

Youth Activities Board Meeting
Zoom Webinar/CHCR #224
April 17, 2024
5:00 p.m.

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

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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).

Agenda

- I. Roll Call**
 - II. Approval of Agenda**
 - III. Public Comments on non-agenda items**
 - IV. Approval of Minutes**
 - a. Minutes for February 13, 2024
 - V. Old Business**
 - VI. New Business**
 - a. Lauren Verrelli -YAB transitioning from Areawide Rec to Zach Gordon Youth Center.
 - b. YAG FY25 funding recommendations – (Academics, Arts, Sports)
 - VII. Liaison Reports**
 - a. PRAC
 - b. JAHC
 - VIII. Board Comments**
 - IX. Next Meeting - Tentatively May 14, 2024**
 - X. Adjournment**
-

**Youth Activities Board Meeting
Zoom Webinar/CHCR #224
February 13, 2024, at 5:30 p.m.**

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❖ **Meeting Minutes**

- I. **Call to order at 5:37pm - Tom Rutecki; Chair**
Member Present: Tom Rutecki, Bonita Nelson, Jack Lovejoy, Liz Balstad, Samantha Schwarting and Josh Anderson.
Members Absent: Misuri Smyth and Phil Huebschen
Staff Present: Dave Pusich; Recreation Supervisor
Public Members Present: Charlotte Truitt/Juneau Symphony; Ashley Otheim/Big Brothers Big Sisters; Karla; Juneau Dance Theatre/Fine Arts Camp; Breanna Stewart/AWARE Girls/Boys Run; Sandy Fortier/Juneau Jazz & Classics; Caroline Walker/Gastineau Channel Little League.
- 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: November 14, 2023 –** Ms. Balstad moves to approve the minutes. No objection. Meeting minutes are approved.
- V. **New Business**
 - a. **YAG FY25 Application Public Discussion Question & Answer Session.**
(Bonita Nelson presented power point overview of proposal packet and scoring techniques and examples as attached)



REQUEST FOR YOUTH ACTIVITIES GRANTS

Youth Activities Program Fund

RFYAG #025-001

Youth Activity Grant (YAG) Overview

Presentation for the Youth Activity Board (YAB) and Public Overview of Proposal Packet and Scoring

Youth Activity Grant and Board are established by CBJ Resolution 2861 (page A-6) Rules and guidelines for the YAB duties and YAG funds are outlined in this resolution

Presented by: Bonita Nelson Youth Activity Board

Remember

You can electronically fill out the application by downloading and opening it with Adobe Acrobat Reader

You cannot fill out the application on line. Proposals are due no later that 4:30 pm Friday March 1, 2024 Requests for interpretation of something in the grant need to be in writing delivered or faxed to CBJ ten days (Tuesday, February 20) before the applications are due (Friday, MARCH 1)

For other information contact Dave Pusich, Recreation Supervisor at (907)586-5226.

Grant Package :

1. Request for Proposals (3 pages not numbered)

Title Sheet, RFP Notice, Table Contents, Section Pages are also not numbered

2. Section A: Grant Information
Purpose & Requirements (A1 –A5), Resolution CBJ 2820 pages (A6-A10), (establishes YAB & guidelines for YAG)
3. Section B: Instructions Score sheet (B1 & 2) Evaluation
Criteria (B3-B6), Appendices: response examples (B7-B10)

4. Section C : Application

Checklist/table of contents (C1&2) Abstract (C3),

Try to limit to 1 page

It should be a concise summary that gives an overview of your program and any changes from previous years.

Rules & Requirements

Definitions

Resolution establishing

YAB

TABLE OF CONTENTS

Section A: Grant Information

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DRAFT

CBJ Resolution

Defines scoring criteria and priorities Sets rules for distribution of funds

Resolution: The 13 directives in order of importance on 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.
- (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.

The score sheet has the above priority number beside each item in (). Other categories on scoresheet are those that the Youth Activity Board has added.

SECTION B:

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 of answers 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: _____ FY24 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>Possible Pts/Score</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(1)
	5. Practical assistance to youth in need	6 _____
	B) Goals/Objectives/Timelines	4 _____
	C) Program Evaluation Requirements	6 _____
	Section II Total Points	65 _____
III.	<u>Management Capacity</u>	<u>Possible Pts/Score</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 #

YAB Criteria

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	

Most categories are qualitative.

Reviewers decide point values based on the thoroughness of answers and the reviewer's perception of the organization's needs.

Three Categories are Quantitative

They are calculated from numbers you provide

Reviewers compare the numbers from the proposals for these categories when assigning point values

The two above are ranked highest to lowest for point value assignment

Quantitative Point Values Scoring Methods #1

Highest to lowest

Category: Total Number of direct participation

direct hr

Participation:

Can't do
this...

Here is an example of 3 evaluator's
scoring techniques.....

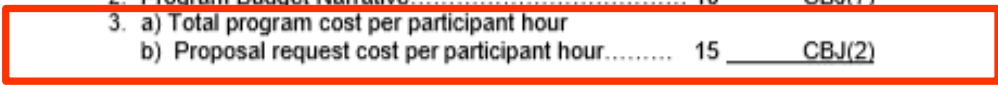
79,000	10	16	16	16
77,375	14	16	15	15
52,000	15	15	14	13
25,000	12	14	13	11
24000	16	14	12	10
14960	13	11	11	8
13400	11	10	10	7
8000	9	9	9	3

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

YOUTH ACTIVITIES PROGRAM FUNDS

		<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)
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



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

For this category, proposal request per participant hour, CBJ wants the LOWEST cost/hr to get the highest # of points

Quantitative Point Value Scoring # 2:

Page 2 Category: **Proposal Request cost per participant/hr**

Values are ranked
SMALLEST to LARGEST

Calculated

Point Values from

Values

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 example 1

- Scored on thoroughness of all of the required elements (has multiple sub value points) -

Example: Past History (page B-4)

- 11 points

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

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**).

Items scored on the thoroughness and clarity of your answers – No subpoint values

Qualitative Scoring example 2

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

coaches training/education

what is appropriate for the program

specialized coaches is certification

needed number of coaches

“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	_____

SECTION 3 : The Application

Section C: Grant Application (forms to be completed)

Proposal Check Sheet and Table of Contents.....	C-1
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General Comments Regarding Proposal.....	C-18

**Grant Application
which is Returned to
YAB to be scored**

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 Calculations**

FY25 Clarification - "Special"

Events /Instructors/Artists/ Coaches

RFYAG #024-001 Grant Information YOUTH ACTIVITIES
PROGRAM FUNDS **page A-2 #4**

4. Grants 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 special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the organization, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.**

Special – Adjective:

"different from what is usual – unique – designed for a

Particular purpose – additional/extra

**Special – Noun: "an event designed or organized for a particular occasion/purpose OR
"something that is not part of the regular program**

"Special Event Rental: Rental for a venue where regular activities are not scheduled or where an event is offered on a one- time basis or when a special instructor is brought in for an event."
page A-5

From: Amy Mead (CBJ attorney currently Juneau Superior Court Judge)

Subject: RE: CBJ Resolution 2761 YAB

"... it means something not otherwise offered or offered on a one time basis where we bring someone else in to run that one thing. ". . . special program" is supposed to be understood within the context of a "special artist, educator or coach offering a program in Juneau." The exception for allowing for facility rental for those programs (run by the "special artist, educator or coach") is necessary because under the first sentence, funding isn't allowed for the cost of facilities.

Questions from group representatives:

Ms. Stewart with AWARE asked if letters of support can be used from last year from previous application.

Mr. Rutecki stated this is okay as long as the date was reflected as current and letter relevant. Other board members agreed that letters need to be relevant to the current date.

Ms. Stewart asked what flexibility YAB has if unsure about the number of schools that will be open that could impact numbers for in-school programs.

Ms. Balstad stated program will still have the same number of kids but just at another location so just make same estimations as you normally would for number of participants.

Ms. Walker with GCLL asked if a special instructor brought in to teach kids and adults for an umpire clinic would be considered special instructor.

Ms. Balstad stated that this would qualify as a special instructor since they would be teaching kids rules of the game for their youth umpire program.

Ms. Truitt with Juneau Symphony asked what is allowed for funding for a guest artist traveling from out of town to Juneau versus having a guest artist from Juneau who is local. Does flying someone into Juneau make them special for say a one-week camp?

Ms. Balstad stated that if the one-week camp was only thing taking place for program then this would not be a special event. A special instructor could do one-day of the camp but not the whole week.

Ms. Truitt asked about what allowable expenses are such as food, transportation, supplies, etc.

Ms. Nelson commented that typically funding for transportation is not allowed but this does depend on the type of camp and its location. The YAB does help fund supplies in most cases.

VI. Liaison Reports

- a. PRAC - No report
- b. JAHC - No report

VII. Board Comments -

Mr. Anderson stated that the board still needs to work through the true meaning of special events as there are still some unclear areas for certain types of special events. The board has made progress in this area though.

VIII. Next Meeting - Tentatively scheduled for March 12, 2024

IX. Adjournment - Meeting adjourned at 6:48pm

GROUPS FOR FY25 GRANT CYCLE

ACADEMIC

Tom Rutecki
Bonita Nelson
Misuri Smyth

ARTS

Liz Balstad
Jack Lovejoy
Samantha Schwarting

SPORTS

Bonita Nelson
Josh Anderson
Phil Huebschen

Funding breakdown groups can begin with:

Academic – 17% (53,699)

Arts – 18% (56,857)

Sports – 65% (205,319)

\$315,875.00 total amount of funding for all three groups

FY25 Breakdown of Funding Requests by Category

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	1st attempt	2nd attempt	3rd Attempt	
ACADEMIC - Budget of 17% (\$53,699) to allocate						
Discovery Southeast	Nature & Exploration- Discover Juneau	\$16,910.00				
SAIL	ORCA Youth Program	\$13,000.00				
AWARE, Inc	Girls on the Run	\$8,090.00				
Girl Scouts of Alaska	Girl Scouts in Juneau	\$15,400.00				
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$11,480.00				
Resurrection Lutheran Church	Juneau Live! Studio TV Production Camps	\$10,000.00				
	Total Program Amount Requested	\$74,880.00	\$0.00	\$0.00	\$0.00	\$0.00
ART- Budget of 18% (\$56,857) to allocate						
Juneau Dance Theatre	Juneau Fine Arts Camp	\$18,200.00				
Juneau Jazz & Classics	JJ&C Education & Outreach	\$19,400.00				
Juneau Symphony, Inc.	Juneau Student Symphony	\$15,225.00				
Friends of Alaska State Museum	Alaska Art at the APK	\$3,332.00				
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$25,000.00				
	Total Program Amount Requested	\$81,157.00	\$0.00	\$0.00	\$0.00	\$0.00
SPORTS- Budget of 65% (\$205,319) to allocate						
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$42,000.00				
Juneau Douglas Ice Association	Youth Hockey Program	\$18,500.00				
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00				
Glacier Swim Club	Youth Competitive Swimming	\$16,500.00				
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00				
Juneau Youth Sailing	Youth on the Water	\$22,300.00				
Hooptime Basketball	Hooptime Basketball	\$1,882.00				
Juneau Skating Club	Youth Ice Skating	\$29,000.00				
Juneau Ski Club	JSC Course, Athlete & Safety Equipment	\$9,700.00				
Juneau Trap Team	Juneau Trap Team Season	\$11,500.00				
Midnight Suns Baseball Club	Youth Baseball	\$41,000.00				

FY25 Breakdown of Funding Requests by Category

Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00				
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,200.00				
	Total Program Amount Requested	\$291,432.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total FY25 Amount Requested	\$447,469.00	\$0.00	\$0.00	\$0.00	\$0.00

\$315,875.00

FY25 TOTALS SCORES

RANK	NAME OF ORGANIZATION	NAME OF PROGRAM	Evaluator 1	Evaluator 2	Evaluator 3	Total Pts Awarded	Total Pts Possible	Average
1	SAIL	ORCA Youth Program	147	148	150	445	450	148.33
2	Discovery Southeast	Nature & Exploration- Discover Juneau	148	139	150	437	450	145.67
3	Juneau Dance Theatre	Juneau Fine Arts Camp	143	144	137	424	450	141.33
4	AWARE, Inc	Girls on the Run/Boys Run	140	134	150	424	450	141.33
5	Glacier Swim Club	Youth Competitive Swimming	139	143	138	420	450	140.00
6	Gastineau Channel Little League	Youth Baseball, Softball and tball	147	127	140	414	450	138.00
7	Juneau Symphony, Inc.	Juneau Student Symphony	133	141	137	411	450	137.00
8	Juneau Youth Football League	Standards & Practices of Safety for Participants	146	131	133	410	450	136.67
9	Girl Scouts of Alaska	G.I.R.L. Power in Juneau	130	134	146	410	450	136.67
10	Big Brothers, Big Sisters	Juneau Youth Activities	133	137	139	409	450	136.33
11	Midnight Suns Baseball Club	Youth Baseball	143	122	141	406	450	135.33
12	Resurrection Lutheran Church	Juneau Live! Youth Access Pilot Program	133	135	131	399	450	133.00
13	Juneau Soccer Club	Competitive Soccer	138	123	137	398	450	132.67
14	Juneau Ski Club	JSC Course, Athlete/Safety Equip	142	131	119	392	450	130.67
15	Juneau Nordic Ski Club	Youth Nordic Ski Program	140	118	131	389	450	129.67
16	Juneau Skating Club	Youth Ice Skating	140	116	128	384	450	128.00
17	Hoop Rats Basketball	Hoop Rats Basketball	139	95	134	368	450	122.67
18	Juneau Youth Sailing	Youth Sailing	136	111	119	366	450	122.00
19	Hooptime Basketball	Hooptime Basketball	136	98	126	360	450	120.00
20	Juneau Jazz & Classics	JJ&C Education & Outreach	113	130	116	359	450	119.67
21	Perseverance Theatre	Summer Theatre Art Rendezvous-STAF	109	123	113	345	450	115.00
22	Friends of Alaska State Museum	Alaska Art at the APK	112	111	114	337	450	112.33
23	Juneau Douglas Ice Association	Youth Hockey Program	136	74	119	329	450	109.67
24	Juneau Trap Team	Juneau Trap Team Program	126	87	93	306	450	102.00