

**Youth Activities Board Meeting  
Zoom Webinar  
February 9, 2021  
5:30 p.m.**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/96746504233>

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

**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 5:35pm- Tom Rutecki, Chair**

**Roll Call-**

**Member Present:** Tom Rutecki, Bonita Nelson, Kristina Moore-jager, Josh Anderson, Liz Balstad, Caleb Peimann, Della Cheney

**Members Absent:** Kiana Potter, Summer Christiansen

**Staff Present:** Dave Pusich; Recreation Supervisor/Staff Liaison

**Public Members Present:** Charlotte Truitt/Juneau Symphony; Caroline Walker/Gastineau Channel Little League; Cherish Hansen/Juneau Douglas Ice Association; Andrea Robb/Big Brothers Big Sisters; Ashley Otheim/Big Brothers Big Sisters; Charlotte Truitt/Juneau Symphony; Bess Crandall/Discovery Southeast; Justin Pelkowski/SAIL/ORCA; Natalie Watson/AWARE Girls/Boys Run; Morgan Michaels/Juneau Nordic Ski Club; Lori Seymour/ HoopTime; Sandy Fortier/Juneau Jazz & Classics; Claire Imamura/Friends of Alaska State Museum; Summer Baxter/Juneau Youth Wrestling

**II. Approval of Agenda-** Ms. Balstad moves to approve agenda. No objection. Agenda approved.

**III. Public Comments on non-agenda items-** None

---

**IV. Approval of Minutes: December 8, 2020** -Ms. Balstad moves to approve the minutes. No objection. Minutes approved

**V. Old Business**

**VI. New Business**

a. **Youth Activity Score Sheet Overview/Grant Changes for FY22** - (Bonita Nelson presented power point overview as attached)

b. **Public Discussion Q&A.**

**Caroline Walker/Gastineau Channel Little League** asked if the board would like to see all the grant pages be re-numbered for their review, as an example there are multiple C-11 pages.

**Ms. Nelson** commented that putting page numbers in numerical order would be fine. As long as board can follow pages, you will not be deducted for that.

**Ms. Balstad** stated that when Ms. Nelson explained the organizational chart that it does not need to be a fancy organizational chart. We are looking at what your administration structure is.

**Caroline Walker/Gastineau Channel Little League** asked that due to the covid summer that occurred would our organization be held to a detriment because only a 100 kids signed up and will this influence our request and lower number of volunteer hours.

**Ms. Nelson** stated that this should not affect your organization since everyone was hit by this pandemic. This is a learning process for all of us and low numbers due to pandemic will not affect grant requests.

**Mr. Rutecki** commented to continue to state the number of hours and number of participants signed up even during Covid-19.

**Lori Seymour/HoopTime Basketball** asked about a comment that Ms. Nelson mentioned in regards to hours including board members and parents helping with tournament as to if these hours should be counted.

**Ms. Nelson** stated to count the youth to adult ratio that are actually working with the kids during activity. Put in participant hours and those volunteer and support hours for the program.

**Lori Seymour/HoopTime Basketball** stated that since we are trying to get through Covid there program would happen in abbreviated fashion since they depend on gyms to be open, which currently are not. Would it be possible to send youth to covid compliant clinics outside of Juneau?

**Ms. Nelson** commented that this should be okay since it is similar to travel like any other tournament the YAB funds. There is flexibility to adjust grant due to covid as YAB wants to help each organization as best possible during difficult circumstances.

**Mr. Rutecki** stated that as long as funds requested are for youth travel and not adults that would be okay.

**Morgan Michaels/Juneau Nordic Ski Club** asked about what type of format you want the resumes to be in?

---

**Ms. Nelson** commented that many groups previously have just noted work experience and left out the experience relevant to the activity. It can be simple but please list experience of coaches/instructors.

**Mr. Rutecki** stated that there is no standard but to use a format relevant in regards to activity/program. Include information on any trainings, certifications, coach/instructor experience related to grant applying for.

**VII. Liaison Reports**

a. PRAC – No Report

b. JAHC- Ms. Cheney stated they are continuing to work with Juneau School District with teaching artists, as some schools are open part-time now. They finished up the awards of JAHC grants with CBJ.

**VIII. Board Comments**

Ms. Cheney commented she will take some time to read thru FY22 grant changes and thanked Bonita for her overview, which was very helpful and now has better understanding. Would like to look at last year's funding for grants for review.

Ms. Balstad - no comment

Mr. Peimann - no comment

Ms. Moore-jager - no comment

Ms. Nelson commented to remind people if they any questions to answer those. Check out the Covid art at City Museum that CBJ granted to artists.

Mr. Rutecki thanked everyone for all their work and support for the YAB.

**IX. Next Meeting - March 9, 2021**

**X. Adjournment-** Ms. Cheney makes motion to adjourn meeting.  
Meeting adjourned at 6:24pm

---



**REQUEST FOR YOUTH ACTIVITIES GRANTS**  
**Youth Activities Program Fund**  
**RFYAG #022-001**

# Youth Activity Grant Score Sheet Overview Changes for FY22

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 9, 2021

# Proposal Package Divided Into Three Sections

References to page numbers below

## **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 of CBJ Serial No. 2820.....	A-6

## **Section B: Proposal Instructions and Criteria**

Sample Proposal Evaluation Score Sheet .....	B-1
Proposal Evaluation Criteria .....	B-3
Appendices .....	B-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 .....	C-10
Volunteer Support .....	C-11
Program Budget.....	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

Presented by: The Manager  
Introduced: 03/05/2018  
Drafted by: A. G. Mead

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2820**

**A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2761.**

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 provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

**Section 3. Youth Activities Board Purposes.** The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To **Adopt procedures for evaluating proposals** youth activities.

(c) Subject to the limitations established in Section 4, to make

**Equal value to youth of athletic , cultural, artistic and academic types of activities and reflect the range of needs identified by qualified proposals**

**Section 4. Criteria for Decisions.** The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

(1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.

(2) Programs may not be funded retroactively.

(3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

(4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."

(5) All programs are subject to City and Borough financial audits.

**Specific rules and priorities for allocation and use of the funds as well as reporting requirements.**

**This gives the board the ability to add criteria in order to evaluate effectiveness of an activity.**

**There are both qualitative and quantitative categories for evaluation of priorities.**

## Here are the 13 directives from the ordinance in the order of importance (page A-9)

(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. First three = quantitative, calculated columns
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program. Remaining are all = qualitative
- (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.

The score sheet has the above directive number beside each item that the assembly requires. These are indicated with the directive Number in (). Other scored items are those which the Youth Activity Board has inserted.

**PROPOSAL EVALUATION SCORING SHEET:**

Organization: \_\_\_\_\_ FY18 Request \_\_\_\_\_

Program: \_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**I. Required Information Possible Pts/Score**

- |    |                            |        |
|----|----------------------------|--------|
| A) | Proof of non-profit status | Yes/No |
| B) | Proof of legal status      | Yes/No |

**II. Plan of Operation**

- |    |  |                   |
|----|--|-------------------|
| A) | Extent of Youth Participation            |                   |
|    | 1. (a) Direct hours per youth            |                   |
|    | (b) Total number of direct participation | 16 _____ CBJ (1)* |
|    | 2. Number of youth                       | 14 _____ CBJ (3)  |
|    | 3. Adult to youth ratio                  | 12 _____ CBJ (5)  |
|    | 4. Existence of scholarship fund         | 7 _____ CBJ(10)   |
|    | 5. Practical assistance to youth in need | 6 _____ CBJ(11)   |
| B) | Goals/Objectives/Timelines               | 6 ✖ _____         |
| C) | Program Evaluation Requirements          | 4 _____           |
| D) | Community Coordination                   | 0 ✖ _____         |

**Section II Total Points**    67    \_\_\_\_\_

**III. Management Capacity**

- |    |                                      |                 |
|----|--------------------------------------|-----------------|
| 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**    41    \_\_\_\_\_

**Sub-total Points (Page B-1)**    **108**    \_\_\_\_\_

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

		<u>Possible Pts/Score</u>	
<b>IV.</b>	<b><u>Program Budget/Organization Support</u></b>		
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)
B)	Organization Support and Program Revenues	9	CBJ(8)
	1. Amount of direct CBJ Support		
	2. Indirect CBJ support		
	3. List of program revenues		
	<b>Section IV Total Points</b>	<b>34</b>	_____
<b>V.</b>	<b><u>Proposal Presentation</u></b>	<b>Section V Points</b>	<b>4</b> _____ CBJ(13)
<b>VI.</b>	<b><u>Optional Information</u></b>		
A)	Letters of support (maximum of 2)	2	_____
	<b>Sub-total Points (Page B-2)</b>	<b>40</b>	_____
	<b>Sub-total Points Page B-1</b>	<b>108</b>	_____
	<b>Sub-total Points Page B-2</b>	<b>40</b>	_____
	<b><u>Local Proposer 2</u></b>	<b>2</b>	_____
	<b>TOTAL POSSIBLE POINTS</b>	<b>150</b>	_____

The three items are which are quantitative (calculated values) are ranked in order.

The highest numbers of : a) total number of direct hours of participation and b) the total number of participants will receive the highest number of points.

The lowest value for : proposed request for participant hour receives the most points. All of the other items are quantitative – the board members reading the applications judge the merit of answers .

## 2. Quantitative Point Values Scoring Example

### Data Category Sorted Worth 16 points

Total numbers  
of direct hrs  
participation

Can't do  
this

Here is an example of two  
evaluator's scoring techniques

<b>79000</b>	<b>10</b>	<b>16</b>	<b>16</b>
<b>77375</b>	<b>10</b>	<b>16</b>	<b>15</b>
<b>76000</b>	<b>12</b>	<b>15</b>	<b>15</b>
<b>25000</b>	<b>11</b>	<b>15</b>	<b>14</b>
<b>20000</b>	<b>11</b>	<b>14</b>	<b>14</b>
<b>14960</b>	<b>16</b>	<b>10</b>	<b>13</b>
<b>13400</b>	<b>15</b>	<b>10</b>	<b>13</b>
<b>10600</b>	<b>14</b>	<b>9</b>	<b>12</b>
<b>5500</b>	<b>9</b>	<b>5</b>	<b>11</b>
<b>5280</b>	<b>9</b>	<b>4</b>	<b>11</b>
<b>4000</b>	<b>16</b>	<b>3</b>	<b>10</b>
<b>1770</b>	<b>8</b>	<b>2</b>	<b>10</b>
<b>1400</b>	<b>9</b>	<b>1</b>	<b>10</b>

# Qualitative items

Reviewers score all of these items based on the thoroughness and clarity of your answers. Be sure to read what is required and follow any example given.

	4. Existence of scholarship fund	7	CBJ(10)
	5. Practical assistance to youth in need	6	CBJ(11)
B)	Goals/Objectives/Timelines	4	
C)	Program Evaluation Requirements	4	
D)	Community Coordination	4	
<b>Section II Total Points</b>		<b>67</b>	
<b>I.</b>	<b>Management Capacity</b>		
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	4	

## Example:

### B. Goals/Objectives/Timelines (4 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 YAP 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.

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

# “Free Points”

Proposal Presentation: where can we find “Paid for by CBJ tax funds” ; pages are correctly numbered; budget info is complete; data are calculated correctly for quantitative items; information is easy to find and follows outline given in the examples and narratives

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

Two letters of support = two automatic points

# Changes for 2022 YAG

Changes were made to the instructions and scoresheet

Listed on page A-4 of current YAG grant application

*They were approved at Dec, 2021 meeting*

Clarifications were made to definitions, one category (community coordination) was deleted and point values were modified

## **Revisions Made for 2021**

- 1) Added language to verify CBJ Program Requested amount page (C-1) matches total project request on budget sheet page (C-13).
- 2) Added clarification language on page (A-1) paragraph two on what cannot be funded.
- 3) Language clarification on page (B-3) (Section II. A) and page (C-5) regarding Extent of Direct Youth participation.
- 4) Added language to Use Whole Numbers when reporting hours on page (B-3) paragraph 1.
- 5) Added language on page (B-3) (Section II.) adult/youth ratio and added more definition to volunteer support on page (B-5).
- 6) Added language on page (B-4) (Section II.) for special consideration to those who provide scholarships.
- 7) Added language on page (B-4) (Section II. B) Goals/Objectives/Timelines.
- 8) Removed Community Coordination from (Section II.) page (B-4). Added 2 points to Safety & Security and 2 points to Goals/Objectives categories.
- 9) Added language on page (B-5) (Section III.) under Volunteer Support and Cooperative Efforts.
- 10) Past History points page (B-4) was divided to include organizational chart and resumes into this point category. The (11 points for Past History) includes Organizational Chart (2 points), Resumes (3 points) and Past History Information (6 points).

# Changes for 2022 YAG

## **Summaries and *explanation* of changes:**

**1) Added text to verify CBJ Program Request amount page (C-1) matches total project request on budget sheet page (C-13) *usually typo error***

**2) What happens when funds are requested for an item that the grant does not allow to be funded: ( page A-1 paragraph 2 such as operational costs of facilities)**

***. Any costs for non- allowable items will be deducted from your total request amount and this adjusted amount will be used in determining your final award.***

**3) Language clarification on page (B-3) (Section II A) and Page (C-5) regarding Direct Youth Participation.**

***Calculation of direct hours of participation can not include travel hours***

**4) Added language to use whole numbers when Reporting hours on page (B-3) paragraph 1**

**Use whole numbers when reporting calculated hour values**

**5) Added language on page (B-3 section II) adult/youth ratio and added more definition to volunteer support on page (B-5)**

**Adult to youth ratio) is often confused with volunteer support. Include only persons who are actively working with youth during activities (coaches, teachers, line judges) in adult to youth ratio.**

**Other volunteers working on the program level should be included with volunteer support calculation.**

**6. Added text on page (B-4 Section II) for special consideration to those who do not charge a fee for participation in program activities.**

**Points are awarded for providing scholarships. If an organization doesn't charge a fee and documents this policy, points will be awarded in the scholarship category.**

**Scholarships can not be counted in Practical Assistance to Youth In Need Category page B-4**

**7) Added text on page (B-4 Section II B)  
Goals/Objectives/Timelines**

**Goals should focus on youth activities or skills and not on organization's administrative goals.  
Increased the number of points from 4 to 6**

**8) Removed Community Coordination from (Section I )page( B-4) . Added 2 points to Safety/Security and 2 points to Goals/Objectives categories.**

**9) Added text on page (B-5) (Section III) under Volunteer support and Cooperative Efforts.**

**Community Coordination involved partnering with gov't agencies, few if any youth organization do that. Those points were allocated to safety and goals categories.**

**Volunteer Support ( with all types of volunteers) and Cooperative Efforts ( including other youth groups) definitions were clarified. Often applicants used the same answer for both categories (both on page B-5)**

***10 )The 11 points for the Past history category points now allocates point values to all three of the required types of information requested: past history, organizational chart and resumes of top administrative personnel and specialized instructors on page (B-4).***

***Reviewers had not been given instruction on how to score this category. The board wanted to insure that newer organizations would not be disadvantaged in this large point category.***

***The overall category remains at 11 points, but the point allocation will be as follows:  
6 points for documentation of past history, 2 points for a complete organizational chart and 3 points for the resumes of top administrative personnel and specialized instructors***

***Please contact:***

***[Dave.Pusich@juneau.org](mailto:Dave.Pusich@juneau.org) 907-586-5226***

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

Thank you