Table of Contents

[Rating Factor 1 - Capacity of the Applicant (30 points):\* 1](#_Toc145541409)

[Explain your audit submission process and how ANC Addresses any audit findings. 4](#_Toc145541410)

[Describe your procurement and contract management practices (4 points). 5](#_Toc145541411)

[Explain how disbursements are managed and Outline your procedures for timely reporting (3 points). 8](#_Toc145541412)

[Outline your procedures for monitoring findings. 11](#_Toc145541413)

## Rating Factor 1 - Capacity of the Applicant (30 points). Provide information about your managerial and technical staff:

**The Akiachak Native Community is committed to maintaining its cultural heritage while also meeting the technical requirements of grant-funded projects. The following managerial and technical staff members play a vital role in this effort:**

* **Tribal Administrator:** Edward George is the Tribal Administrator of the Akiachak Native Community. He has over 20 years of experience in tribal government and has a strong commitment to cultural preservation. Mr. George is responsible for overseeing the overall management and administration of the community, ensuring that all policies and programs are culturally appropriate.
* **Business Manager:** Jonathan Lomack is the Business Manager of the Akiachak Native Community with over 10 years of experience in financial/grant management. Mr. Lomack is responsible for financial planning and management, including budgeting, financial reporting, and resource allocation. He is committed to using grant funds responsibly and efficiently, while also ensuring that they are used to support the community's cultural heritage.
* **Accountant:** Noelle George is the Accountant of the Akiachak Native Community. Ms. George is an experienced accountant responsible for maintaining accurate financial records, auditing prep, and ensuring compliance with financial regulations. She is committed to providing the community with accurate and timely financial information, which can be used to support cultural preservation efforts.
* **Realty Director:** Melanie Kasayulie is the Realty Director of the Akiachak Native Community. She has 10 years of experience in real estate management. Ms. Kasayulie is responsible for real estate matters within the community, including land management, property acquisitions, and leasing. She is committed to using grant funds to acquire and develop land that will benefit the community and support its cultural heritage.
* **IGAP/EPA:** Julia Nick is the IGAP/EPA (Indian General Assistance Program/Environmental Protection Agency) representative for the Akiachak Native Community and has over 10 years of experience in environmental management. Ms. Nick is involved in environmental and community development initiatives. She is committed to using grant funds to improve the community's environment, while also ensuring that these efforts are culturally appropriate.
* **BIA Roads Director:** Willie Ekamrak is the BIA Roads Director for the Akiachak Native Community. He has over 30 years of experience and maintenance. Mr. Ekamrak is responsible for road infrastructure projects, maintenance, and transportation-related matters within the community. He is committed to using grant funds to improve the community's roads and transportation system, while also ensuring that these projects are culturally appropriate.
* **Secretary:** Exenia Jumbo is the Secretary for the Akiachak Native Community. She is very experienced in administrative support. Ms. Jumbo is responsible for providing administrative support, managing correspondence, and assisting with organizational communication. She is committed to providing the community with excellent administrative support, which can be used to support cultural preservation efforts.
* **Tribal Advocate:** Katherine Wassilie is the Tribal Advocate for the Akiachak Native Community. Ms. Wassilie represents the community's interests, particularly in legal and advocacy matters, advocating for the rights and welfare of the members of the Akiachak Native Community. She is committed to protecting the community's interests, while also ensuring that these efforts are culturally appropriate.
* **ICWA:** Georgianne Wassilie is the ICWA (Indian Child Welfare Act) representative for the Akiachak Native Community. Ms. Wassilie plays a vital role in child welfare and family preservation, ensuring compliance with ICWA regulations. She is committed to protecting the rights of children and families, while also ensuring that these efforts are culturally appropriate.
* **Project Coordinator:** Marsha Frederick is the Project Coordinator for the Akiachak Native Community. Ms. Frederick is responsible for overseeing various community projects, coordinating planning, implementation, and reporting on project progress. She is committed to ensuring that all grant-funded projects are successful, while also ensuring that they are culturally appropriate.
* **Bookkeeper Assistant:** Schenia Wassili is the Bookkeeper Assistant for the Akiachak Native Community. She has years of experience in accounting. Ms. Wassili provides support to the accounting department, assisting in maintaining finances.

## Explain your audit submission process and how ANC Addresses any audit findings.

The Akiachak Native Community-IRA (ANC) has adopted Policies and Procedures requiring ANC to conduct its financial affairs by the highest ethical standards. As part of this commitment, when an ANC project is subject to audit, ANC follows a rigorous GAAP audit submission process that includes the following steps:

1. ANC engages independent auditors experienced in auditing federally recognized tribes.
2. The auditor and ANC enter into an audit engagement letter that defines the scope of the audit and the responsibilities of each party.
3. The auditor conducts the audit by the Generally Accepted Accounting Standards.
4. The auditor issues an audit report that provides an opinion on whether ANC's financial statements are presented fairly by GAAP.
5. ANC submits the audit report to the ANC Council and the appropriate federal agency.

ANC takes a proactive approach to addressing audit findings. Upon receipt of an audit report, ANC will promptly discuss the findings with the auditor to understand the nature of the findings and ANC's options for addressing them. ANC then develops and implements a plan to address any findings, which will be documented and will include a timeline for completion.

ANC also takes steps to prevent similar findings from occurring in the future. This may involve implementing new policies and procedures, training employees, or making changes to ANC's financial reporting system. To date, no serious audit findings have been reported.

ANC's commitment to ethical conduct and integrity is evident in its GAAP audit submission process. By engaging an experienced auditor, conducting rigorous audits, and promptly addressing audit findings, ANC has demonstrated its commitment to ensuring the accuracy and reliability of its financial statements and to maintaining its reputation for integrity.

##  Describe your procurement and contract management practices (4 points).

**Akaichak Native Community has a Robust Procurement and Contract Administration Policy:**

**Section 1: Documentation Requirements**

**1.1 Importance of Documentation**

The Akaichak Native Community (ANC) procurement process places a strong emphasis on documentation. This is by federal regulations to ensure compliance with these regulations, the ANC is required to maintain thorough documentation throughout the procurement process. This documentation should substantiate compliance with the ANC's policies and procedures, as well as any applicable federal regulations.

**1.2 Required Documentation**

The following documentation is required for all procurement activities:

* Purchase requisitions
* Vendor quotes or bids
* Contract award documents
* Invoices
* Payment records
* Other relevant documents as determined by the ANC procurement officer

**1.3 Storage and Access of Documentation**

All procurement documentation must be stored in a secure location and be accessible to authorized personnel.

**Section 2: Adherence to Procurement Threshold Rules**

**2.1 Compliance with UGG Procurement Standards**

The ANC shall adhere to the procurement threshold rules as outlined in the Uniform Guidance for Grants and Agreements (UGG). These rules are classified into five distinct thresholds, each with its specific requirements:

* **Micro-purchases ($0 - $10,000)**
	+ For micro-purchases, where the price is considered reasonable, no formal bid or quote is required. Reasonableness can be determined by comparing prices to past purchases or published prices. Records of such assessments must be retained.
* **Small purchases ($10,001 - $250,000)**
	+ For small purchases, a price or rate quote must be obtained from an adequate number of sources. It is recommended to solicit quotes from at least three vendors. Documentation of these quotes, whether obtained through web searches or phone calls, must be meticulously maintained.
* **Sealed bid ($250,000 and greater)**
	+ In cases where selection is primarily based on price, sealed bids must be used. Public requests for bids are mandatory, and a sufficient number (preferably three or more) of bids should be obtained within a reasonable timeframe. For Tribal governments, bids must be publicly opened. Detailed records must be kept, and bids may be rejected with sound reasoning, which also needs documentation.
* **Competitive proposal ($250,000 and greater)**
	+ Competitive proposals require a written method for conducting technical evaluations and selecting recipients. Proposals must be awarded to the bidder most advantageous to the program, considering all relevant factors.
* **Noncompetitive proposal ($10,001 and greater)**
	+ Noncompetitive proposals are employed when the item sought is only available from a single source. Sole sourcing is permissible in emergencies with federal granting agency approval. In cases where a public request fails to generate enough qualified bidders, documentation of research and reasoning for sole sourcing is mandatory.

**Section 3: Adherence to Written Policy for Purchase Thresholds**

This bylaw serves as a guiding framework for the ANC's procurement process, ensuring transparency, compliance, and accountability in all procurement activities.

## Explain how disbursements are managed and Outline your procedures for timely reporting (3 points).

The Akaichak Native Community Tribal government has implemented a comprehensive system of controls to ensure effective disbursement management and timely financial reporting. These controls are designed to promote transparency, accountability, and fiscal responsibility within the organization.

The disbursement management process begins with a request from a department or budget manager. This request is then reviewed and approved by the ANC Business Manager, who ensures that it is aligned with the budget and organizational goals. Major purchases that exceed a predetermined threshold require approval from the Tribal Council. The final review is conducted by the Council President, who ensures that all transactions comply with tribal policies, budget constraints, and Generally Accepted Accounting Principles (GAAP) standards before authorizing disbursements.

The tribal government also has a rigorous financial reporting process in place. Regular financial statements, such as balance sheets, income statements, and cash flow statements, are prepared and distributed by GAAP standards. These statements provide a comprehensive overview of the organization's financial position. The accounting books are closed promptly at the end of each fiscal period to ensure that financial data is current and accurate when preparing financial reports.

In addition, the tribal government arranges for periodic external audits conducted by independent auditors. These audits verify the accuracy of financial statements, compliance with GAAP standards, and the effectiveness of internal controls. Audit reports are shared with stakeholders to reinforce trust in the financial reporting process.

The tribal government's system of controls is designed to:

* Protect its assets.
* Ensure the accuracy of its financial records.
* Promote transparency and accountability.

By diligently following these procedures, the tribal government can effectively manage its disbursements and ensure timely financial reporting.

The tribal government's system of controls is constantly being reviewed and updated to ensure that it remains effective. This ensures that the tribal government can effectively manage its finances and maintain transparency, accountability, and fiscal responsibility.

Here are some specific examples of the controls that the tribal government follows:

* The authorization process for disbursements is designed to ensure that all transactions are approved by authorized personnel. This is done by requiring that all disbursement requests be reviewed and approved by the ANC Business Manager and the Council President.
* The close-out process is designed to ensure that all transactions are accurately recorded and reconciled before the books are closed. This is done by requiring that all transactions be entered into the accounting system and reconciled to supporting documentation before the books are closed.
* The monitoring process is designed to identify and address any potential problems with the tribal government's financial management practices. This is done by regularly reviewing financial statements and reports, and by conducting periodic audits.

The tribal government's system of controls is an important part of its commitment to transparency, accountability, and fiscal responsibility. By diligently following these procedures, the tribal government can effectively manage its finances and ensure that its financial resources are used responsibly and ethically.

## Outline your procedures for monitoring findings.

The Akaichak Native Community (ANC) established a process for monitoring and mitigating any issues that may arise in the disbursement of funds. This process is issued to identify potential issues, assess their seriousness, develop a plan to mitigate them and monitor the effectiveness of the plan. The ANC will take all necessary steps to ensure that all funds are disbursed responsibly and ethically.

Rating Factor 2 - Need/Extent of the Problem (29 points):\*

- [ ] Detail the need and viability of your project (8 points).

The need to build an adequate temporary safe room space for domestic crime victims in Akiachak is critical due to several factors:

1. Limited Local Resources: As per the Alaska Network on Domestic Violence and Sexual Assault (ANDVSA), many rural communities, including Akiachak, lack sufficient domestic violence advocates and shelters. This shortage of resources is a significant barrier to accessing services for victims of domestic violence in remote areas, leaving them without immediate help or a haven.

2. Limited Law Enforcement Availability: In smaller villages like Akiachak, law enforcement may not be readily available. This lack of local police presence compounds the challenges faced by victims, making it difficult to report incidents and seek protection from abusers.

3. Geographic Isolation: Akiachak's remote location exacerbates the difficulties faced by victims of domestic violence. The village's isolation can lead to delayed response times from law enforcement and difficulty in accessing support services.

4. Proposed Tribal Prosecution Program: While efforts like the Alaska Native Women's Resource Center's proposed pilot program are underway to empower Alaska tribes to prosecute domestic violence and sexual assault, these initiatives may take time to be fully implemented. In the meantime, providing a temporary safe room is crucial to ensuring the safety and well-being of victims.

5. Existing Support Services: Organizations like the Tundra Women's Coalition offer essential services in the Yukon-Kuskokwim Delta region, including emergency shelter, crisis intervention, advocacy, and support. However, the demand for such services often outstrips the available resources, emphasizing the need for additional safe spaces.

In conclusion, the lack of local resources, limited law enforcement presence, geographic isolation, and ongoing efforts to address these issues underscore the pressing need for an adequate temporary safe room space for domestic crime victims in Akiachak. This space would provide immediate safety and support to those in crisis, bridging the gap until more comprehensive solutions are in place.

The Stark reality: Our Tribal Advocate struggles to find safe areas to utilize for families in crisis. Sitting in a truck waiting for a plane out of sight isn't out of the norm. Driving the ice road in hazardous conditions is a reality. The lack of a facility adds to the crisis.

Explain the project's benefit (10 points).

The renovation and expansion of the existing clinic into a functional tribal advocate office facility with safe rooms in Akiachak hold immense benefits for the community, addressing specific subfactors outlined in the proposal (2.2.a, 2.2.b, 2.2.c, 2.2.d):

1. Immediate Safety (2 points): By establishing local safe rooms, this project provides an immediate refuge for individuals and families experiencing trauma from domestic and community violence. This directly addresses the pressing issue of safety within the community. No longer will victims have to endure harm without recourse; they will find a secure place within Akiachak itself.

2. Timely Support (2 points): Proximity to the police station ensures swift response and support for victims. This project establishes a seamless coordination between the advocacy office and law enforcement, guaranteeing that victims receive timely assistance when needed, thereby bolstering their safety and security.

3. Community Integration (3 points): The project embodies the spirit of community by addressing a critical issue affecting the well-being of Akiachak's residents. It fosters unity by providing a local solution to a local problem, sending a powerful message that every member of the community has the right to live without fear.

4. Empowerment (3 points): Empowering victims of abuse is central to this endeavor. The local safe rooms empower victims to take control of their situations, enabling them to seek help and make decisions about their future without having to leave their community. This empowerment is crucial in breaking the cycle of abuse and fostering healing.

Additionally, this project has a strong connection to tribal youth: Inspiration (4 points): The establishment of safe rooms and the transformation of the clinic into a tribal advocate office serve as a source of inspiration and hope for tribal youth. It shows them that their community is dedicated to safeguarding their well-being, providing a secure environment where they can grow up without fear and uncertainty.

For new or unfunded applicants:

- Sustainability (2 points): The project is designed to be self-sustaining in the long run. Addressing the immediate need for safe rooms and advocacy services within Akiachak, reduces the reliance on external resources and grants, ensuring that the community can continue to support its residents in times of crisis.

- Collaboration (2 points): New applicants should prioritize collaboration with existing community organizations and stakeholders. This project is an opportunity to strengthen partnerships with law enforcement, healthcare providers, and tribal leadership to create a comprehensive support network for victims of violence.

- Community Engagement (3 points): Actively involve community members, including tribal youth, in the planning and implementation of the project. Their input and support are invaluable in ensuring the success and sustainability of this vital initiative.

By addressing these factors and emphasizing the multifaceted benefits of this project, it becomes a beacon of hope, resilience, and self-sufficiency for the Native Community of Akiachak, ultimately creating a safer and more empowered environment for all its residents, including its youth.