

**Youth Activities Board Meeting
Zoom Webinar
February 8, 2022
5:30 p.m.**

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Webinar ID: 967 4650 4233

Members of the public wishing to provide public comment during tonight's meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press *9 (telephone).

❖ **Meeting Minutes**

- I. **Call to order at 5:33pm- Tom Rutecki, Chair**
Roll Call-
Member Present: Tom Rutecki, Bonita Nelson, Liz Balstad, Josh Anderson, Jack Lovejoy, Samantha Schwarting
Members Absent: Summer Christiansen, Della Cheney, Kristina Moore-Jager
Staff Present: Dave Pusich; Recreation Supervisor/Staff Liaison
Public Members Present: Charlotte Truitt/Juneau Symphony; Corinne Conlon/Big Brothers Big Sisters; Ashley Otheim/Big Brothers Big Sisters; Charlotte Truitt/Juneau Symphony; Natalie Watson/AWARE Girls/Boys Run; Deb Etheridge/SAIL; Emma Van Nes/SAIL; John Fox/Midnight Suns Softball; Juneau Youth Sailing Club; Sandy Fortier/Juneau Jazz & Classics; Claire Imamura/Friends of Alaska State Museum; Michelle Umbs/Special Olympics Alaska; Sue Perles/Special Olympics Alaska; Alyson Cooper/Girl Scouts of Alaska.
 - II. **Approval of Agenda-** Mr. Anderson moves to approve agenda. No objection. Agenda approved.
 - III. **Public Comments on non-agenda items – None**
 - IV. **Approval of Minutes: December 14, 2021-** Ms. Nelson moves to approve the minutes. No objection. Minutes approved
 - V. **Old Business – None**
-

VI. New Business

a. Youth Activity Grant Changes & Scoring Examples – Public Discussion Question and Answer Session.

(Bonita Nelson presented power point overview of proposal packet and scoring techniques and examples as attached)

• Public Discussion Q&A.

Mr. Rutecki commented to please remember to look through whole application to make sure all sections of application are correctly filled out for new fiscal year. Do not just copy and paste last year’s proposal as that could affect your proposal for any funding.

Mr. Pusich stated to please do not wait until last minute to submit your grant proposal. Get in early if you can as grants are due March 1 by 4:30pm.

Natalie Watson/AWARE asked if the board would like to text fit into pdf space provided.

Mr. Pusich stated you could provide info onto space provided or use word document provided to expand on document if more room is needed.

Ms. Watson asked if participant numbers could fluctuate as operating during Covid makes it difficult to know how many participants we might have.

Ms. Nelson responded that since we are still involved in a pandemic that Board can be flexible on participant numbers in this regard and allow flexibility and you will not be penalized for this.

Charlotte Truitt/Juneau Symphony asked if it was okay to have teen assistants as part of funding for instructors. Is it okay to include funding on request when hiring teen assistants?

Mr. Rutecki responded that age of instructors does not matter. Local instructors are not funded but special instructors are okay if they are specialized instructor and not from Juneau locally.

Mr. Rutecki stated these rules are based on the 13 directives in order of importance per resolution established by the Assembly.

b. Contingency Requests- Available Balance: \$8,125.00

NAME	AMOUNT REQUESTED	AMOUNT AWARDED
Girl Scouts of Alaska - FIRST LEGO League State Championships	\$3,759.57	\$2,500.00
Special Olympics Alaska- Special Olympics USA Games	\$2,115.00	\$775.00

Contingency Request #1 – Girl Scouts of Alaska

Mr. Rutecki stated three youth are going Lego League State Championships in Anchorage and are requesting \$3,759.57.

Mr. Anderson stated he is involved in this Girl Scouts Troop, as a youth coach so would like to reclude himself of any decisions on this contingency request before the board.

Ms. Nelson commented that the YAB typically funds contingency requests for airfare, transportation and other things. Do we typically help with transportation or registration fees?

Mr. Pusich depending on number of applicants and available funding, support with travel, lodging, transportation and other things is at the discretion of the YAB.

Ms. Cooper stated they had the tournament last weekend and only used one vehicle, did not use practice room, used two hotel rooms, tournament fee and three airfares.

Ms. Balstad stated that based on Ms. Cooper's requests for what was used for airfare (\$1,091), two hotels (\$1,152), one vehicle (\$213), no practice room, tournament fee (\$100) which equals \$2,556, so suggest funding \$2,500.

Motion by Ms. Nelson to award \$2,500 to Girl Scouts of Alaska.

No objections. **Motion approved.**

Mr. Rutecki stated to coordinate with Mr. Pusich to get all receipts submitted so contingency award can be issued properly.

Contingency Request #2 - Special Olympics Alaska

Mr. Rutecki stated one individual is going to Special Olympics USA Games in Orlando, Florida and are requesting \$2,115.00.

Ms. Perles with Special Olympics thanks the YAB and all the good things you are doing for our youth.

Ms. Perles commented that USA Games occur every two years, there are about 5,000 athletes, and this year event is in Orlando, FL. A Juneau HS student has qualified from JDHS and is very active in Special Olympics. Requesting funds to help with his experience to attend event. National Committee is picking up costs of hotel and GCI, Alaska Airlines are picking up travel costs from Anchorage to Orlando, and back which are big costs.

Ms. Balstad stated there are certain things we do not fund, such as delegation gear, food/snacks and bowling alley fees. I feel we can fund the airfare at (\$500), team uniform/equipment at (\$150) and ground transportation at (\$125) which comes to \$775.

Motion by Ms. Balstad to award \$775 to Special Olympics Alaska for individual to attend event.

No objections. **Motion approved.**

VII. Liaison Reports

a. **PRAC - Mr. Anderson** stated PRAC is an advisory board that listens to proposals or requests from community members. PRAC makes recommendations to CBJ staff who then forwards recommendations along to Assembly for final approval.

Mr. Anderson stated last meeting involved presentation by Juneau Nordic Ski Club regarding expansion in coming years for trails system. There will also be a 35-mile ORV discussion on Wednesday, February 9 at 5:30pm via Zoom.

b. **JAHC** - no report

VIII. Board Comments

Mr. Rutecki thanked everyone for attending meeting and for the public that also attended tonight.

Mr. Rutecki stated that tentatively next YAB meeting would be March 8, 2022.

No other members had comments.

IX. Next Meeting - Tentatively scheduled for March 8, 2022 at 5:30pm

X. Adjournment - Mr. Anderson makes motion to adjourn meeting.
Meeting adjourned at 6:44pm

DRAFT



**REQUEST FOR YOUTH ACTIVITIES GRANTS
Youth Activities Program Fund**

RFYAG #023-001

Youth Activity Grant (YAG) Overview

Presentation for Youth Activity Board (YAB) and Public

Overview of Proposal Packet and Scoring

Youth Activity Grant and Board are established by a Resolution passed by the Assembly. Rules and guidelines for the YAG funds and the YAB are outlined in this resolution.

Bonita Nelson
Youth Activity Board

February 8, 2022

Overview of Each Section of Grant Package

1. Explain Scoring Priorities Given by CBJ Resolution
2. Explain Scoresheet and Scoring
3. Discuss Section B : Proposal Instructions and Criteria
4. Tips for Section C- Application
5. Answer questions



Proposal Package Divided Into 3 Sections

Section A: Grant Information		<u>Page</u>
	Rules & Requirements	
	Definitions	
Purpose and Priorities, Eligibility Requirements		..A-1
Grant Requirements (Continued)	Resolution establishing	..A-2
Funding.....	YAB	..A-2
Application Requirements, Submittal of Prop		
Directions for Application Completion, Proposal Evaluation Process and		
Right to Reject Proposals.....		A-3
Sales and Property Taxes, Local Provider Points, Evaluation Requirement.....		A-4
Revisions to this year's Request for Proposals		A-4
Definitions		A-5
Resolution of CBJ Serial No. 2820.....		A-6

THE INSTRUCTIONS

Section B: Proposal Instructions and Criteria

To Follow for Each Category

Sample Proposal Evaluation Score Sheet		
Proposal Evaluation Criteria	Scoresheet &B-3
Appendices	ExamplesB-7

Section C: Grant Application (forms to be completed)

Proposal Check Sheet and Table of Contents.....		C-1
Title Page.....		C-2
Abstract.....		C-3
Required Information.....		C-4
Plan of Operation, Extent of Direct Youth Participation.....		C-5
Adult/Youth Ration, Scholarship & Youth Assistance Information		C-6
Goals/Objectives/Timelines.....		C-7
Program Evaluation Components		C-8
Management Capacity	Grant Application	..C-10
Volunteer Support	Which is Returned	..C-11
Program Budget.....	to YAB for scoring	..C-12
Program Budget Narrative.....		..C-14
Participant Cost.....		..C-15
Organization Support & Program Revenues		C-16
Proposal Presentation.....		C-18
Optional Information.....		C-18
General Comments Regarding Proposal.....		C-18

Proposal Package Divided Into 3 Sections

Section A: Grant Information

Overall Requirements

Definitions and CBJ

Funding Resolution

Section A: Grant Information

Page

Purpose and Priorities, Eligibility Requirements, Grant Requirements	A-1
Grant Requirements (Continued)	A-2
Funding.....	A-2
Application Requirements, Submittal of Proposals	
Directions for Application Completion, Proposal Evaluation Process and	
Right to Reject Proposals.....	A-3
Sales and Property Taxes, Local Provider Points, Evaluation Requirement.....	A-4
Revisions to this year's Request for Proposals	A-4
Definitions	A-5
Resolution : CBJ Serial No. 2820.....	A-6

States what **CAN** and **CANNOT** be funded and provides definitions of those concepts:
administrative costs , facilities or instructor costs

Specific Rules: Age of participants, dates of program, when funding occurs, requirements for submissions

Definitions used in grant

Resolution establishing Youth Activities Board

Resolution Starts on page A-6

Presented by: The Manager
Introduced: 09/26/2016
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2761

A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2410.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to support youth activities in the community, including academic pursuits; and

Establishes the Youth Activity Board and membership structure and protocols

among various community organizations in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds for youth programs is to maintain a citizen board to accept and evaluate proposals;

Outline the Board purpose

Section 4. Youth Activities Board Purposes. The purposes of the Board are as follows:

Designates the criteria to be use to allocate funds for the grant

providing for the economic development of the community annually as part of the adoption of the City and Borough budget.

Requires YAB to evaluate proposals through a scoring method applying listed factors (on PAGE A-9) in order of importance and gives the Board latitude to add other categories

13 directives in order of importance page A-9 point value starts at 16

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.
- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

First three =
quantitative
calculated
columns

Remaining are all = qualitative

The score sheet has the above directive number beside each item in (). Other categories on scoresheet are those that the Youth Activity Board has added. You will also see the point values for each category listed on scoresheet

Proposal Package Divided Into 3 Sections

SECTION B: THE INSTRUCTIONS For Each Category

Section B: Proposal Instructions and Criteria

Sample Proposal Evaluation Score Sheet	B-1
Proposal Evaluation Criteria	B-3
Appendices	B-7

This section contains the scoresheet and **a detailed explanation of each category** which outlines what is required to:

- receive full points
- how to calculate quantitative data
- examples in appendices

When filling out the application please read the requirements for each category in Section B as you respond to narrative listed on the applications (Section C)

PROPOSAL EVALUATION SCORING SHEET:

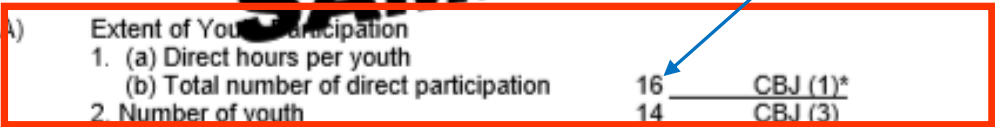
Organization: _____ FY18 Request _____

Program: _____

Rater: _____ Date: _____

I. <u>Required Information</u>	<u>Possible Pts/Score</u>
A) Proof of non-profit status	Yes/No
B) Proof of legal status	Yes/No
II. <u>Plan of Operation</u>	<u>Point Value</u>
A) Extent of Youth Participation	
1. (a) Direct hours per youth	16 _____ CBJ (1)*
(b) Total number of direct participation	14 _____ CBJ (3)
2. Number of youth	12 _____ CBJ (5)
3. Adult to youth ratio	7 _____ CBJ(10)
4. Existence of scholarship fund	6 _____ CBJ(11)
5. Practical assistance to youth in need	6 _____
B) Goals/Objectives/Timelines	6 _____
C) Program Evaluation Requirements	4 _____
Section II Total Points	65 _____
III. <u>Management Capacity</u>	
A) Past History	11 _____ CBJ(6)
B) Instructor/Coach Relevant Experience	13 _____ CBJ(4)
C) Volunteer Support	8 _____ CBJ(9)
D) Cooperative Efforts	5 _____ CBJ(12)
E) Participant Safety/Security	6 _____
Section III Total Points	43 _____
Sub-total Points (Page B-1)	108 _____

SAMPLE



Point Value

CBJ
Priority #

* Indicates number of "importance factor" listed in CBJ Resolution 2820

Red Box = Quantitative Categories

		<u>Possible Pts/Score</u>	
IV.	<u>Program Budget/Organization Support</u>		
A)	Program Expenditures		
	1. Program Budget Attachment		
	2. Program Budget Narrative.....	10	CBJ(7)
	3. a) Total program cost per participant hour		
	b) Proposal request cost per participant hour.....	15	CBJ(2)
			Quantitative
B)	Organization Support and Program Revenues	9	CBJ(8)
	1. Amount of direct CBJ Support		
	2. Indirect CBJ support		
	3. List of program revenues		
	Section IV Total Points	34	_____
V.	<u>Proposal Presentation</u>	Section V Points	4 _____ CBJ(13)
VI.	<u>Optional Information</u>		
A)	Letters of support (maximum of 2)	2	_____
	Sub-total Points (Page B-2)	40	_____

Point Value

**CBJ
Priority #**

	Sub-total Points Page B-1	108	_____
	Sub-total Points Page B-2	40	_____
	Local Proposer 2	2	_____
	TOTAL POSSIBLE POINTS	150	_____

The three items quantitative (calculated values) are ranked, all others (qualitative) are not.

Quantitative Point Values Scoring #1

Factor #1 “Number of hours of participation per youth” (16 pts)

Category: Total Number of direct participation

# direct hr participation	Can't do this	Here is an example of three evaluator's scoring techniques		
79,000	10	16	16	16
77,375	14	16	15	15
52,000	15	15	14	13
25,000	12	14	13	11
24000	16	14	12	10
14960	13	11	11	8
13400	11	10	10	7
8000	9	9	9	3

The calculated data for are sorted.
 Point values are awarded largest to smallest
 Largest value receives maximum # points
 Rater decides partitioning of others

Same method used for Factor #3 “Number of Youth actively participating in the program” (14 pts)

Quantitative Point Value Scoring # 2:

Factor #2 “**Low program cost per participant hour**” (15 points)

Category: **Proposal Request cost per participant hr**

The calculated values are ranked
SMALLEST to LARGEST

Calculated Values Point Values from
3 different scoring strategies

.25	15	15	15
.40	14	13	12
.75	13	11	10
1.50	12	8	6
2.95	11	6	3

Qualitative Scoring # 1

- Scored on thoroughness of answers
- Answer all **REQUIRED** elements for category in **SECTION B**

I.	Management Capacity	
A)	Past History	11. <u> </u> CBJ(6)
B)	Instructor/Coach Relevant Experience	13. <u> </u> CBJ(4)

Example: Past History (page B-4) - 11 points

1. A description of the organization's past history of providing successful youth programs, evaluations and reporting to YAB (**6 points**).
2. Include a current org chart with names of staff position (**2 points**).
3. Include current resumes of top administrative personnel & specialized instructors (**3 points**).

Qualitative Scoring # 2

Items scored on the thoroughness and clarity of your answers

I.	Management Capacity		
A)	Past History	11.	CBJ(6)
B)	Instructor/Coach Relevant Experience	13.	CBJ(4)

Example: Instructor/Coach Relevant Experience
(page B-5) - 13 points

1. A description of the instructor or coach's relevant experience in providing the youth program

Reviewer will decide on thoroughness of answer taking into consideration :

extra certifications, coaches training/education
what is appropriate for the program
are specialized coaches needed
is experience without certification ok

Qualitative Scoring # 3

Be sure to check appendices (B-7 & B-8) for any specified format

EX: Goals/Objectives/Timeline Page B-4

B. Goals/Objectives/Timelines (6 points possible)

Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAG goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program. Goals should focus on youth activities or skills and not on the organization's administrative goals.

Examples: See Appendices, Pages B-7 and B-8

Example in the Appendices page B-7

Overall Goal of Program: Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Recognize artistic traditions and rituals of the Alutiiq culture. Learn and apply effective elements of speaking. Refine artistic skills through practice and revision. Learn speaking techniques that inform, persuade, entertain and describe. Explore similarities and differences in the oral traditions of specific cultures.	Alutiiq Oral Traditions: A unique, temporary exhibit, "Looking Forlorn Way" provides an unusual opportunity for students to listen to the voices of Alutiiq Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.

“Easy Points”

Proposal Presentation:

Pages are correctly numbered;

Budget info is complete;

Data are calculated correctly

Information is easy to find

and follows outline given in

the examples and narratives

V.	<u>Proposal Presentation</u>	Section V Points	4	_____ CBJ(13)
VI.	<u>Optional Information</u>			
	A)	Letters of support (maximum of 2)	2	_____

Two letters of support =

2 automatic points

Proposal Package Divided Into 3 Sections

SECTION 3 : The Application

Section C: Grant Application (forms to be completed)

Proposal Check Sheet and Table of Contents.....	C-1
Title Page.....	C-2
Abstract.....	C-3
Required Information.....	C-4
Plan of Operation, Extent of Direct Youth Participation.....	C-5
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Program Evaluation Components	C-8
Management Capacity	Grant Application ...C-10
Volunteer SupportC-11
Program Budget.....	which is Returned to ... C-12
Program Budget Narrative.....	...C-14
Participant Cost.....	YAB to be scored ... C-15
Organization Support & Program Revenues	C-16
Proposal Presentation.....	C-18
Optional Information.....	C-18
General Comments Regarding Proposal.....	C-18

If you copy over your last year's submission make sure:

Budget Amount is Updated on page C-1

Dates are Updated

Pages are Numbered Sequentially

Attachments are Included

Use Format Requested

Check Numerical Calculations

FY23 Changes – Clarifications : syntax and wordsmithing

1. The use of the term “agency” was changed throughout to “organization” when referring to the programs applying for the grant.
2. Clarifications were made in Section B stating that full point values will be given only when all criteria listed in Section B are included on the Application (Sec. C).
3. **On page B-5 “Cooperative Efforts” category a sentence was added that also allows community organizations to be included in this category. Previously only collaborations with other youth organizations were allowed.**
4. **A sentence was included on the application reminding organizations that if no fee is charged for youth and therefore no scholarships are given these organizations WILL be awarded points for the scholarship category.**

Questions?



Please contact:

Dave.Pusich@juneau.org 907-586-5226

***If you have any questions about how to
Fill out the grant.***

Thank you