

**NORTHWEST ARCTIC BOROUGH
RESOLUTION 18-06**

**A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH
ASSEMBLY APPROVING WRITTEN PROCEDURES FOR THE VILLAGE
IMPROVEMENT COMMISSION, AND FOR RELATED PURPOSES.**

WHEREAS: Chapter 11.08 of the Borough Code establishes the Village Improvement Commission (VIC) and sets parameters for the Village Improvement Fund (VIF); and

WHEREAS: under the Borough's April 2017 Memorandum of Commitment (MOC) Agreement with Teck Alaska, the Borough agreed to establish the VIF fund "targeted at critical infrastructure and programs for the 11 villages within the Northwest Arctic Borough"; and

WHEREAS: under the Borough's MOC Agreement with Teck Alaska, the parties also stipulated that the Borough "retains sole control of the VIF" but that the Borough would establish a "consultation and review protocol" for "meaningful participation from all 11 villages" that has been established under the VIC; and

WHEREAS: the VIC prepared written procedures to outline the process for how the VIC will ensure reasonable community input into how the VIF funds are spent in the region; and

WHEREAS: the Borough Assembly wishes to review and adopt the VIC procedures for implementation.

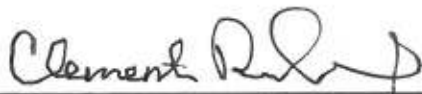
NOW THEREFORE BE IT RESOLVED: the Northwest Arctic Borough Assembly hereby approves adoption of the VIC written procedures for VIF review and expenditure.

PASSED AND ADOPTED THIS 30th DAY OF MAY 2018.



Carl Weisner, Assembly President

PASSED AND APPROVED THIS 30th DAY OF MAY 2018.



Clement Richards, Sr. Mayor

SIGNED AND ATTESTED TO THIS 30th DAY OF MAY 2018.

Stella Atoruk

Stella Atoruk, Borough Clerk

ATTEST:



Village Improvement Commission Written Procedure

	NAME	TITLE	SIGNATURE	DATE
Authorized by	Marie Greene	Village Improvement Commission Chair	<i>Marie Greene</i>	5/24/18
	Nelson Walker Jr.	Village Improvement Commission Co-Chair	<i>Nelson Walker Jr.</i>	5/24/18
	Carl Wiesner	Northwest Arctic Borough Assembly	<i>Carl Wiesner</i>	5-24-18

Effective Date:	05/24/2018
-----------------	------------

READ BY:			
Village	Name	Signature	Date
Ambler	Morgan Johnson	<i>Morgan Johnson</i>	05-24-2018
Buckland	Ethel Weber	<i>Ethel Weber</i>	05.24.2018
Deering	Daisy Weinard (alternate)	<i>Daisy Weinard</i>	5-24-18
Kiana	Nelson Walker	<i>Nelson Walker</i>	5/24/2018
Kivalina	Myra Wesley	<i>Myra C. Wesley</i>	5-24-18
Kobuk	Henry Horner	<i>Henry Horner Sr</i>	05-24-18
Kotzebue	Marie Greene	<i>Marie Greene</i>	5/24/18
Noatak	Vincent Onalik	<i>Vincent Onalik</i>	5-24-18
Noorvik	Stacy Jack	<i>Stacy Jack</i>	5-24-18
Selawik	Tanya Ballot	<i>Tanya Ballot</i>	5.24.18
Shungnak	Billy Lee (alternate)	<i>Billy Lee</i>	5-24-18

1. PURPOSE

The purpose of this written procedure is to outline the process for how the Village Improvement Commission (VIC) will ensure reasonable community input into how the Village Improvement Fund (VIF) is distributed in the Region. The written procedures also describe how funds will be fairly distributed to Villages and the types of projects that will be eligible for VIF Funding. All of the procedures contained within this document were developed jointly by members of the VIC over facilitated meetings in October 2017 and February 2018. The written procedures in this document are intended to meet the requirements of the Memorandum of Commitment (Section 3b) between the Northwest Arctic Borough and Teck.

2. INTRODUCTION

The VIF is targeted at critical infrastructure and critical programs for the 11 Villages within the Northwest Arctic Borough: Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Kotzebue, Noatak, Noorvik, Selawik and Shungnak. The VIC was created to meaningfully involve Village representatives in the distribution of the VIF. This procedure outlines the VIC's approach to village engagement into VIF decisions, definition of fair distribution of funds, and project eligibility criteria.

3. SCOPE

This written procedure is only applicable to funds within the VIF; it does not apply to the General Funds of the Northwest Arctic Borough.

4. RESPONSIBILITIES

Village Improvement Commission (VIC):

- To ensure that residents in the villages have input into how the VIF is spent and are able to meaningfully participate in how the VIF is spent
- To decide how the VIF will be fairly distributed around the region
- To decide what projects will be eligible for VIF funds
- To identify projects to be funded through the VIF
- To help plan and implement those projects that are funded by the VIF
- To ensure that funding is expended on projects/program as applied for
- To review the VIF annual report to Teck as of December 31st by February 28th, or at the direction of the commission, of the reporting year
- To advise NAB regarding the VIF

Northwest Arctic Borough:

- Retains sole control over the VIF per the Memorandum of Commitment
- Ensure all VIF expenditures are approved by the VIC
- Ensure the VIF are utilized for VIF recommended projects, programs and/or goals

- Responsible for giving final approval to VIC recommendations for project funding under the VIF

VIF Staff

- To assist applicants with the application process
- To track awardee/grantee progress monthly
- To report/act on the progress of project/programs per application
- To report to the VIC on awardee/grantee progress quarterly
- To advise and recommend to the VIC to halt or continue a project/program.
- Providing a written notification and/or explanation for approved/denied proposals to the applicant
- To administer VIF funds in accordance to NAB code

VIF Awardees

- There are several consequences for misuse of funds, but the primary consequence could result in cancelation of the contract at issue.
- To submit a written application according to the VIF/VIC application guidelines & stages
- To provide a project/program progress report to the VIF staff
- To provide a project;/program financial report to VIF staff
- To ensure that VIF funds in accordance with the application

5. PROCEDURE

Community input into VIF utilization

The VIC agreed that supporting community input into the VIF will proceed in the following ways:

- Commissioners will use the priority lists identified by the communities to inform decisions around which projects to put forth for funding.
- Commissioners will hold meetings with Community Leadership, including IRA and City representatives, after every VIC meeting. For some communities, this may include attendance at Joint Meetings (held between the City and the IRA).
- Commissioners will regularly communicate with the communities about VIC activities including updates on Community Projects (budgets, progress, any delays). Information can be shared using approved content over social media, VHF, and other related means. The VIC will decide as a group what content is approved for sharing after each meeting.

- Commissioners will host a minimum of two community meetings per year to obtain input and suggestions into the prioritization of projects and share information on other related VIC activities. Community meetings should:
 - Include advance notice to the community through the VHF, public notices, social media, advertising or notes for students to take home to parents
 - Provide door prizes to attract a wider audience
 - Include a sign in sheet
- Commissioners will share information with the community on expectations of the Commissioners, expectations of the communities, how input from the community will be considered, and roles and responsibilities of the VIC and the community.
- Commissioners will report back to the VIC regularly on the results of community engagement.
- Commissioners will undertake regular and informal engagement with people in the community about VIC activities.

Fair distribution of funds

The VIC advises the Northwest Arctic Borough that the funds will be distributed in the following manner:

- 30% per year to be invested in a sustainability fund.
- 70% per year to be distributed on a project by project basis. Project applications will be open to all 11 villages. Projects will be assessed using the same criteria (see *project eligibility criteria* below), and all 11 commissioners will be involved in the decision to approve or decline the project for VIF funding. All projects recommended for funding by the VIC will be sent to the Northwest Arctic Borough Assembly for final decision..

Project eligibility criteria

The VIC advises the Northwest Arctic Borough that the following criteria will be used to determine eligibility for funding through the VIF. The following 14 criteria will be used to assess the merit of applications for funding under the VIF:

1. Is the project sustainable in the long-term (is the project self-sustaining)?
2. Does the project have other sources of funding, including matched funding or other grants?
3. Is the project "ready to go"? (i.e. shovel ready, all equipment, resources, people, and permits in place)
4. What is the administrative and management capacity of the organization delivering the project? (i.e. history of good financial and project management and accountability)
5. Will the project create local jobs (i.e. contract hire)?
6. Will the project benefit more than one village, or the region?

7. Does the project address an issue that is life threatening, or a health risk? (i.e. health and safety, emergency, danger to people, the environment, or property).
8. What is the quality of the proposal? (i.e. is supporting documentation in place, applications filled out properly)
9. What is the level of community impact? (i.e. will the broader community benefit or just a few individuals?)
10. Does the project meet a Village need or priority?
11. Did the community have input and involvement with the project? Is there agreement from the community that this is a project they want supported through the VIF?
12. Is there enough VIF budget and resources available to support this project?
13. What is the timeline of the project (i.e. will it be implemented in the short-term or longer term)?
14. Is this an existing project (i.e. is it already underway?)

The VIC advises the Northwest Arctic Borough that the following projects will not be considered for funding under the VIF:

- Projects or funding requests that benefit one individual
- Projects or funding requests to pay off debt
- Funding requests for political donations or contributions to political campaigns
- Funding requests for advocacy or lobby groups
- Funding requests for projects that discriminate on the basis of race, color, creed, gender, sexual orientation or national/ethnic origin
- Funding for projects located outside of the Northwest Arctic Borough

6. **CHANGE HISTORY** This is a living document and any changes will be reflected.

Written procedure version	Effective Date	Significant Changes
Version 1	05/24/2018	Initial version