. Wells Fargo positive pay feature stopped a \$1500 fraudulent check from being paid
2. New Assistant Finance Director has been hired and will start October 1.
3. Working on finding Customer Service training for Finance staff.

## MEMORANDUM

DATE: September 3, 2019

TO: Bo Foley, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – September 10, 2019 Bethel City Council Meeting



### **Grant Projects**

#### Lift Station Controls Improvement Project

The City was successful in securing \$279,827 in additional funds for the lift station project. The project will now include the development and installation of two additional electric panels for the lift station at City Hall and the Public Works building.

The Property Maintenance and the Utility Maintenance Divisions will move the City Hall lift station out from under the building and reinstall it in the back of the building. This move should reduce the foul odors and other problems associated with the current lift station.

#### Additional Dredging Project Funds

I developed a proposal to put \$194,000 to work as part of the sewer lagoon dredging project. The Village Safe Water Program added additional funds to one of the City's grants as a way to make up for money removed last year and given to another community. The City is asking to use the funds to purchase a new lagoon pump and a new lagoon skiff.

#### Community Action Grant

The City received five applications for community action grant funds for the quarter acceptance period ending on August 30, 2019. The applications will be reviewed and scored at the two review board meetings in September.

#### Request for Bids/Request for Proposals

I prepared and issued the RFB for the City's purchase of \$40,000 worth of six-yard dumpsters. The dumpsters must be landed in Bethel by June 30, 2020.

I am working on the Request for Proposals to hire an auditor for five years. Altman Rogers & Co. will complete the City's FY 2019 Audit during the last year of their contract.

### **Administrative Duties**

The City paid the cost of the State Contracting Officer to fly to Bethel and conduct a three-day training on procurement at the end of August. The official State Procurement Level 1, Level 2, and Level 3 courses were taught. City foremen and department heads attended.

**City of Bethel  
Grant Summary  
Fiscal Year 2020**

**Preparing**

<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts. (Partners)</b>	<b>Date</b>	<b>\$ Grant \$ City Match</b>
Rasmuson Foundation	Tier 1 Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$25,000 0
Bethel Community Services Foundation	Community Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$15,000 0
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	9/15/19	\$1,075,021 \$175,004
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

**Submitted in Fiscal Year 2020**

Most recent first

<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts.</b>	<b>Date</b>	<b>\$ Grant \$ Match</b>
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Purchase sewer lagoon pump and boat	Public Works	7/25/19	\$155,238 0

**Approved in Fiscal Year 2020**

Most recent first

<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts.</b>	<b>Date</b>	<b>\$ Grant</b>
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Design, build, and install two electric panels for City Hall and City Shop and complete current rehab. of Main Lift Station.	Public Works	8/30/19	\$279,827 0
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Funded projects have not been revealed until federal funding approved.	Fire	8/19	\$49,141 0

To: Bo Foley, Acting City Manager  
From: Ted Meyer, Planner  
Subject: August Manager's Report  
Date: September 3, 2019

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## **SUBDIVISIONS**

### **Blue Sky Subdivision**

The Blue Sky Subdivision Team are racing to complete pending items remaining on the Subdivision Agreement checklist. DOWL is busy reviewing the items as they are submitted by Blue Sky. We just asked DOWL to submit a fee and statement of work proposal for the Blue Sky Subdivision water and sewer rate study as required by the approved Subdivision Agreement. Road construction is anticipated to start in the first half of September.

### **Tanqik and Ciulllkulek Subdivisions**

The big push now is moving the Blue Sky Subdivision to construction. More time will be put into the Tanqik (across the street from the Larson Subdivision) and Ciulllkulek (ONC) subdivisions back on track once the Blue Sky Sub is underway.

## **CONDITIONAL USE PERMITS (CUP)**

### **Green Store Marijuana Retail**

We've been working to prepare the Green Store CUP packet for presentation to the Planning Commission. We are currently waiting for the Green Store to verify property lines before we can ground-truth their site plan map drawings that include property access, driveway aisles, and parking. No hearing in September, as their application has not yet been deemed as complete.

### **Kusko Kush Marijuana Retail**

Although we have been processing their completed application, there is a property lease problem. No Planning Commission hearing in September.

## **SITE PLAN PERMITS**

Site Plan Permit application submittals are becoming fewer as we are getting close to the end of the development season. We are working to resolve past approved permit application problems. We are also developing a process to monitor recent site permit approvals to ensure compliance with authorized improvements stated on the permit.

CITY OF BETHEL  
**POLICE DEPARTMENT**

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**August, 2019 Monthly Report**

**Personnel:**

Our recruit at the Department of Public Safety Academy in Sitka, Alaska is doing well and is on track to graduate in November. We currently have two CSP's on field training right now and both are doing a great job. We have one dispatcher in training at this time. We promoted two in house Patrol Officers to Investigations. We have one applicant for patrol who is currently going through the hiring process. We currently have three patrol positions open and one Chief of Police position open.

All administrative, CSO, CSP, and dispatch positions are fully staffed.

**Operations:**

There were approximately 1,579 calls for service the month of August, a rise of approximately 43 cases from July and up approximately 239 cases from the same period in 2018. The number of calls requiring investigative reports was at 112, down 17 from July and up 9 from 2018. There were 425 intoxicated pedestrian calls compared to 262 for the same period last year. The number of domestic violence arrests was 29 this month compared to 27 for the same period in 2018 and 39 in July. There were 9 DUI arrests compared to 9 for the same period last year and 7 arrest in July. There were 3 death investigations in June, compared to 1 for the same period last year.

**Animal Control:**

There were 34 animal control calls for service for the month with 4 reported dog bites.