



CITY OF BETHEL

COMMUNITY ACTION GRANT COMMITTEE

THURSDAY, JUNE 23, 2022, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING

[HTTPS://US06WEB.ZOOM.US/J/83827355443?PWD=AE9LKZRZDEZMCUXZCKZRM0Z3UU4XZZ09](https://us06web.zoom.us/j/83827355443?pwd=AE9LKZRZDEZMCUXZCKZRM0Z3UU4XZZ09)

DIAL BY YOUR LOCATION

833 548 0282 US TOLL-FREE 833 548 0276 US TOLL-FREE

877 853 5257 US TOLL-FREE 888 475 4499 US TOLL-FREE

MEETING ID: 838 2735 5443

PASSCODE: 945806

MEMBERS

Louise Russell, Chair
Leif Albertson, Vice-Chair
Miranda Robb

Lucinda Alexie
Jennifer Dobson
Perry Barr, Council Rep.

STAFF

John Sargent, Ex Officio Member
CAG@cityofbethel.net
907-543-1386

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. June 16, 2022 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Amount of CAG Funding Available
- B. Review, discuss, and score applications and responses received (may include questions to applicants in attendance).
- C. Review/revise applications, forms, and processes.
- D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.

VII. EX OFFICIO REPORT

- A. Ex Officio Report for June 23, 2022 CAG Committee Meeting

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

June 16, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

CALL TO ORDER

MEETING CALLED TO ORDER AT 7:02 pm.

I. ROLL CALL

BOARD MEMBERS PRESENT:	
Louise Russell, Chair	Jennifer Dobson
Leif Albertson, Vice Chair	Lucinda Alexie
BOARD MEMBERS ABSENT:	
Perry Barr	Miranda Robb
ALSO IN ATTENDANCE:	
John Sargent, Recorder & Ex Officio	

III. PEOPLE TO BE HEARD

None.

IV. APPROVAL OF AGENDA

MOVED:	J. Dobson	Approval of Agenda.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

V. APPROVAL OF MINUTES

MOVED:	J. Dobson	Approve March 17, 2022 Meeting Minutes.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

VI. UNFINISHED BUSINESS

A. Review amount of CAG funding available.

Chair L. Russell introduced the topic and turned it over to J. Sargent to summarize the memorandum included in the packet. J. Sargent said that the amount available in the budget for CAG distribution is \$82,382.85.

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

L. Russell offered a chance for Adam London to speak first on behalf of Bethel Evangelical Covenant Church's application that requested funding to expand the parking lot at the church for community use. Committee members asked a few

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

June 16, 2022

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Bethel, Alaska

questions and Adam answered them. Adam explained the inclusion of airline ticket receipts in his effort exit report for the last project that Covenant Church did with CAG funds. Adam's effort saved on shipping costs. All Covenant Church exit reports have been submitted.

MOVED:	L. Albertson	Move into Committee as a Whole.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

Jaela Milford addressed her application for Winter House funding for day-time hours during the summer months. Committee members asked a few questions and Jaela answered them.

Susan Taylor briefed the committee on the Lion's Club project to fund a monthly food bank and community pantry. Committee members asked a few questions and Susan answered them.

The Committee went into more detail on the Winter House and Lions Club applications. They came up with questions that they wanted to ask the applicants in writing.

L. Russell took the Committee out of the Whole at 8:26 pm.

MOVED:	L. Alexie	Request Recorder to prepare written letters with questions brought up in discussion during the meeting.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	

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

The Chair asked Committee members if they had any applications, forms, or processes that they wanted to change. A unanimous, "No" emanated from those present.

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

The Chair mentioned this agenda item and J. Sargent drew attention to the Status Report of all CAG awards given out that was provided in the meeting packet. J. Sargent also mentioned that the Finance Department has renewed its effort to solicit exit reports from previous awardees.

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

June 16, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

VII. NEW BUSINESS

No New Business was on the agenda.

VIII. BOARD MEMBER COMMENTS

L. Alexie: It was good to have the meeting tonight.

J. Dobson: No comment.

L. Albertson: Thank you very much for your time. I'm concerned and disheartened that we had a meeting without a quorum. All of us need to recruit members. Ask your friends. We need more members on the committee. Thank you again for your participation.

J. Sargent: It was a good meeting. Grow lots of food.

IX. ADJOURNMENT

MOVED:	L. Albertson	Adjourn the meeting.
SECONDED:	J. Dobson	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 8:29 pm.

APPROVED THIS 23rd day of June 2022.

Respectfully Submitted:

Louise Russell, Chair

ATTEST: _____
John Sargent, Recorder



City of Bethel
P.O. Box 1388, Bethel, AK 99559
907-543-1386
Website: www.cityofbethel.org

Memorandum

To: Community Action Grant Committee

From: John Sargent, Grant Manager

Subject: Funding Available for CAG Awards

Date: June 3, 2022

The current amount budgeted for Community Action Grant awards is **\$82,382.85**. The calculation is given below:

\$153,804.85	Amount deposited to CAG interest-bearing account
- 25,000.00	CAG Award to BCSF in Year 4, Quarter 3
- 10,602	CAG Award to Gladys Jung Wrestling in Year 4, Quarter 4
- 8,150	CAG Award to ONC-Youth Litter Patrol in Year 5, Quarter 1
- 8,250	CAG Award to BCSF-Healing Through Music & Dance, Year 5, Quarter 1
- <u>19,148</u>	CAG Award to BCSF-Friends of the Library, Year 5, Quarter 1
\$82,382.85	Amount available to award in Year 5, Quarter 2 (June 2022)

CITY OF BETHEL COMMUNITY ACTION GRANT Application

COVER PAGE

Applicant Information

Applicant Name: Bethel Evangelical Covenant Church

Business License #s (if applicable): AK Business #1060384, City of Bethel Business #10521

Applicant Address: 165 Chief Eddie Hoffman Hwy, Bethel, AK 99559 (PO Box 828)

Contact Person: Adam London Email Address: Adam@BethelCovenant.org

Daytime Phone: 907-545-0838 Cell Phone: 907-830-6848

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, we would level less of the parking lot this summer and complete phase 1 next summer.

Program/Project Title and Summary:

Phase 1 of the BECC Community Use Land Improvement Project.

Phase 1: Survey land, expand, level, and gravel parking lot and north side of lot (2022)

Phase 2: Level back and south side areas of the church to create a "green space" for community activities (2023)

Phase 3: Build a basketball court deck on the side area of the church (2024)

Phase 4: Install fencing around youth and children's areas (2025)

Date When Funds Are Needed: July 2022

Project Beginning and End Date: July 2022-September 2022

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: May 30, 2022

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.

Bethel Evangelical Covenant Church is a place that already has identified and is addressing community needs. BECC serves the community's needs through security ministries (soup kitchen, handing out meals to children, passing out Salvation Army food boxes), growth opportunities (addiction recovery ministries, services, Sunday School, life/small groups), and youth/children's activities (nursery, AWANA, Coffee House, youth group, Sunday School, children's church).

Our church property has been used heavily in the past several years. One major challenge that keeps us from serving more of the community is a lack of parking. As part of a multi-year plan to improve our land surrounding the building, we intend to start with improving our existing parking lot and expanding the north side of our lot for additional parking.

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.

10+ more family units will be able to easily access BECC's services beginning with phase 1. Future phases include developing our back and south side lots to provide a community green space and half-basketball court deck (this will be in addition to our well-loved existing community playground equipment). This project will see more Bethel residents receiving the social services that our church has to offer.

The measurable outcome when Phase 1 is complete is there will be at least 10 additional parking spots and the lot will be completely level and graveled. Additionally, as we continue to keep track of how many people use BECC's services, we will see at least 10 additional households regularly use our services.

3. Coordination and Collaboration

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

BECC already partners with multiple organizations, such as the Food Bank of Alaska, the Salvation Army, the Bethel Conference of Churches, Celebrate Recovery, the Girl Scouts of Alaska, Camp Hope, AWANA,. We will continue to work with all of these groups and any others that would like to join us.

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

We are always looking to identify new partnership opportunities and are open to any organization contacting us.

- 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.

Yes, the Lion's Club provides some of these services, as does the Bethel Community Services Foundation, the 4H Club, other churches, etc. However, the amount of need in the community far outweighs the amount of response any one organization can give. We all need to be working together to meet the needs of the community. When BECC does more, we spread the load and other organization are able to do more as well.

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.

We have already had our surveys and as-builts done. We have quotes from Faulkner Walsh and Dale Construction. We are ready to start and have Phase 1 complete by the beginning of the school year.

- 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.

We have \$10,000 of funding secured for the project. We anticipate needed approximately \$25,000 for phase 1 completion (August 2022). Phase 2 (August 2023), Phase 3 (August 2024), and Phase 4 (August 2025) are funding and volunteer dependent, but we anticipate having those in place to meet the deadlines.

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.

Pastor Adam London has overseen multiple grant funded projects in the last 18 years. The project foreman will be Eddie Havener who works for the City of Bethel and has dozens of years of construction experience.

- b) Provide a proposed budget breakdown with the following information:

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

The estimated costs for this phase of the project are as follows:

\$25,000 for dirt, gravel, and leveling services by a local construction company.

\$10,000 – provided by Bethel Evangelical Covenant Church

\$15,000 – provided by Community Action Grant

Already completed:

\$4,000 for the survey and as-builts required to develop the land

Future phases:

\$45,000 for the side and south lot improvements

\$8,000 for the basketball court

- 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.

Yes, Coffee House 2020 (\$9,700) and Qu yana Café 2021 (\$10,000). All exit reports have been submitted.

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

BECC will provide an Exit Report by October 31, 2022.

1. 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 Lions Club

Business License #s (if applicable): non profit volunteer organization

Applicant Address: Bethel Lions Club P.O. Box 646 Bethel AK 99559

Contact Person: Susan Taylor ^{Lions Club} President Email Address: 50shadesofcolorblind@gmail.com

Daytime Phone: (907) 543-4368 home Cell Phone: (907) 545-7524

Grant Request Information

Grant Amount Requested:	\$ <u>50,000 for 10 month continue of Program</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, will except less. Less funding will reduce length of service, (exploring other resources ongoingly)

Program/Project Title and Summary: Monthly Food Bank and Community Food Pantry

Food Bank is monthly distribution to income qualified households
Food Pantry is community donated inventory for hardship situations
Thanks to current BCSE partnership we were able to continue these services and expand to also do soup kitchens and promote substance activities such as ice fishing, fish jar classes, smelting etc...

Covid relief related grants also allowed us to distribute community wide produce, dairy, and meat boxes for food insecurities, an ongoing need.

Date When Funds Are Needed: August 2022

Project Beginning and End Date: September 2022 - June 2023

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

Submit for May 31 2022 deadline

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: Susan E Taylor

Date: 5/26/2022

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

- Identify and describe existing needs in the community to be addressed by the proposed activity. *Food Insecurity - At height of COVID Pandemic there were more than 500 income qualified households.*
- Specifically describe how the activities to be carried out directly address identified needs in the community. *Monthly Food Bank distribution, Food Pantry for hardship situations, Contract worker coordinating intake delivery and output distribution, and also promoting subsistence.*

2. Project/Activity Goals and Outcomes

- Describe the overall goals, objectives, and activities to be accomplished by the proposed project. *To be able to continue an existing program that successfully meets community needs.*
- Provide measurable outcomes for your project and how those outcomes will be measured. *Continue to pay utility bills, especially the Freezer and Refrigerator units, continue partnerships and contract work to receive food shipments and complete document required Food Bank inventory paperwork to distribute.*

3. Coordination and Collaboration

- Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project. *Recently VFW Aux funded meat and Dairy Boxes and Produce giveaway, Ongoing lots of Volunteers.*
- Explain how you will develop any needed collaborative relationships that are not already in place. *Ongoingly recruiting and rotating volunteer individuals and groups to continue as this project is beyond what Lion Club members able to do.*
- 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. *Other organizations work with us or help us continue, JF KTC and Boy Scouts have done food drives, VFW has helped with utilities, BFK9 gave us dog feed to distribute, BCS Foundation partnership and current COVID related funding currently sustaining the program.*

4. Implementation Plan

- If this is a new project/activity, describe specific steps to be taken to implement the activity, Identify target dates for each phase of implementation. *not a new project, Food Insecurity is ongoing challenge.*
- 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. *Current COVID related funding kept us going, especially with car loss of Bingo revenue, but unfortunately expires end of August. We need to be able to continue this valuable needed service.*

5. Demonstrated Experience and Financial Information

- 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. *Volunteer organization and part-time contract work.*
- Provide a proposed budget breakdown with the following information: *We no longer have Bingo Pull tab revenue and most likely will be unable to resume that income resource due to loss of key people to run that.*

Budget Items:	Description of Budget Items	Funding: Source:	CAG \$	Other \$	Total
Utility Contract	Electricity, water/sewer Fuel, maintenance distribution coordination	expiring COVID funded partnership and grants	requested 50,000	Yet to be determined	50,000

- 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. *none received before*

6. Exit Report Due

- 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). *can document and itemize expense monthly if needed as this request is to be able to continue an existing program until we able to achieve other funding resources.*

- b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of the grant funds. *can do monthly and/or end of time frame,*
- 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. *This is our first request. "Not Applicable"*

CITY OF BETHEL

COMMUNITY ACTION GRANT

Application

COVER PAGE

Applicant Information

Applicant Name: Bethel Winter House

Business License #s (if applicable): 211197

Applicant Address: 127 Atsaq St / PO Box 1969 Bethel, AK 99559

Contact Person: Jaela Milford

Email Address: Jmilford@bethelwinterhouse.org

Daytime Phone: 907-545-7661

Cell Phone: 518-763-7092

Grant Request Information

Grant Amount Requested:	\$	63,000
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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 – Without the full amount requested, open hours will be cut during the summer. We would be unable to service individuals as frequent during the summer months

Program/Project Title and Summary:

Bethel Winter House Summer Program –

During the months of August to September, BWH will operate during the daytime hours providing services for the homeless population and the general public. These services will include an afternoon meal, access to laundry and shower services, and access to community resources such as AA meetings, Addiction Recovery meetings, and access to employment opportunities through the Alaska State Job Center.

Date When Funds Are Needed: July 15th – As soon as available

Project Beginning and End Date: May 18th -September 30th

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: Jaela J Milford
Authorized Officer/Applicant

Date: 4/29/22

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.

In Bethel, there are no access to public restrooms, showers and laundry for homeless or low income individuals. Through BWH, we will be able to provide summer long access to food, hygiene, and safety.

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

With BWH being open during set daytime hours, individuals will have access to meals, laundry, showers and community resources.

2. Project/Activity Goals and Outcomes

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

The objective is to provide services during the summer months. BWH has a goal of providing meals weekly throughout the summer. On alternating days of meals, laundry services will be available. During all open hours, bathroom and showers are available for public use.

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

To provide measurable outcomes, attendance will be taken during the open hours. A tally will be recorded daily on the number of participants that day. All services will be recorded; number of participants for the meal, number of showers taken and number of loads of laundry completed. The number of participants will also be recorded for the community events; AA and Addiction Recovery meetings.

3. Coordination and Collaboration

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

Bethel Winter House is partnered with the Bethel Covenant Church to provide community meetings such as Addiction Recovery and AA meetings.

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

BWH would also like to develop a relationship with the AK Job Center to provide access to employment opportunities. Access to applications, bulletin board of employment opportunities, training sessions, etc.

- 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.

In Bethel, there are no access to public restrooms, showers, and laundry for homeless or low-income individuals. This will fill a needed gap in general hygiene in the summer months. A bi-weekly meals will provide food to individuals without.

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.

For the first time, Bethel Winter House has its own facility for the summer months. Now that the facility is fully operational, BWH can provide services without the year, not only during the winter season. With this funding, BWH will be able to employ their staff for the entire of the summer; ensuring services opportunities will continue year-round at BWH. While guests are no longer staying overnight, they are using the facility for food, laundry, and shower services during the summer months.

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.

Jaela Milford, Executive Director, of Bethel Winter House has been in this position for 10 months now, running the shelter through its winter season. She will be working alongside with Cynthia Coffey, the Facility Supervisor, to provide services for homeless or low-income individuals in the summer months. Cynthia has been Head Monitor of the shelter for six years before becoming Facility Supervisor after the move into the permanent facility.

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

Budget Items:	Description of Budget Items	Funding: Source:	CAG \$	Other \$	Total
Salary	Summer Salary for Jaela Milford, Executive Director	City of Bethel	34,000	0	34,000
Salary	Summer Salary for Cynthia Coffey, Facility Supervisor	City of Bethel	29,000	0	29,000

- 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.

Date	Amount	Project Description	Exit Report Status
2020	\$60,000	CARES Act Funding – Employee Payment for open hours during the pandemic	Complete

6. Exit Report Due

- a. Awardees will be required to present a written Exit Report to the Community Action Grant Board within 30 days of completion of the project/program. See Report on City's website (www.cityofbethel.org).
- b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of the grant funds.

The Exit Report will be provided after the summer season. It will be completed before November 1st, 30 days after the end of the summer program on September 30th

- b. 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.

No current Community Action Grant in Progress

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

DEPARTMENT OF THE TREASURY

Date: NOV 10 2014

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

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

Dear Applicant:

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

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

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

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

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

Letter 5436

Salary Spread

43600.00 * 1.41%

Max 614.76

SUI 1.41%

Name (Last, First)	Program	Rate of Pay	FICA	Workers Comp	Subtotal, Fringe	Total
Jaela Milford	Operations	72,500.00	5,546.25	2,392.50	8,553.51	81,053.51
Supervisor	Operations	60,833.33	4,653.75	2,007.50	7,276.01	68,109.34
Monitor 1	Operations	\$ 29,466.67	2,254.20	972.40	3,642.08	33,108.75
Monitor 2	Operations	26,000.00	1,989.00	858.00	3,213.60	29,213.60
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	211,485.20

EXAMPLE - Use your quote

W/C Rates	Total	Base	Terrorism	Catastrophe
Traveling Managers	8742	0.0348	0.0058	0.0090
Clerical Office	8810	0.0330	0.0040	0.0090
Physician & Clerical	8832	0.0364	0.0074	0.0090
Building Maintenance	9015	0.0950	0.0660	0.0090
Nursing, Traveling	8835	0.0716	0.0426	0.0090
Child Care	8869	0.0570	0.0280	0.0090

Contingency	Hours	\$15	\$17	Supervisor
Bed Bugs	36.00	540	612.00	
Staff Meetings	96.00	1440	1632	
2 Week Sick Leave	140.00	2100	2,380.00	4900
				13,604.00

TOTAL 225,089.20

Bethel Winter House

Budget Overview: Organizational Budget FY 2021 - FY21 P&L Classes

January - December 2021

	AHFC CAPITAL GRANT	AMHTA	BCSF COVID	BCSF COVID RESPONSE 2	BCSF LUNCHES	COB COVID OPERATIONS	ONC	OPERATIONS	VFW COVID SUPPLIES GRANT	TOTAL
Income										
Restricted Grant Funds	1,000,000.00	150,000.00	25,000.00	50,000.00	1,500.00		11,688.08		10,000.00	\$1,248,188.08
Unrestricted Funds						60,000.00				\$60,000.00
Total Income	\$1,000,000.00	\$150,000.00	\$25,000.00	\$50,000.00	\$1,500.00	\$60,000.00	\$11,688.08	\$0.00	\$10,000.00	\$1,308,188.08
GROSS PROFIT	\$1,000,000.00	\$150,000.00	\$25,000.00	\$50,000.00	\$1,500.00	\$60,000.00	\$11,688.08	\$0.00	\$10,000.00	\$1,308,188.08
Expenses										
Advertising & Marketing								500.00		\$500.00
Bank Charges & Fees								50.00		\$50.00
Capital Expenses										\$0.00
Construction	750,000.00	150,000.00								\$900,000.00
Consulting	138,500.00									\$138,500.00
Furniture, Fixtures, and Equipment	27,700.00							5,000.00		\$32,700.00
Total Capital Expenses	916,200.00	150,000.00						5,000.00		\$1,071,200.00
Contractors								2,500.00		\$2,500.00
Contract Site Monitoring			24,250.00	20,400.00		58,200.00	6,487.44	49,687.56		\$159,025.00
Total Contractors			24,250.00	20,400.00		58,200.00	6,487.44	62,187.56		\$161,525.00
Employee Benefits								7,500.00		\$7,500.00
Insurance								29,000.00		\$29,000.00
Legal & Professional Services	38,200.00							38,450.00		\$74,650.00
Other Business Expenses								1,500.00		\$1,500.00
Rent & Lease				5,875.00				12,000.00		\$17,875.00
Repairs & Maintenance								10,000.00		\$10,000.00
Salaries & Wages								76,950.00		\$76,950.00
Shipping								1,600.00		\$1,600.00
Supplies										\$0.00
Guest Food				18,100.00	1,500.00			18,500.00	5,000.00	\$43,100.00
Office/Bldg/Cleaning/PPE				5,625.00				15,000.00	5,000.00	\$25,625.00
Total Supplies				23,725.00	1,500.00			33,500.00	10,000.00	\$68,725.00
Travel								7,000.00		\$7,000.00
Guest Travel								1,500.00		\$1,500.00
Site Monitor Travel			750.00			1,800.00	200.64	6,499.36		\$9,250.00
Total Travel			750.00			1,800.00	200.64	14,999.36		\$17,750.00
Utilities										\$0.00
Electricity							5,000.00	19,000.00		\$24,000.00
Fuel Oil								5,000.00		\$5,000.00
Propane								2,500.00		\$2,500.00
Telephone and Internet								7,000.00		\$7,000.00
Total Utilities							5,000.00	33,500.00		\$38,500.00
Total Expenses	\$954,400.00	\$150,000.00	\$25,000.00	\$50,000.00	\$1,500.00	\$60,000.00	\$11,688.08	\$314,738.92	\$10,000.00	\$1,577,325.00
NET OPERATING INCOME	\$45,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -314,738.92	\$0.00	\$ -269,138.92
Other Expenses										
Other Miscellaneous Expense	45,600.00							12,000.00		\$57,600.00
Total Other Expenses	\$45,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$57,600.00
NET OTHER INCOME	\$ -45,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -12,000.00	\$0.00	\$ -57,600.00
NET INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -326,738.92	\$0.00	\$ -326,738.92

Bethel Winter House

STATEMENT OF FINANCIAL POSITION DETAIL

As of April 29, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking (3808) - Capital	500.00
Checking (5890) - Operations	3,010.82
First National Bank Alaska	223,260.31
Total Bank Accounts	\$226,771.13
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Uncategorized Asset	74.19
Total Other Current Assets	\$74.19
Total Current Assets	\$226,845.32
TOTAL ASSETS	\$226,845.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	16.51
Total Accounts Payable	\$16.51
Other Current Liabilities	
Deferred Revenue	0.00
Payroll Tax Liability	3,898.41
Total Other Current Liabilities	\$3,898.41
Total Current Liabilities	\$3,914.92
Long-Term Liabilities	
Building Contingency	30,600.00
Total Long-Term Liabilities	\$30,600.00
Total Liabilities	\$34,514.92
Equity	
Opening Balance Equity	76,397.34
Retained Earnings	154,435.47
Net Income	-38,502.41
Total Equity	\$192,330.40
TOTAL LIABILITIES AND EQUITY	\$226,845.32

Jaela Milford. Jaela Milford is the Executive Director of Bethel Winter House. Bethel Winter House is a temporary homeless shelter that serves the houseless and unstably housed community in Bethel and the surrounding Yukon-Kuskokwim Delta region. Jaela first came to the Bethel region as an AmeriCorps and Jesuit Volunteer with the Kuskokwim Consortium Library as an Adult Program Coordinator. Through her volunteer role, she organized multiple local Project Homeless Connect events; organizing an event for homeless individuals to receive and interact with local, state, and federal resources. In addition to her role at the library, Jaela also was the Volunteer Coordinator at the local State of Alaska Food Bank for two years; coordinating monthly disruption. Through the pandemic, Jaela implemented a delivery service to ensure social distancing while still distributing food into the community. Through her volunteering and living in the YK Delta, Jaela fell in love with the people, culture, and the community.



CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

June 17, 2022

Susan Taylor, President
Bethel Lions Club
PO Box 646
Bethel, AK 99559

Dear Susan:

The Community Action Grant Committee met last night to discuss the CAG application that you submitted for funding. The Committee discussed your application and voted to request more information from you. Your application is still active and should be scored for funding at the next regularly scheduled CAG meeting to be held June 23, 2022.

Please provide the Committee with answers to the following questions and respond to the following requests for information by **Tuesday, June 21, 2022** at 5 pm:

1. Several committee members expressed difficulty reading your small, hand printed application. Please provide responses to these questions in easy-to-read typewritten format or printed words on line paper that is clearly readable. Thank you.
2. Please provide more detail on your budget. Break down the \$50,000 into each planned expenditure: electricity, water, sewer, maintenance, etc. Provide monthly utility bills as support for utility costs. The Committee acts in the public trust and must know exactly how you intend to spend public money.
3. The Committee expressed the idea of your application being submitted quarterly for less amounts each quarter. What are your thoughts on quarterly submissions for this type of request?
4. Who is involved in the activities you mention in your application? Who will do what? Who are the leaders in your organization? Who will be in charge of the monthly food bank and community food pantry projects?
5. Please provide the names of the Lions Club board members.

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

Sincerely,

Community Action Grant Committee

"Alaska's Arctic River Sea Port"



CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

June 17, 2022

Jaela Milford, Director
Bethel Winter House
PO Box 1969
Bethel, AK 99559

Dear Jaela:

The Community Action Grant Committee met last night to discuss the CAG application that you submitted for funding. The Committee discussed your application and voted to request more information from you. Your application is still active and should be scored for funding at the next regularly scheduled CAG meeting to be held June 23, 2022.

Please provide the Committee with answers to the following questions and respond to the following requests for information by **Tuesday, June 21, 2022** at 5 pm:

1. Please provide a detailed breakdown of the \$63,000 that you are requesting and the time period in which the money will be spent. Explain the hourly rates of the Executive Director and Facility Director and cost of benefits. Explain the exact hours of work expected from the two individuals.
2. What are the exact hours of operation planned for summer 2022? What hours will the building be open to the public? What hours will each of the staff members perform work? What work will they do?
3. How many people do you expect to serve per week during open hours to the public?
4. What role does the Job Center play with Winter House? What does Winter House do that ties to Job Center?
5. What does "access to community resources, such as AA meetings, Addiction Recovery meetings, and access to employment opportunities..." mean? Are you hosting these meetings or just passing out flyers? Describe exactly what services you offer?

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

Sincerely,

Community Action Grant Committee

"Alaska's Arctic River Sea Port"

Status Report

	Exit	Exit		
Year 1	Report	Report	Amount	Amount
Quarter 1 - AM Approved 3/27/18	Due Date	Received	Awarded	Spent
Friends of the Kuskokwim Consortium Library	8/31/19	6/12/19	12,000	12,795
Bethel Search and Rescue	6/19/19		10,000	
Orutsararmiut Native Council	11/30/18	11/27/18	5,000	5,030
YK Fitness Center	3/31/19		1,300	
			28,300	
Quarter 2 - AM Approved 6/26/18				
Hope in Alaska/Camp Hope	9/30/19	9/22/18	10,000	10,000
Sackett Hall (UAF-Kuskokwim Campus)	8/31/19		3,873	
			13,873	
Quarter 3 - AM Approved 10/9/18				
Bethel Wrestling Club	8/31/19	6/7/19	6,000	4,829
Delta Illusion Dance Company	1/31/19	7/29/19	1,770	1,770
			7,770	
Quarter 4 - AM Approved 12/11/18				
ONC-Bus Passes for Seniors	4/30/19	6/7/19	3,060	3,060
Justine Chamberlain-Coffee House	5/30/20	3/10/21	9,700	9,700
Friends of the Kuskokwim Consortium Library	8/30/20	6/11/19	12,765	12,765
			25,525	
Average	6,861	Total Year 1	75,468	
Year 2	Report	Report	Amount	Amount
Quarter 1-AM Approved 3/26/19	Due Date	Received	Awarded	Spent
Bethel Winter House-shelter	7/1/19	7/18/19	11,160	11,160
Hope in Alaska Ministry/Camp Hope	10/20/19	10/13/19	12,188	12,188
Gladys Jung Elementary Wrestling Program	3/8/20	12/26/19	3,094	3,094
BCSF Healing Through Music & Dance Pgm-harmonicas	8/5/19	6/17/19	6,790	6,790
Bethel Search and Rescue-Operations	1/30/20	7/18/19	4,760	4,760
			37,992	37,992
Quarter 2-AM Approved 6/25/19				
Bethel Wrestling Club-wrestling camp in 2019	6/25/20		5,000	
Bethel Friends of the Library-Summer camp-giveaways	6/25/20	3/16/22	6,000	6,000
			11,000	
Quarter 3-AM Approved 9/24/19				
Bethel Lion's Club Winter House	4/30/20	6/14/21	25,000	
Reflect Bethel - Alyssa Gustafson	4/30/20		600	
Bethel Family Clinic	1/31/20		2,431	
Bethel Broadcasting, Inc. (KYUK Radio)	10/15/20		1,300	
Bethel Friends of Canines	10/15/20	10/6/21	1,500	1,500
			30,831	
Quarter 4-AM #19-81 Approved 12/16/19				
Bethel Community Services Foundation-Library JV	8/31/20	11/17/20	14,000	
BCSF-Healing Thru Music & Dance	5/1/20	6/23/21	6,000	6,000
Skiku, Inc.	3/29/20		7,575	
Kuskokwim Art Guild	7/10/20		4,500	
			32,075	
Average	6,994	Total Year 2	111,898	

Year 3	Report	Report	Amount	Amount
Quarter 1-AM #20-11 Approved 3/24/20	Due Date	Received	Awarded	Spent
Cama-I Dance Festival	Postponed	None	10,000	None
Kuskokwim Art Guild-After School Art Pgm.	8/30/20		2,890	
Kuskokwim Art Guild-Summer Art Camp	8/30/20		1,994	
Native Village of Napaimute	5/30/20	3/17/21	9,995	9,995
Bethel Friends of Canines	1/31/21	3/17/21	8,820	8,820
Orutsararmuit Native Council-Bus passes	6/30/21	3/5/22	3,500	3,500
			37,199	
Quarter 2-AM #20-36 Approved 7/28/20				
Sackett Hall - UAF Kuskokwim Campus	8/30/21		1,896	
Maria Nicolai - garden project	9/30/21		1,500	
			3,396	
Quarter 3-AM #20-56 Approved 12/8/20				
Ayaprun Elitnaurvik Cross-Country Program	10/26/20	3/10/21	1,557	1,557
Quarter 4-AM #20-56 Approved 12/8/20				
BCSF-Kuskokwim Library Fund	8/15/22		33,680	
Average	7,583	Total Year 3	75,832	

Year 4	Report	Report	Amount	Amount
Quarter 1 (March 2021)	Due Date	Received	Awarded	Spent
Quyana Café - Bethel Evangelical Covenant Church	10/30/22	5/31/22	10,000	10,000
Gladys Jung Elem. Wrestling Program	1/8/22	12/28/21	34,975	34,975
Delta Recreation, Inc. - Lawnmower	9/1/21		5,550	
Delta Recreation, Inc. - Trail Groomer	9/1/21		35,350	
BCSF-food security	8/15/21	9/8/21	10,000	10,000
UAF-Yupit Piciyarait Cultural Center-First Fridays	10/30/21		2,600	
Bethel Friends of Canines - Animal Shelter exp.	1/31/22		3,000	
			101,475	
Quarter 2				
Winterhouse Fence Project submitted - Not funded.	----	----	----	----
Quarter 3				
Bethel Com. Services Foundation-homeless housing	12/24/21		25,000	
Quarter 4				
Gladys Jung Wrestling	12/15/21		10,602	
Average	15,231	Total Year 4	137,077	

Year 5	Report	Report	Amount	Amount
Quarter 1 (March 2022)	Due Date	Received	Awarded	Spent
ONC-Youth Litter Patrol	9/14/22		8,422	
BCSF-Healing Through Music and Dance	6/30/22		8,250	
Bethel Friends of the Library-JV position	8/31/23		19,148	
			35,820	

MEMORANDUM

DATE: June 17, 2022

TO: Community Action Grant Committee

FROM: John Sargent, Ex Officio & Recorder

SUBJECT: Ex Officio Report for June 23, 2022 CAG Committee Meeting



Community Action Grant Administration

Assistant Finance Director Xavier Mason said he would reconcile the Community Action Grant account after the end of the fiscal year (June 30, 2022). I should have updated account figures for the first CAG Committee meeting in September.

Exit Reports

Finance Department is sending emails to collect exit reports from past awardees. I provided them with updated Status Report on Awards and contact information of awardees.

FY 23 CAG Budget

The City's FY 2023 CAG Budget contains \$100,000, which is 20% of the \$500,000 expected to be collected in alcohol use taxes. This number may turn out to be low once Uncommon Pizza opens its doors.

7	COPS Hiring Program - School Resource Officer (SRO)	125,000	Good
	SRO served from August 11, 2021 to May 25, 2022 on Bethel school campuses. To do: Complete reports for reimbursement. Ask for grant performance period extension. Bill LKSD for SRO salary not covered by grant.		
8	USDOJ Coronavirus Assistance Program	42,000	Good
	Sam Amik in Finance Dept. submitted report to claim amount spent. To do: Complete progress report.		
9	FEMA Public Assistance Program	\$58,066	Fair
	To do: Upload completed forms and all support documents to FEMA's grant portal website.		
10	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	Good
	To do: Complete Final Report and close grant.		
11	Alaska Public Entity Insurance Safety Grant	\$5,000	Good
	To do: Complete Final Report and close grant.		
12	COVID-19 Community Funding	\$284,730	Good
	I completed Final Report and requested reimbursement of City, LKSD, and YKHC expenditures that were submitted. Bethel Family Clinic spent money on the testing and vaccine programs, but provided the City with very little documentation for reimbursement, despite repeated attempts requesting same.		
13	Alaska Chamber of Commerce Vaccine Incentive Program	\$45,000	Excellent
	To do: Complete final report and close grant.		
14	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	Excellent
	I completed the City's first report by the April 30, 2022 deadline. The City spent \$457,931.87 thus far from the grant. To do: Spend funds according to grant guidance. Complete first financial and progress report due by April 2022.		
15	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	Excellent
	City Manager serving as project manager to oversee spending. Completed first quarterly report with no expenditures claimed. City will advocate to claim Admin. expenditures from this grant. City Manager working with Parks and Recreation Committee to conduct a second gymnasium feasibility study prior to spending money from this grant.		

16	Justice Assistance Grant (JAG)	\$13,508	Excellent
	To do: Police Dept. spent money on sending three officers to training. The grant funds should be expended by the September 30, 2022 deadline.		
17	Healthy & Equitable Funding	\$37,703	Excellent
	City ordered playground equipment using a playground equipment distributor listed on a Sourcewell contract. The City plans to do a community volunteer install with City oversight.		
18	ARPA Non-Profit Funding	\$100,000	Excellent
	City awarded \$100,000 to cover lost revenue of YK Fitness Center.		
	To do: Complete grant report and claim all \$100,000 in expenditures.		
19	Camp Initiative Grant	\$15,000	Excellent
	YK Fitness Center will use the \$15,000 to offer scholarships to children who want to attend a 10-week summer camp. City will use records provided by YK Fitness Center to request reimbursement.		