City of Aniak

CITY COUNCIL REGULAR MEETING

Teleconference

Thursday, December 28, 2023 at 6:00 PM

AGENDA

Virtual Meeting Information:

To Participate please call 1-800-315-6338
Conference Code- 54481#

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Public Participation

V. Previous Meeting Minutes

A. November 20, 2023 Meeting Minutes

VI. Reports

A. Aniak Volunteer Fire Department - L. Kameroff

B. Public Works - C. Lang/S. Simeon/F. Vaska

C. Library - L. Kameroff

D. Bookkeeper/Financial Statement - L. Kameroff

E. City Clerk- M. Simeon

F. City Manager - L. Kameroff

VII. Old Business

A. AML Infrastructure Financial Nav Center Work Plan

B. Village Safe Water Project Agreement-Water Sources

C. Rental Building-Pros & Cons of Usage

VIII. New Business

A. Resolution No 24-02 Bank Update

B. EDA Public Works & Economic Assistants Grant Application-Purchase Heavy Equipment

C. E-Rate Selection for FY24 Internet Vendor

IX. Council Comments

X. Time and Place of Next Meeting-January 18, 2023 @ 6pm Regular Meeting

XI. Adjourn

Attested:

_____

Mayor David W. Bonanno *Signed: Date*

_____

City Clerk Morgan Simeon *Signed: Date*

City of Aniak

CITY COUNCIL REGULAR MEETING

Teleconference

Monday, November 20, 2023 at 6:00 PM

MEETING MINUTES

Virtual Meeting Information:

To Participate please call 1-800-315-6338
Conference Code- 54481#

I. **Call to Order** Mayor DBonanno call to order Meeting at 605pm

II. **Roll Call** DBonanno-P, CMorgan-P, NKelila-P, AMorgan-P Staff Present: CLang, LKameroff

III. **Approval of Agenda-**AMorgan makes a motion to approve the agenda, NKelila seconded.

IV. **Public Participation-**A. Boelens, F. Kvamme, R. Morgan

A. Community/Municipality Needs Assessment-A.Boelens, TKC Development Coordinator Working on getting the ball rolling with the training center and bringing training to Aniak and to the region. Reaching out to Cities, tribes, and villages. Training that would be beneficial to the City of Aniak, community wide, not just city oriented. Working with other entities so that the training can be in Aniak, so you don't have to leave home. Would like the paperwork back by the 29th, any ideas the council has may give to Lenore, what development would you like to see for the City Staff. The tribal library is almost complete, will have historical data on the Kuskokwim Region and Alaska Culture.

B. Resignation/Certificate of Election/Oath of Office/Election of Officers-Mayor and Vice Mayor

Letter of Resignation for Charlene Erik-NKelila makes a motion to accept Charlene's resignation, CMorgan seconded, all approved.

Oath of Office-This is to certify on the 3rd day of October 2023, Riley Morgan and Francine Brown were elected to the office seats, Seat C a 3-year term and Seat D 1-year term of City of Aniak Alaska as confirmed by The City Council of Aniak on completion of final Canvas on October 6, 2023

CMorgan makes a motion to open the floor for nominations for Mayor position in doing so I nominate DBonanno, NKelila seconded. AMorgan closes nomination. All in favor, approved.

CMorgan makes a motion to nominate NKelila for Vice Mayor, AMorgan seconded. NKelila closes all nominations for the meeting. All in favor, approved.

V. **Previous Meeting Minutes**

A. October 13, 2023, Regular Meeting Minutes

B. October 20, 2023, Special Meeting Minutes

AMorgan makes a motion to approve October 13, 2023, Regular Meeting Minutes and October 20, 2023, Special Meeting Minutes, seconded by NKelila. All in favor, approved.

VI. **Reports**

A. Mayor Report- D. Bonanno-Our meeting with the tribe on November 7 was a good meeting, a good way to maintain a good working relationship. Missy and I met with Laura and Daisy, discussed and mentioned a lot of things, defining what happened in the past. Going in a good direction, emergency plan update, need to hold a community meeting, mention Liheap, Lywop, Village Sage Water, adding streetlights, calcium chloride, have enough chloride or the whole Aniak loop according to Charlie. Those are the main highlights. CMorgan-Did you discuss the

Fire Station? DBonanno-Yes, mentioned staffing for volunteers, they'll be able to help emergency, need to continue. Did a good job of getting the fire extinguishers out.

B. Aniak Volunteer Fire Department -The fire department is combined in LKameroff report. No fires reported, posted a few signs on our facebook page. SCERP plan still needs to be updated.

C. Public Works - C. Lang/S. Simeon/F. Vaska-Everything running smoothly, running it day by day wintertime. NKelila-Shop is good no vandalism or nothing. CLang-Its old it's not good, no vandalism. Excavator not working well, need a mechanic to come out and looik at it, later on in the year don't really need use of it in the winter. The state will step in if they have to, they are supposed to be grading some of these roads towards the Post Office. NKelila-So this pile up we see around the fence area, she should be clearing it out for safety and hazardous reasons, maintain outside of fence area and before spring. Needs to be brought to DOT's attention. NKelila-Would like Charlie to follow-up and recall so they can be implemented so we're not falling in deep snow. NKelila-Next conjoined meeting with City and tribe, ask the tribe if they have designated roads. NKelila-Do you keep logbooks to when you work on machinery, Clang-Yes we have a logbook when we change oil and stuff. Landfill is okay. Pushing it regularly. Everyone is doing good at dumping their trash. The Lift Stations have been running smoothly and we will be dumping trash baskets after we're done clearing snow. We've been plowing snow off the roads. Stephen is getting to know the road grader more, so he can take over grading the roads. All the buildings are full of heating fuel, heat tapes are plugged-in, they should all be good. We will be keeping them checked over the holidays.

D. Library -Would like to move to City office and City office to rental building. post Job opening, reduced hours in Library, hire 2 employees and 1 student, I'd like at least two hours in the office until the library opens for training. PLA Grant min. 10 hours/week and 48 weeks/year.

E. City Clerk-None.

F. Bookkeeper/Financial Statement - L. Kameroff-Current and past due balances, and bank statement balances, fuel usage each month, what we have remaining ARPA funds is separate from overall, we have a little under 27,000. AMorgan makes a motion to approve the Bookkeeper/Financial Statement, NKelila seconded, all approved.

G. City Manager - L. Kameroff-It's been super busy; I've been trying to stay caught up on everything. Would like to plan on having all the buildings on our own land, shop needs repairs, can look into grant on planning on building a new shop, possibly next to the Fire Station on City's land.

VII. Old Business

A. Village Safe Water-Wastewater Treatment Upgrades Co-Op Agreement
AM makes a motion to approve the Village Safe Water-Wastewater Treatment Upgrades Co-Agreement, seconded by CM, all approve.

VIII. New Business

A. Resolution 24-01 Signatory Authorization for SOA-DOT/PF
AM makes a motion to approve Resolution 24-01 Signatory Authorization for SOA-DOT/PF, seconded by AM, all approve-Passes.

IX. Time and Place of Next Meeting

December 21, 2023, 6pm Regular Meeting

X. Adjourn-AMorgan makes a motion to adjourn the meeting @723pm, NKelila seconded.

Attested:

_____

Mayor David. W. Bonanno *Signed: Date*

_____

City Clerk Morgan Simeon *Signed: Date*

City of Aniak

P.O. Box 189
Aniak, Alaska 99557
Ph: (907)675-4481 Fax: (907)675-4486
email: cityofaniak@gmail.com

Public Works November Monthly Report

All public works Departments have been running smoothly, Stephen has been grading the roads and doing a very good job. Francis has been cleaning up with the plow truck. Everyone is happy and enjoying the work. I will be taking time off on the 1st of the year and will work on-call for any emergencies that may come up. It'll be good for the guys to take on all the responsibilities and learn how to deal with them. The public work's Department. Would like to wish all the Council Members a very Merry Christmas and a Happy Healthy New Year!

Charles Lang

City of Aniak

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Ph: (907)675-4481 Fax: (907)675-4486
email: cityofaniak@gmail.com

City Clerk Monthly Report December 2023

Good Evening,

Feels so good to be back home and back to work on a schedule. I'm happy and excited to be back and continue to further my employment with The City of Aniak. Thank you all for accepting me back to work, Happy Holidays and Happy New Year!

City Manager's Report
December 2023

Good evening!~ Hope everyone had a great Christmas and ready for the New Year!~
So happy to have Morgan back in the office! No longer a quiet and empty office!
We are looking forward to the New Year and hopeful for the months ahead.
Here is my managers' report for November:

Fire Department- No fires reported this month. I found an application for a 3-year grant to hire for the Fire Department Recruit & Retention position that was not complete. I will finish filling out this application and will look into its budget allowable expenses to make this position more appealing.

Public Works- The Public Works Director position-I am hoping to post this job announcement by the new year. The State DOT/PF lease for the City Shop has been renewed up to 2028.
The Public Works guys need a mechanic to come out this spring to work on our Excavator. We got a quote for $7734.33 just for the work. I am not sure about the other expenses but will have more information when the time gets closer.

Library- I've been working with the library ladies for our Library E-Rate selections for the next fiscal year. Closing out the Library Archiving Grant and the IMLS Library Grant for 2022.
The next FY24 IMLS Grant application period is open until March, so I will have that for the council to approve at our January meeting.
I would like 2 council members to help and participate in interviews for the Librarian position.
I'll need the date and times you will be available in the first week of January.

Financial Report- Under the Public Works Department there is a donation from the ARPA Funds of $15,000. I will be transferring these funds by next week. Which would leave $11,549 remaining.

Last month when Dave and I met with Laura and Daisy from the Aniak Traditional Council we talked about holding a combined meeting. We could introduce our staff and councils and inform the community what both entities are working on and how we plan to work together moving forward. That's where the assessment forms Adrian Boelens gave us at the last meeting would come in handy. Please fill them out so I can get them to her, and we will have them in hand as well.

As always, if you have any questions or concerns give us a call at the office.
Have a wonderful safe Happy New Year!~

Respectfully submitted,

Lenore Kameroff
City Manager, City of Aniak

ALASKA MUNICIPAL LEAGUE
ALASKA WATER INFRASTRUCTURE FINANCIAL NAVIGATION CENTER
WORK PLAN

This work plan is a commitment between the City of Aniak and Alaska Municipal League's Alaska Water Infrastructure Financial Navigation Center (AML AWIFNC) program. The work plan affirms the expectations of the goals discussed between AML AWIFNC program staff, and municipal staff and the associated deliverables, responsibilities, and timelines. The work plan may be amended either by AML, AWIFNC, or municipal staff as needed.

Goal #1:	Rate study.

Deliverable:	**Responsibility:**	**Timeline:**
Consult with SRF/DEC.	AWIFNC (MN)	January 2024.
Prepare potential grant with SRF/DEC, if favorable consultation.	AWIFNC (MN)	February 2024
Present grant to staff/council for review and approval.	AWIFNC (MN)	February 2024

Goal #2:	Asset management.

Deliverable:	**Responsibility:**	**Timeline:**
Invite to AML annual meeting and asset management track.	AWIFNC (MN)	December 2023
Get coffee and discuss asset management, if able to attend conference.	AWIFNC (MN)	December 2023

Goal #3:	Comprehensive strategic planning and Capital Improvement Project (CIP) list.

Deliverable:	**Responsibility:**	**Timeline:**
Consult with DCRA/CDBG grant.	AWIFNC (MN)	December 2023
Prepare potential grant with DCRA/CDBG, if favorable consultation.	AWIFNC (MN)	October 2024
Present grant to staff/council for review, approval, and submission by December 2024.	AWIFNC (MN)	October 2024

Goal #4:	General support with infrastructure funding resources.	

Deliverable:	**Responsibility:**	**Timeline:**
Invite to AML annual conference for infrastructure track.	AWIFNC (MN)	December 2023
Invite manager to weekly AML "infrastructure hour."	AWIFNC (MN)	January 2024; ongoing

Goal #5:	General operational support for clerk, as needed.	

Deliverable:	**Responsibility:**	**Timeline:**
Encourage clerk to access AWIFNC office hours for support as needed.	AWIFNC (MN)	January 2024; ongoing

The Alaska Municipal League is an equal opportunity provider and employer. The Alaska Municipal League received financial support from the EPA under an Assistance Agreement and is supported under a grant by the Rural Utilities Service, United States Department of Agriculture.

Any opinions, findings, and conclusions or recommendations expressed in this material are solely the responsibility of the authors and do not necessarily represent the official views of the Rural Utilities Service.

SIGNATURES:

Municipal Representative — 12/12/23 Date

Melody Nibeck
AML AWIFNC Representative — December 13, 2023 Date

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation
DIVISION OF WATER
P.O. Box 111800
Juneau, Alaska 99811-1800
Main: 907.465.5180
Fax: 907.465.5177

12/5/2023

David Bonanno, Mayor
City of Aniak
PO Box 189
Aniak, Alaska 99557

Dear Honorable Mayor Bonanno,

The State of Alaska Village Safe Water (VSW) Program is pleased to offer the City of Aniak the attached Cooperative Project Agreement for VSW Project ANI0002, First Service Water Planning Project, in support of our cooperative efforts to develop sustainable sanitation facilities. Please review this Agreement carefully, and if satisfactory, sign the first page titled "Cooperative Project Agreement" where indicated. In addition, please complete and sign the last page of the "Grant Agreement –United States Department of Agriculture – Rural Utilities Service – Rural Alaska Village Program" located after Appendix 1 to this Cooperative Project Agreement, according to the instruction sheet provided, and return all original signature pages to the following address:

Village Safe Water Program
Attn: Heather Caldwell, Grants Administrator
555 Cordova Street
Anchorage, Alaska 99501

All other attachments should be retained for your records.

Nothing in this Agreement whether accepted or not accepted, may be deemed to constitute an obligation on the part of the Department until the signed Agreement and attachments have been received.

It is important to note that once the Preliminary Engineering Report (PER) has been completed, it must be approved by the Multi-Agency PER Review Committee before the community is eligible to apply for construction funding.

Sincerely,

DocuSigned by:
883EB77FE6854BD...

Randy Bates
Director

Enclosure: Cooperative Project Agreement

cc: Lyman Hoffman, State Senator
Bryce Edgmon, State Representative
Anita Erickson, VSW Project Engineer

State of Alaska
Department of Environmental Conservation
Village Safe Water Program

Cooperative Project Agreement

Community Code	Community	VSW Project Number	ANI0002
ANI	Aniak	Grant ID	24RV47

Funding Allocation System: Capital Improvement Project (CIP)

Project Type: Planning

Project Title: First Service Water

Total Estimate of Obligated Funds $ 88,000.00

Local Participant	Department
Local Participant Name City of Aniak **Street/PO Box** PO Box 189 **City/State/Zip** Aniak, AK 99557 **Contact Name, Title** David Bonanno, Mayor **Phone** 907-675-4481	**Department of Environmental Conservation** ***Village Safe Water*** 555 Cordova Street Anchorage, AK 99501 **Project Engineer** Anita Erickson (907) 269-7502 Phone

Agreement

The Department of Environmental Conservation (hereinafter 'Department') and the City of Aniak (hereinafter 'Local Participant') agree as set forth herein.

Section I. Upon execution of this Agreement, and under the terms included herein, the Department shall administer funds, subject to appropriation and availability, to accomplish the scope of work described in Article A, Section 1. The estimated cost of this scope of work is identified in Article A, Section 2.

Section II. Performance under this Agreement begins upon signature by the Division of Water's Director and ends at Project completion.

Section III. This Agreement becomes null and void if not signed by the Local Participant within 90 days of the Department's signature.

Section IV. The Agreement consists of this page and the following attachments and appendices, **if applicable**:

Attachments		Appendices	
Article A:	Project Outline	Appendix 1:	Funding Agency-Specific Conditions
Article B:	General Conditions	Appendix 2:	Additional Reporting Forms
Article C:	Project-Specific Conditions		

Local Participant	Department
Signature	*Signature* DocuSigned by: Brook Larson 013C3561EEBE477...
	Brook Larson, Division Operations Mgr., Division of Admin. Services
Printed Name and Title	*Printed Name and Title* *Date* 12/4/2023
	Signature DocuSigned by: 883EB77FE6854BD...
Date	Randy Bates, Director, Division of Water
	Printed Name and Title *Date* 12/5/2023

Article A: Project Outline

Subject to appropriation and availability of funds, funding will be made available under this Agreement and will be used only to pay eligible costs to perform the scope of work stated herein. The Department is the Grantee and will serve as an agent for the Local Participant. The Department will spend monies awarded under this grant only for the scope of work in this Agreement.

Section 1. Project Scope of Work

Develop a Preliminary Engineering Report evaluating alternatives for providing community-wide piped water service. Complete an Environmental Review for the preferred alternative.

Section 2. Project Funding Committed This Action

Grant ID **24RV47**

Contributor	Estimated Funding
United States Department of Agriculture Rural Development (USDA RD)	$ 66,000
Funding Source	
Rural Alaska Village Grant	

Contributor	Estimated Funding
State of Alaska (SOA)	$ 22,000
Funding Source	
Rural Alaska Village Grant	
HB 39	

Total Project Funding	$	88,000

Section 3. Project Administration

The following table provides the anticipated project schedule:

Project Activity	Date
Planning Start	01-Oct-23
Planning Complete	30-Sep-25

Section 4. Changes to Project Scope

Any significant changes to the project scope of work must be approved by the Department. The scope of work for any design or construction project must remain consistent with the current Department approved Sanitation Master Plan, Comprehensive Plan, Feasibility Study, or Preliminary Engineering Report, if applicable.

City of Aniak

P.O. Box 189
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RESOLUTION NO. 24-02

A RESOLUTION TO ADD Nora Kelila, Riley Morgan, Francine Brown and Lenore Kameroff AS CHECK SIGNERS for the City of Aniak's business accounts.

WHEREAS the City of Aniak requires two signatures to sign and approve of any checks paid from its bank accounts; and

WHEREAS at least two check signers are needed at all times, throughout the year; and

WHEREAS, the City Council has determined that all seven Council Members and the City Manager will be appointed check signers for availability to City staff for check signing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aniak, Alaska that Council Members Nora Kelila, Riley Morgan, Francine Brown and City Manager Lenore Kameroff be added as an authorized check signers.

Dated this 21st day of December 2023.

VOTE	Yes	No
Annie Sakar-Morgan	___	___
Nora Kelila	___	___
Riley Morgan	___	___
Francine Brown	___	___
David Bonanno	___	___
Clara Morgan	___	___

Attested by:

_____
Council Member

_____
City Clerk Morgan Simeon

ED-900 – General Application for EDA Programs

This form is required for application to EDA grant programs, consistent with the requirements outlined in each program Notice of Funding Opportunity (NOFO). **Applicants are strongly encouraged to clearly and concisely respond to each answer in the space provided. Applicants should not provide additional documents or narratives without prior written approval from EDA.**

A. Applicant Information

A.1. Please identify all applicants for this project.

The Lead Applicant is the party who is responsible for handling disbursements of funds and reporting to EDA.

Please note: Active registration with the System for Award Management (SAM) is required of all EDA applicants and awardees at www.SAM.gov. Please list the relevant Commercial and Government Entity CAGE Code and SAM expiration data for all applicants and co-applicants (if any) in the table below.

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (mm/dd)
Lead Applicant	City of Aniak		01/01/2023	
Co-Applicant 1				

Add Co-Applicant

Agency Disclosure Notice: *This information collection is authorized by OMB control #0610-0094. Public reporting burden for this collection of information is estimated to average 17.1 hours per response for non-construction projects and 43 hours per response for construction projects, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Commerce, Economic Development Administration at* ***jknott@eda.gov****. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.*

B. Scope of Work

B.1. Describe the scope of work for the proposed EDA investment, including a list of project tasks to be undertaken.

List the specific tasks/activities that will be undertaken as a result of this investment.

Applicants for construction assistance should also include a statement of project components, including whether the proposed project involves the construction of a new facility (or facilities) or the expansion, renovation, or replacement of an existing facility or facilities. Applicants should also describe the proposed project components in terms of dimensions, capacities, quantities, square footage, etc. and should verify the description aligns with the engineering description provided in the preliminary engineering report, the environmental narrative, and other application materials.

Applicants for Partnership Planning Assistance should provide a narrative on the economic development activities that will be undertaken, which must include managing and maintaining the Comprehensive Economic Development Strategy (CEDS) process.

Applicants for Short Term Planning Assistance or Local Technical Assistance should provide a narrative explaining how the proposed scope of work will enhance economic development planning capacity of the identified region. Applicants should include information regarding any relationship or collaboration with other public and private entities, and should explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

Applicants for State Planning Assistance should provide a narrative outlining the proposed scope of work for the project, including the relationship to any existing CEDS or similar planning processes, and the goals and objectives of the proposed project.

Applicants for a Revolving Loan Fund (RLF) should clearly define the service area of the proposed Revolving Loan Fund, the types and size of loans anticipated to be made under the RLF and the focus area of the RLF (if any). Applicants should describe how the RLF will be designed to make loans to businesses that cannot otherwise obtain traditional bank financing. Applicants should describe what (if any) technical assistance will be provided for loan applicants/borrowers and explain how quickly grant funds are expected to be deployed (i.e. lent) to potential borrowers.

The city of Aniak is one of the largest cities in the Kuskokwim region, and is a service hub for surrounding communities and yet is not able to plow their own roads in winter. The city is in need of a front end loader and a 10-yard dump truck to maintain their roads and the connectivity to the surrounding and more rural areas that rely on Aniak for imported goods that are imperative to mostly subsistence-living that is very common in this region of Alaska.

B.2. Describe the specific deliverables/outcomes that the project will produce and the primary beneficiaries or audience of those deliverables. Please note that deliverables are defined as the specific outcomes that will come from the project and differ from information on project tasks/activities requested in B.1. Project tasks/activities requested in B.1 should be reported as process steps that will be achieved to reach the final project while deliverables/outcomes detailed in B.2 are the final product produced.

The project will provide the city of Aniak to provide safe roadways and passageways for its residents as well as maintain safe methods of melt-off to prevent flooding that large snowfalls threaten around residential areas. Implementing effective roadway maintenance practices is crucial for prolonging the lifespan of paved streets, particularly in regions with harsh winters and the presence of permafrost. The extreme weather conditions in these areas can

accelerate the deterioration of road surfaces, making maintenance effor essential to ensure their longevity.

B.3. Identify the proposed time schedule for the project, including specific project milestones.

Once the funds are approved, Aniak will promptly initiate the procurement process to acquire the necessary equipment. The equipment will be delivered via barge along the river before the freezing of the waterway in October.

B.4. Describe how the proposed project aligns with one or more of EDA's investment priorities. Current EDA investment priorities are available at **https://www.eda.gov/about/investment-priorities/**. Applicants must identify all relevant investment priorities with which the project aligns with and describe how the project advances each relevant priority (ies).

This project addresses investment priority #6: "Economically Distressed and Underserved Communities" which is concerned with equity. This project serves historically underserved populations in Aniak, predominantly inhabited by tribal members of the Native Village of Aniak. It aims to improve infrastructure and access to essential services, promoting fairness and equal opportunities for the community and surrounding rural areas.

C. Project Region

C.1. Project Location

Project location is the physical location where the project work occurs. Project location information helps EDA conduct application reviews and map projects. Providing complete and accurate information is important to the application review process. For revolving loan funds (RLF), the project location is the RLF lending area.

C.1.a. For construction projects, identify the physical location of construction. Include as much geographical information as possible including street address (or close approximation), census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located.

Example 1 (single location project such as a Water Tower, workforce training center or incubator): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi location project that does not have a defined address, such as a water or sewer line or access road): Pump at Intersection of Hwy 70 and Route 24, 500 linear feet of sewer at Mockingbird Lane, Census Tract: 53123456789, 53123456790, 53123456791, State: WA

Roadways in and around Aniak, Bethel Census Area, State: AK

C.1.b. For planning, technical assistance, revolving loan funds or other non-construction identify the primary location(s) where the work will be conducted. Include as much geographical information as possible including census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located. If all census tracts in a county apply, include "All Census Tracts" after the county name. For Revolving Loan Fund applications, please describe the proposed geographic lending area.

Example 1 (single location project such as feasibility study or economic impact study where the project location is the location where analysis is being performed): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi-location project such as a Partnership Planning grant, regional resilience project, or other regional project): County Robeson (All Census Tracts), Bladen (All Census Tracts), Columbus (all Census tracts), state NC

Example 3 (multi location project that is a statewide project): State of NC (All counties and Census Tracts)

Aniak City Office, Aniak, Bethel Census Area, State: AK

Selecting Service Providers

After you close your competitive bidding process, you can evaluate the bids received and choose the bid that is the most cost-effective. You may consider as many factors in your evaluation as you want, but the price of the eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. Remember, your FCC Form 470 and your Request for Proposals (RFP), if you issued one, must both have been publicly available for the same 28-day period as the FCC Form 470 before you can close your competitive bidding process.

If you received one bid, and that bid is cost-effective, you should memorialize that fact with a memo or email for your records. If you did not receive any bids, you can solicit bids. If you currently receive service from a service provider, you can ask your current provider to submit information in response to your FCC Form 470.

Constructing an Evaluation

To evaluate the bids you receive, you must construct an evaluation. You decide what factors you want to consider in your evaluation and how important each factor is to you. You can use as few or as many evaluation factors as you like, and you can assign percentages or points to the factors you use to reflect their relative importance. However, you must include the price of the eligible products and services as a factor and that factor must be weighted more heavily than any other single factor.

Preparing a Bid Evaluation Matrix helps you evaluate bids and also provides documentation of the process you followed to select your service provider.

You can receive services:

- Under tariff or on a month-to-month basis. Services such as basic telephone service or Internet access may not require a contract. However, you must post an FCC Form 470 and open a competitive bidding process for these services each year.
- Under a contract. Tariffed or month-to-month services provided under a contract are considered to be contracted services. Eligible products and the upkeep of eligible products are generally provided under a contract. If you post an FCC Form 470 and sign a multi-year contract resulting from that posting, you do not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.

Contracts

If you intend to receive services under contract, remember that the contract must have been preceded by the filing of an FCC Form 470. If you have an existing contract that was not signed as a result of posting an FCC Form 470, you can post an FCC Form 470 for the next funding year and consider your existing contract as a bid response. However, you must evaluate any other bids received as well, and your existing contract may not be the most cost-effective solution. The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program competitive bidding rules and all applicable state and local contract and procurement rules and regulations.

- You can sign a contract, which may be for one or more years and may include the option of voluntary extensions.
- If you are eligible, you can purchase services from a state master contract.
- If you are eligible to purchase from a state master contract but that contract will expire before or during the upcoming funding year, you and your state should follow the guidance for state replacement contracts.

Next step

Once you have chosen your service provider(s) and signed a contract, if applicable, you can file an FCC Form 471 to apply for discounts as soon as the FCC Form 471 application filing window opens.