



October 1, 2013

City of New Meadows  
Mayor Julie Spelman  
PO Box 324  
New Meadows, ID 83654

RE: City of New Meadows – Proposal for Grant Administrative Services

Dear Mayor Spelman::

Evans Enterprises dba "Kamiah Grants & Associates" is pleased to present the enclosed proposal to provide planning, development, grant writing and administration services for ICDBG funding to the City of New Meadows for storm drainage, street, water, and sewer infrastructure projects for a period of three years. Kamiah Grants & Associates has the expertise required to work with you to plan, to develop, to obtain, and to administer the work to be done on your various projects in New Meadows, ID.

It is important that your group select a professional that will effectively and efficiently represent your position and that is adept at facilitating the planning process. Kamiah Grants has a history of working with rural communities. Kamiah Grants has developed a strong working relationship with Idaho Dept. of Commerce and other grantors. We are confident that Kamiah Grants will provide the level of service you require to successfully complete your projects.

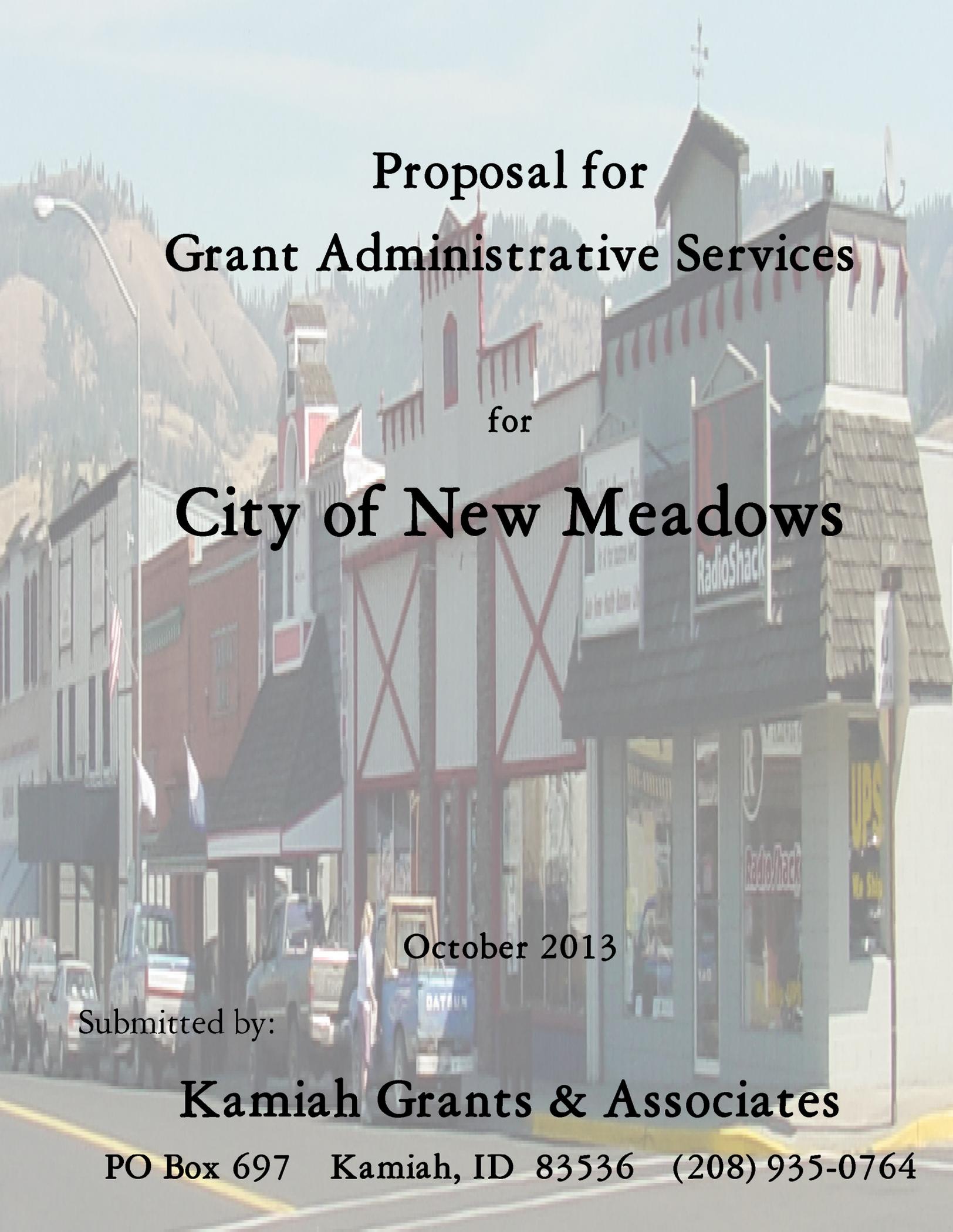
As you consider our proposal please keep in mind that Kamiah Grants & Associates has successfully worked with other rural and/or frontier Idaho communities and organizations on several granting projects in the past as a grant writer and administrator.

If upon review of this proposal you have any questions, require clarification or need additional information please do not hesitate to contact me.

Thank you for your consideration of this proposal.

Sincerely,

Debbie Evans  
Evans Enterprises  
dba "Kamiah Grants & Associates"  
PO Box 697  
Kamiah, ID 83536  
(208) 935-0764  
[kamiahgrants@msn.com](mailto:kamiahgrants@msn.com)



**Proposal for  
Grant Administrative Services**

for

**City of New Meadows**

October 2013

Submitted by:

**Kamiah Grants & Associates**

PO Box 697 Kamiah, ID 83536 (208) 935-0764

# Table of Contents

	<u>Page</u>
Project Proposal	2
Projects Awarded: 2005 - 2013 To-Date	9
Client Reference Contact Information	16
Letters of Recommendation	18
Resumes	27

## **Project Proposal**

Evans Enterprises dba "Kamiah Grants & Associates", located at 518 Main Street/PO Box 697, Kamiah, ID 83536 appreciates this opportunity to respond to your request for proposals to assist in planning, developing, grant writing and administration for a variety of projects in New Meadows, ID over the course of three years. These projects fit into Kamiah Grants & Associates commitment to assist local rural communities in their goals to sustain and improve services without jeopardizing their small town way of life. Given the opportunity, Kamiah Grants & Associates will work with you to complete your projects.

Effective communication in planning, developing, grant writing, and ultimately, project implementation is extremely important. Kamiah Grants & Associates has the experience to work with you, your selected design professional/contractors and any community volunteers to successfully coordinate the efforts of your project. If the City of New Meadows selects Kamiah Grants & Associates, Grant Writer & Administrator Debbie Evans and Administrative Assistant Shari Meyer, shall work together with the City of New Meadows Mayor, City Council members, City personnel, and the selected design professional to complete professionally prepared grant applications that meet ICDBG requirements, and that effectively compete with other applications. Debbie Evans is an Idaho Department of Commerce Certified Grant Administrator and has participated in the granting arena for 30+ years. If Kamiah Grants & Associates is selected for Grant Administration Services, Debbie would take the administrative lead position.

It is imperative that the selected grant administrator be an advocate for the projects and for the region in which the projects are being completed. Kamiah Grants & Associates demonstrates that vested interest by being located in north central Idaho, having participated in the New Meadows Community Review , and assisting components of Meadows Valley countless times in the past.

### **Criteria #1: Capability to Perform Project**

In 2005, under the guidance of the Horizons Leadership Program, the Kamiah Community Action Plan was developed and adopted. Within that plan was identified the need to retain a grant writer and administrator to assist the community to move forward in accomplishing its goals. The City of Kamiah, Kamiah Chamber of Commerce, and the Kamiah School District, along with the newly formed Upper Clearwater Community Foundation, partnered together to contract with Evans Enterprises and create Kamiah Grants. The City of Kamiah was awarded the 2006 City Achievement Award by the National League of Cities for the creation of the Kamiah Grant Writer & Administrator Partnership known as "Kamiah Grants". By 2007 demand for services had increased requiring an administrative assistant. In 2010 Kamiah Grants expanded to include associate, Ellen Bartlett to further serve the grant writing and administration demand within the region. In 2011, Christina Young associated to accommodate the need for an additional grant writer. Administrative assistant, Shari Meyer, is currently being trained to become a grant writer and administrator. Kamiah Grants & Associates office is located at 518 Main Street in downtown Kamiah, ID.

Kamiah Grants & Associates expertise lies in their ability to understand and cater to the needs of small, frontier communities within Idaho. Kamiah Grants has worked in the local communities' best interest since 2005 providing grant writing and grant administrative services with the City of Kamiah, Kamiah Chamber of Commerce, Kamiah School District, the Upper Clearwater Community Foundation (UCCF), Kamiah Community Partners Coalition, Kooskia Chamber of Commerce, Kooskia Horizon's Leadership Program, Elk City Water & Sewer Association, Lapwai School District, City of Lapwai, Elk City's Framing Our Community, Highland School District, City of Peck, Glenwood-Caribel Volunteer Fire District, Kamiah City &

Rural Fire Districts, Ridge Runner Fire Department, BPC Fire Department, and Kamiah Ambulance.

Kamiah Grants works closely with the Idaho Department of Commerce, Idaho Dept. of Labor, University of Idaho, Lewis-Clark State College, U.S.D.A. Rural Development, Clearwater RC&D, and private foundations to work toward a healthy economy and strong community capacity. Kamiah Grants & Associates have been awarded two (2) Certificate of Award by the Idaho Commission on the Arts, Upper Clearwater Lewis & Clark Bicentennial Committee Certificate of Appreciation, Clearwater Fire Academy Grant Writing Certificate of Completion, Grant Writing USA Certificate, University of Idaho Horizons Program Leadership Plenty Facilitator Training and Study Circles Facilitator Training Certifications, five (5) Idaho Department of Commerce (and Labor) Certified Grant Administrator Certificates, Northwest Area Foundation Great Strides Award for Framing Our Community and a National Endowment for the Humanities "We the People" Project Award. Kamiah Grants was instrumental in Kamiah receiving its Preserve America Community designation and its Drug Free Community Program. Kamiah Grants is currently administering a 30 agency regional Homeland Security Assistance to Firefighters Grant for emergency services in Idaho, Lewis and Nezperce Counties.

Kamiah Grants & Associates resources will be allocated in a manner to successfully plan, develop, fund, implement, and complete your New Meadows projects. Because Kamiah Grants has been involved in a number of diverse projects, we recognize the uniqueness of each project. As your Grant Administrator, Kamiah Grants & Associates shall function as the City of New Meadows representative in regards to funding agencies as needed. It will be to your benefit that Kamiah Grants & Associates recognizes the challenges of small-town infrastructure service needs and has a vested interest in the continuing success of frontier Idaho communities.

## **Criteria #2: Relevant Project Experience**

Kamiah Grants & Associates have been heavily involved in providing grant writing and administration services to satisfy a variety of needs of local communities. These include everything from securing funding for public art projects, to the construction of the Idaho Community Development Block Grant (ICDBG) funded Glenwood-Caribel Volunteer Fire District Dave Kludt Memorial Emergency Services Building. For the recent ICDBG funded Kamiah American Legion Community Building Project, Kamiah Grants, elected to act as an advisor to the Community Building Management Team rather than as the grant administrator to better serve the needs of the community. Kamiah Grants worked closely with the city, engineering firm; grant administrator, and building inspector towards the successful completion of that project. A list of regional projects written, awarded, and/or administered through Kamiah Grants & Associates efforts 2005 to-date is attached and demonstrates the level of involvement and experience Kamiah Grants has in developing and administering projects within the region. *(See: Projects Awarded, 2005 – 2013 To-Date; Client Reference Contact Information; and Letters of Recommendation)*

Kamiah Grants & Associates enjoys a long-standing working relationship with multiple Federal, State and private funding agencies. It is these collaborative relationships that ensure a successful project. Some funding agencies Kamiah Grants has worked with include: Idaho Dept. of Commerce, Homeland Security, DEQ, USDA, BLM, Idaho Department of Lands, Idaho Office of Highway Operations & Safety, Department of the Interior – Nez Perce Tribal Forestry, Idaho Commission on the Arts, Idaho Department of Health & Welfare, Inland Northwest Community Foundation, Northwest Area Foundation, Idaho Community Foundation, National Endowment of the Humanities, National Endowment of the Arts, National Rifle Association, National Park Service, Idaho Governors Lewis & Clark Bicentennial Committee, Idaho Travel Council, AVISTA, Wells Fargo, Sterling Savings Bank, and Idaho Transportation Department.

### **Criteria #3: Qualifications of Project Team**

Kamiah Grants Associate Debbie Evans would head the Project Team if chosen to provide Administrative Services for the City of New Meadows projects. Debbie Evans is the grant writer/administrator for the original partnership of the City of Kamiah, Kamiah Chamber of Commerce, and the Kamiah School District known as Kamiah Grants – the project that was recognized by the Association of Idaho Cities as an innovative program. She has been working in the grant making sector for over 30 years. Debbie works with several volunteer fire districts, wrote the grant application, and was the Idaho Community Development Block Grant administrator for the Glenwood-Caribel Volunteer Fire District Dave Kludt Memorial Emergency Services Building Project. Debbie is a graduate of the Horizon's Leadership Program and is one of the founding members of the Upper Clearwater Community Foundation (UCCF), which is responsible for the current Kamiah Community Action Plan; the first of its kind for Kamiah. She participated as a member of the visiting team for the St. Maries Idaho Rural Partnership (IRP) Community Review as that team's grants specialist in 2006, coordinated the IRP Community Review for Kamiah in 2008, and again as the visiting teams grants specialist for the New Meadows IRP Community Review Spring 2011. Debbie has worked in public education; union and labor negotiation; school districts on the financial advisory team; vocational education handling student financial aid, grants and loans; and with two different Indian tribes as their grants manager. She is the current fiscal manager of the SAMHSA Drug Free Communities Grant awarded to UCCF for five years, renewable for an additional five (5). Debbie believes that the world of grant making is that of continuing education so continues to participate in grant writing training, attends funder forums, networks with funding agencies, and recertifies as an Idaho Dept of Commerce Community Development Block Grant Administrator annually. (See: *Resumes - Debbie Evans*)

Ellen Bartlett joined Kamiah Grants & Associates in 2010 when she successfully completed her Idaho Dept. of Commerce ICDBG Grant Administration certification. Ellen has been employed as the Office Manager of Framing Our Community in Elk City, Idaho since 2007. She brings 20+ years of bookkeeping and accounting expertise to Kamiah Grants & Associates. (See: *Resumes - Ellen Bartlett*)

Christy Young and Shari Meyer will provide support services for the Project Team if Kamiah Grants & Associates is selected to provide grant administrative services for the City of New Meadows projects.

### **Criteria #4: Project Approach and Schedule**

#### Project Planning, Development, and Grant Writing:

Kamiah Grants & Associates shall participate in any public, and funding agency meetings that are necessary to complete the project. In the planning, developing, and grant writing stages of your project, Kamiah Grants & Associates shall continue to work with the City of New Meadows, and the selected design professional firm to:

1. Create an action plan and schedule so that the project deadlines are met;
2. Coordinate with project manager and design professional to ensure project development activities are timely and thorough;
3. Assist in collecting the data necessary to complete grant applications;

4. Develop and write grant applications that professionally present your project to funding agencies;
5. Create visual aids and oral presentations necessary to sell your project to funding agencies; and
6. Complete any other actions that are required to plan or complete a grant application for your projects and satisfying all review, compliance, assessments and other requirements as dictated by ICDBG application mandates.

Kamiah Grants & Associates will work with the City of New Meadows, and the selected design professional to meet the desired grant application deadlines – assisting all partners in addressing all application elements in a timely manner.

Grant Administration:

If the City of New Meadows is successful in securing an Idaho Community Development Block Grant or other funding, Kamiah Grants & Associates shall:

- a. Project Set-up – Establish and maintain project, facilitate financial management, and prepare all documentation and reports required for administration of the grant; attend the New Meadow City Council, project, and community meetings to explain grant requirements, provide project status reports and represent the project at any other public meetings deemed necessary.
- b. Environmental Review – Work in conjunction with the City of New Meadows, SHPO/THPO, and design professional to prepare all written reports, checklists or legal notices required ensuring compliance with federal and state environmental requirements as needed to include: assess project site, gather and verify documentation, prepare an environmental review record including establishing mitigation measures and public notices to be submitted to Idaho Department of Commerce for concurrence and approval. The Environmental Review Record will include the following components as pertinent: project description and maps; Level of Clearance Findings/Determinations and respective documentation; evidence of compliance with all NEPA and HUD regulations, including copies of correspondence sent, comments received and grantee or sub-recipient responses; Request for Release of Funds and Certifications; and Notice of Release of Funds from Idaho Department of Commerce.
- c. Acquisition and Relocation - Assist the City of New Meadows to follow Commerce's Anti-Displacement and Relocation Plan for any property, permanent easements or long-term leases acquired for the projects. Ensure necessary process is followed to include as needed: copies of professional appraisals and appraisal review reports maintained; analysis used in determining fair market value; copies of all notices and correspondences sent or received related to the project's acquisition/relocation; negotiation records (i.e. dated record of all meetings and telephone conversations); copies of all legal documents required for the transfer of deed and/or establishment of easements (permanent and temporary) and right of ways; and documentation of relocation and/or one for replacement activities.
- d. Labor Monitoring – Serve as the designated Labor Standards Officer and assure construction contractor compliance with all applicable labor standards requirements (ie Davis Bacon Act, Copeland Act, CWHSSA and Fair Labor Standards Act); duties to

include, but not limited to: educating contractors about the labor requirements, provide labor documents and forms, identify appropriate wage determination, reviewing and tracking payrolls, conducting employee interviews, identifying and investigating errors, reporting and facilitating the correction of errors or problems, and completion of required labor reports.

- e. Project Monitoring (during procurement and construction) – Assist the City of New Meadows with the selection of a design professional and/or contractors, in conformance with applicable procurement requirements; participate in the pre-construction conference and periodic construction progress meetings; draft a management plan and contract for review and approval by the Department of Commerce and other funding/regulatory agencies; and review all proposed project expenditures to ensure their propriety and proper allocation to the project budget;
- f. Civil Rights – Assure compliance with all applicable civil rights requirements, including: promoting disadvantaged businesses and fair bidding practices; completion of Section 3 reporting; contractor/sub-contractor activity report; preparation of equal employment opportunity and limited English plans; and a fair housing resolution;
- g. Fair Housing Plan – Ensuring City of New Meadows affirmatively further fair housing. Duties include assisting City of New Meadows in a fair housing assessment and completing a fair housing plan.
- h. 504/ADA Self Evaluation and Transition Plan – Assist the City of New Meadows in complying with all requirements of Section 504 of the Rehabilitation Act of 1973 to include: conducting a self-evaluation of the City of New Meadows facilities and services, and developing a transition plan.
- i. Project Close-Out – Prepare all required performance reports, documentation that City of New Meadows has met ICDBG national objective, contractual performance requirements, and close-out documents (i.e. Certificate of Completion); assist the City of New Meadows with requested documents, finding and concerns are addressed and resolved; and determination of applicable audit requirements. An “audit box” will be completed at the end of ICDBG for audit and record retention purposes to include, as pertinent:
  - 1. Application
    - Application and correspondence
    - Letter of grant award
    - Compliance with HUD National Objective
  - 2. Grant Contract
    - The signed contract and any amendments or revisions to the contract
    - Documentation regarding completion of any special conditions attached to the contract
  - 3. Environmental Review
    - Project description and maps
    - Level of Clearance Findings/Determinations and respective documentation
    - Evidence of compliance with all NEPA and HUD regulations, including copies of correspondence sent; comments received and grantee or sub-recipient responses
    - Request for Release of Funds and Certification
    - Notice of Release of Funds from Commerce

4. Acquisition and relocation
  - Copies of professional appraisals and appraisal review reports
  - Analysis used in determining fair market value
  - Copies of all notices and correspondence sent or received related to a project's acquisition/relocation
  - Negotiation records including a dated record of all meetings and telephone conversations
  - Copies of all legal documents required for the transfer of deed and/or establishment of easements (permanent or temporary) and right-of-ways
  - Documentation of relocation and/or one-for-one replacement activities
5. Equal Opportunity/Civil Rights
  - Documentation of grantee's compliance with civil rights laws
  - Documentation of benefits to members of protected classes
6. Financial Management
  - Requests for Payment and Progress Reports
  - Record of expenditure of matching funds
  - Source documentation (i.e. invoices, payrolls, etc.)
  - Cancelled checks, deposit slips, bank statements, etc.
  - Property inventory
  - Program income accounts
7. Procurement
  - Small Purchase
    - Copies of price quotes received
    - Copy of ICDBG Bid Solicitation Summary
    - Record of selection
    - Contract
  - Competitive negotiation (engineering/architectural professionals over \$25,000)
    - Copy of published request for proposal
    - Copy of ICDBG Bid Solicitation Summary
    - Copies of all proposals received
    - Evaluation sheets ranking proposals
    - Record of selection
    - Contract
  - Competitive sealed bids (construction contracts over \$100,000)
    - Copy of published advertisement soliciting bids
    - Bid tabulation
    - Notice of contract award
    - Notice to proceed
    - Construction contract
    - Contract change orders
8. Labor Files
  - Bid documents and plans
  - Ten Day wage Update and Debarred Check
  - Prime and subcontractor certifications
  - Labor standards, preconstruction minutes, and additional wage classifications
  - Payrolls
  - Documentation of fringe benefit plans
  - Employee interviews
  - Labor Standards Enforcement Report

9. Section 504/ADA Requirements
  - Designation of 504/ADA coordinator
  - A non-discrimination on the basis of disability and grievance procedures
  - Publish combined notice of non-discrimination on the basis of disability and grievance procedure
  - Citizen review committee formation and meeting minutes
  - Self-evaluation and Transition Plan
10. Fair Housing
  - Designated fair housing coordinator
  - Adopt and publish fair housing resolutions
  - Fair housing outreach plan for population under 5,000
  - Fair housing action plan for populations 5,000 and over
11. Commerce Monitoring
  - Commerce letters of findings and recommendations
  - City/County response to letter of findings
12. Project Close-out
  - Grantee final performance and financial reports
  - Certification of Completion
  - Close-out document
13. Audit
  - Final audit
  - Corrective Action Plan or documentation showing all audit exceptions have been cleared

## **Proposal Summary**

In making your final selection, please remember the reasons why you will benefit from selecting Kamiah Grants & Associates to provide grant administrative services.

- Kamiah Grants & Associates is community based within Kamiah and the north central Idaho region.
- Kamiah Grants & Associates has worked with various entities within the Meadows Valley and participated in some preliminary discussions on the needs, desires and expectations of the community.
- Kamiah Grants & Associates provides assistance in all aspects of your City of New Meadows projects including planning, development, and implementation.
- Kamiah Grants & Associates offers extensive experience in grant writing and grant administration.
- Kamiah Grants & Associates brings 30+ years of experience and collaboration with various entities in the grant making arena.
- Kamiah Grants & Associates has developed a rapport and has demonstrated their ability to work for, with, and in the best interest of the regional community partners.

All City of New Meadow projects activity shall be managed and completed to satisfy the needs of the City of New Meadows and the Idaho Department of Commerce. Kamiah Grants & Associates has effectively administered many projects to the full satisfaction of recipient organizations and funders.

# **Projects Awarded**

## **2005 – 2013 To-Date**

**PROJECTS AWARDED 2005 - CURRENT**

<b>Awarded</b>	<b>Grantor</b>	<b>Grant or Project Name</b>	<b>Granted</b>
1/3/2005	Idaho Governor's Lewis & Clark Bicentennial Committee	School Field Trips - Kooskia Chamber of Commerce	\$ 11,270
6/29/2005	National Park Service	Challenge Cost Share - Heritage Days - Kooskia Chamber	\$ 53,000
8/2/2005	Idaho Department of Lands	2005 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 9,068
			2005 TOTAL \$ 73,338

3/1/2006	Homeland Security - Idaho County	PPE's - Glenwood-Caribel VFD	\$ 10,000
3/1/2006	Northwest Area Foundation	Poverty Reduction Study Circle Facilitator Training - UCCF	\$ 5,000
3/23/2006	IDL Western States Fire Managers	Wildland Urban Interface Grant - Glenwood-Caribel VFD	\$ 134,000
3/28/2006	University of Idaho	Donna Beegle, Poverty Reduction Specialist - UCCF	\$ 2,000
3/28/2006	USDA Forestry	Trees for City Dupont Park - City of Kamiah	\$ 2,229
5/19/2006	Idaho Governor's Lewis & Clark Bicentennial Committee	Discretionary Monies - Heritage Days - Kooskia Chamber of Commerce	\$ 2,500
6/30/2006	Idaho Department of Lands	2006 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 810
7/17/2006	National Park Service	2006 Challenge Cost Share - Heritage Days - Kooskia Chamber	\$ 4,000
8/22/2006	Department of Interior - Nez Perce Tribal Forestry	2006 Rural Fire Assistance - Glenwood-Caribel VFD	\$ 13,699
8/24/2006	Idaho Travel Council	2006 Kamiah Welcome Center - Kamiah Chamber of Commerce	\$ 1,705
9/8/2006	Idaho Commission on the Arts	Art in Public Places - Kamiah Mural Project - Kamiah Chamber of Commerce	\$ 9,400
9/15/2006	Office of Justice	Bulletproof Vest Partnership - City of Kamiah	\$ 975
10/1/2006	Idaho Department of Commerce	Growth Management Plan - City of Kamiah (Valued @)	\$ 15,000
10/30/2006	Shopko	"Kids in Need" - Lesson Plans - Kamiah School District	\$ 850
			2006 TOTAL \$ 202,168

2/6/2007	AVISTA	PA System - Kamiah Chamber of Commerce	\$ 500
2/15/2007	Idaho Wild Rivers License Plate Fund	"Whitewater Heaven" - Kamiah Chamber of Commerce	\$ 7,800
3/4/2007	Idaho Fish & Wildlife	Tommy Robinson Pond Restoration Project - UCCF	\$ 5,000
4/13/2007	American Library Association	"Pursuit of Happiness" Books & CD - Kamiah School District (Valued @)	\$ 2,000
5/11/2007	Money Saver Community Grant	Training & Extrication Equipment - Glenwood-Caribel VFD	\$ 500
5/21/2007	Northwest Area Foundation	Horizons Phase II - FCCLA Leadership Program - UCCF	\$ 3,000
5/21/2007	Northwest Area Foundation	Horizons Phase II - Sustainability - UCCF	\$ 2,000
5/24/2007	Idaho Community Foundation	Football/Track & Field Announcer's Booth - Kamiah School District	\$ 1,442
5/24/2007	Idaho Community Foundation	Playground Equipment - UCCF (Friends of Stites)	\$ 5,000
5/30/2007	Laura Bush Foundation	Classics for High School Library - Kamiah School District	\$ 5,000
5/31/2007	Idaho Community Foundation	Kamiah Youth Leadership Program - UCCF	\$ 3,000
5/31/2007	Northwest Area Foundation	Community Visioning - Kooskia Horizons	\$ 8,500
6/5/2007	Idaho Commission on the Arts	Kooskia Opera House Feasibility Study - UCCF (Kooskia Horizons)	\$ 7,000
6/6/2007	Idaho Department of Lands	2007 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 6,700
7/20/2007	Wells Fargo	All Day, Every Day Kindergarten - Kamiah School District	\$ 2,500
7/25/2007	Idaho Travel Council	2007 Kamiah Welcome Center - Kamiah Chamber of Commerce	\$ 4,384
8/13/2007	USDA Forest Restoration	Elk City Log Sort Yard & Loader Purchase - Framing Our Community	\$ 89,000

Awarded	Grantor	Grant or Project Name	Granted
8/27/2007	Idaho Department of Health & Welfare	AED Purchase - Glenwood-Caribel VFD (Valued @)	\$ 1,500
8/27/2007	USDA Forest Service	Sort Yard/Loader Project - Framing Our Community	\$ 88,900
9/25/2007	USA Football	Equipment Grant - Kamiah School District (Valued @)	\$ 2,500
9/27/2007	USA Football Association/NFL	Football Equipment - Kamiah School District (Valued @)	\$ 2,000
9/28/2007	AAU - NFL Football	Equipment & Scholarships - UCCF (KYRA)	\$ 2,600
10/9/2007	American Library Association	School We the People "Picturing America" - Kamiah School District	\$ 2,000
10/15/2007	University of Idaho - Design	American Legion Community Building Project Design - City of Kamiah	\$ 25,000
10/18/2007	Idaho Community Foundation	Kooskia Horizons Phase I	\$ 1,500
11/14/2007	Idaho Governor's Lewis & Clark Bicentennial Committee	Long Camp Kiosk Completion Project - Kamiah Chamber of Commerce	\$ 14,365
11/14/2007	Idaho Governor's Lewis & Clark Bicentennial Committee	Long Camp Stage Mural Project - Kamiah Chamber of Commerce	\$ 23,400
12/15/2007	Inland Northwest Community Foundation	Community Strategies Grant - Framing Our Community	\$ 25,000
			2007 TOTAL
			\$ 342,091

1/25/2008	Northwest Area Foundation	Great Strides Award - Framing Our Community	\$ 140,000
2/15/2008	National Rifle Association	Trap Shooting PE Class 2007/2008 - Kamiah School District	\$ 4,159
2/25/2008	Indian Land Tenure Foundation	Nez Perce History/Life Science Curriculum - Kamiah School District	\$ 19,925
3/10/2008	Idaho Department of Commerce	GEM - Product Storage Expansion Project - Framing Our Community	\$ 49,631
3/24/2008	State of Idaho Office of Juvenile Justice	Kamiah Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,497
3/27/2008	White House Advisory Council on Historic Preservation	Preserve America Community - City of Kamiah	
3/30/2008	FishAmerica Foundation	Tommy Robinson Pond Revitalization Project - UCCF	\$ 7,500
	Department of Environmental Quality	Kamiah Wastewater Planning Letter of Intent - City of Kamiah	
	Department of Environmental Quality	Kamiah Drinking Water Planning Letter of Intent - City of Kamiah	
	Department of Environmental Quality	Kamiah Wastewater Planning Letter of Intent - City of Kamiah	
4/15/2008	Idaho Rural Partnership	Kamiah Community Review - City of Kamiah (Valued @)	\$ 25,000
5/13/2008	Inland Northwest Community Foundation	Kamiah Pool Scholarship Project - UCCF	\$ 22,275
6/1/2008	Dept. of Education	Readiness & Emergency Management for Schools - Kamiah School District	\$ 197,936
6/1/2008	Idaho Community Foundation	EMS Start-up Equipment Project - Glenwood-Caribel VFD	\$ 2,000
6/1/2008	Idaho Community Foundation	Kamiah High School Accelerated Reading Project - Kamiah School District	\$ 2,000
6/1/2008	Idaho Community Foundation	Kamiah Pool Equipment Replacement Project - UCCF	\$ 4,000
6/15/2008	Idaho Commission on the Arts	Kamiah Old Emporium Frontage Murals Project - Kamiah Chamber	\$ 10,000
6/18/2008	AVISTA	Lifeguard Class Sponsorship - UCCF	\$ 400
7/18/2008	Idaho Department of Lands	2008 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 3,000
7/18/2008	Idaho Department of Lands	2008 Volunteer Fire Assistance - Ridge Runner VFD	\$ 6,000
8/4/2008	Idaho Travel Council	2008 Kamiah Welcome Center - Kamiah Chamber of Commerce	\$ 4,875
8/18/2008	Department of Interior - Tribal	2008 Rural Fire Assistance - Glenwood Caribel VFD	\$ 9,415
8/18/2008	Department of Interior - Tribal	2008 Rural Fire Assistance - Ridge Runner VFD	\$ 2,440
10/14/2008	Idaho Community Foundation	Kooskia Horizons Phase II - UCCF	\$ 8,500
10/30/2008	Civic Ventures	Purpose Prize - Framing Our Community (Valued @)	\$ 3,000
12/11/2008	Idaho Dept. of Health & Welfare	Flex Grant - Electric Lift Purchase/EMT Training Project - City of Kamiah	\$ 25,000
12/15/2008	Office of Highway Operations & Safety	Extrication Equipment Grant - Glenwood-Caribel VFD	\$ 8,666

Awarded	Grantor	Grant or Project Name	Granted
			2008 TOTAL \$ 563,219
1/15/2009	American Library Association	We the People "Picturing America" - Highland School (Valued @)	\$ 2,000
2/6/2009	National Rifle Association	2008/09 Trap Shooting Class - Kamiah School	\$ 2,400
3/20/2009	Idaho Dept. of Criminal Justice	Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,500
3/23/2009	Homeland Security	Assistance to Firefighters - SCBA Equipment - City of Kamiah	\$ 48,005
4/9/2009	Nez Perce Tribe	Youthfest - UCCF	\$ 1,000
4/13/2009	Idaho Department of Commerce	GEM - Kamiah Vocational Education - City of Kamiah	\$ 7,800
4/15/2009	National Endowment for the Humanities	"We the People" Bookshelf - Highland School (Valued @)	\$ 4,000
4/15/2009	National Endowment for the Humanities	"We the People" Bookshelf - Kamiah School (Valued @)	\$ 4,000
4/29/2009	Idaho Department of Commerce	ICDBG - American Legion Community Center - City of Kamiah	\$ 150,000
6/3/2009	Idaho Community Foundation	Pool Scholarship Fund - UCCF	\$ 5,000
7/7/2009	Idaho Department of Lands	2009 Volunteer Fire Assistance - BPC VFD	\$ 4,185
7/7/2009	Idaho Department of Lands	2009 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 2,670
7/7/2009	Idaho Department of Lands	2009 Volunteer Fire Assistance - City of Kamiah	\$ 240
7/7/2009	Idaho Department of Lands	2009 Volunteer Fire Assistance - Ridgerunners VFD	\$ 5,080
8/6/2009	Idaho Commission on the Arts	Arts in Education - Teaching Multi-culture Appreciation thru Art - Highland School	\$ 7,154
8/7/2009	Idaho Health & Welfare	Idaho Healthcare System Preparedness - Kamiah Ambulance/City of Kamiah	\$ 16,827
9/1/2009	Idaho Commission on the Arts	Arts in Education - Sound & Shadow Project - Highland School	\$ 5,000
9/1/2009	Idaho Commission on the Arts	Quick Funds - Arts in Action - Highland School	\$ 700
9/1/2009	Idaho Commission on the Arts	Quick Funds - Lights, Camera, Action - UCCF	\$ 1,170
9/2/2009	Idaho Dept. of Health & Welfare	FY 09 EMS Dedicated Grant Program - AED - Glenwood-Caribel VFD	\$ 1,594
9/2/2009	Idaho Dept. of Health & Welfare	FY 09 EMS Dedicated Grant Program - StairPro - City of Kamiah	\$ 2,500
9/4/2009	SAMSHA	Drug Free Communities (5 years @ \$125,000/yr) - Year 2 - UCCF	\$ 625,000
9/10/2009	Sterling Savings Bank	Community Reinvestment - Kamiah KUB Mascot - UCCF	\$ 100
9/15/2009	Idaho Firefighters License Plate Funds	Technology & Training - Laptop Purchase - Glenwood-Caribel VFD	\$ 600
9/18/2009	Idaho Travel Council	2009 Welcome Center - Kamiah Chamber of Commerce	\$ 6,270
9/24/2009	USDA - RBEG	Kiln Purchase - Framing Our Community	\$ 36,732
9/29/2009	University of Idaho - Business	Business/Industrial Park Feasibility Study - City of Kamiah (Valued @)	\$ 25,000
10/8/2009	National Education Association	Books Across America - Highland School	\$ 1,000
10/8/2009	National Education Association	Books Across America - Kamiah School	\$ 1,000
10/8/2009	US Dept. of Justice	COPS - City of Kamiah	\$ 133,484
10/13/2009	ITD - Scenic Byway	Kamiah Gateway Signs & Information Kiosk - Regional Proposal - NCITA	\$ 27,000
10/29/2009	National Growing Association	2009 Hooked on Hydroponics - Highland School (Valued @)	\$ 10,000
10/30/2009	USA Football	2009 Football Equipment - Kamiah School	\$ 1,500
10/30/2009	USA Football	2009 Football Equipment - Highland School	\$ 1,500
10/30/2009	USA Football	2009 Football Equipment - UCCF (KYRA)	\$ 1,000
11/3/2009	Department of Interior - Tribal	2009 Rural Fire Assistance - BPC RFD	\$ 7,600
11/3/2009	Department of Interior - Tribal	2009 Rural Fire Assistance - Glenwood-Caribel Volunteer Fire District	\$ 5,200
11/3/2009	Department of Interior - Tribal	2009 Rural Fire Assistance - Kamiah Rural Fire Protection District	\$ 1,964

<b>Awarded</b>	<b>Grantor</b>	<b>Grant or Project Name</b>	<b>Granted</b>
11/3/2009	Department of Interior - Tribal	2009 Rural Fire Assistance - Ridge Runner VFD	\$ 8,500
11/16/2009	Idaho Heritage Trust	American Legion Community Building - UCCF	\$ 2,500
			2009 TOTAL \$ 1,174,775
1/15/2010	Northwest Area Foundation	Workforce Training & Economic Development Center - Framing Our Community	\$ 74,488
1/29/2010	US Dept. of Homeland Security	AFG - SCBA Purchase Project - Ridge Runner Fire Department	\$ 54,863
1/29/2010	US Dept. of Homeland Security	AFG - PPE Purchase Project - Glenwood-Caribel Volunteer Fire District	\$ 46,170
1/29/2010	US Dept. of Homeland Security	AFG - SCBA Purchase Project - City of Kamiah Volunteer Fire Department	\$ 57,412
2/1/2010	Idaho Dept. of Commerce	Growth Management - City of Kamiah	\$ 16,000
3/10/2010	Idaho Wild Rivers License Plate Funds	White Water River Experience - Kamiah Chamber of Commerce	\$ 2,400
3/15/2010	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,500
3/15/2010	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - KCPC/UCCF	\$ 3,000
3/26/2010	Nez Perce Tribe Sharable Funds	Youthfest - KCPC/UCCF	\$ 1,000
3/29/2010	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - Lewis County Sheriff's Office	\$ 7,500
4/14/2010	CTAI - IWAY Leadership Award	Nez Perce Tribe Appaloosa Express Transit Nomination - City of Kamiah	
4/15/2010	Americorps - LC Service Corps./Lewis-Clark State College	KCPC Administrative Assistant - UCCF (Valued @	\$ 25,000
4/26/2010	Idaho Dept. of Commerce	ICDBG - Glenwood-Caribel Fire Station Project - Idaho County/G-CVFD	\$ 290,561
4/26/2010	Department of Environmental Quality	Kamiah Wastewater Planning Letter of Intent - Elk City Water & Sewer Association	\$ 20,000
4/29/2010	Office of Energy Resources	Energy Efficiency and Conservation Lock Grant - City of Kamiah	\$ 73,590
5/18/2010	Idaho Community Foundation	Pool Mat Covers - UCCF	\$ 1,000
5/18/2010	Idaho Community Foundation	Drama Production Equipment - Highland School	\$ 500
5/18/2010	Idaho Community Foundation	Geocaching Experience - Kamiah Joint School District	\$ 792
5/18/2010	Idaho Community Foundation	EMS Extrication Equipment - Glenwood-Caribel Volunteer Fire District	\$ 1,200
5/18/2010	Moneysaver Community Appreciation Grant	EMS Extrication Equipment - Glenwood-Caribel Volunteer Fire District	\$ 400
5/27/2010	Kissler Family Foundation/Norco (ICF)	EMS Extrication Equipment - Glenwood-Caribel Volunteer Fire District	\$ 1,200
5/27/2010	Idaho Department of Health & Welfare	Benchmark Coalition Substance Abuse Prevention - KCPC/UCCF	\$ 12,000
8/4/2010	Idaho Travel Council	2010 Welcome Center - Kamiah Chamber of Commerce	\$ 8,341
9/16/2010	Department of Interior - Tribal	2010 Rural Fire Assistance - Glenwood Caribel VFD	\$ 6,100
9/16/2010	Department of Interior - Tribal	2010 Rural Fire Assistance - Ridge Runner VFD	\$ 12,100
9/16/2010	Department of Interior - Tribal	2010 Rural Fire Assistance - Kamiah Rural Fire Protection District	\$ 7,600
9/16/2010	Department of Interior - Tribal	2010 Rural Fire Assistance - BPC VFD	\$ 7,900
9/30/2010	SAMSHA	Drug Free Communities (5 years @ \$125,000/yr) - Year 3 - UCCF	\$ 125,000
10/8/2010	US Dept. of Justice	COPS - Year 2 - City of Kamiah	\$ 134,000
11/30/2010	Idaho Health Care	ASPR - Decontamination Chamber - Kamiah Ambulance	\$ 4,240
12/10/2010	Inland Northwest Community Foundation	Senior Center Building Addition Project - Kamiah Senior Citizen's Society	\$ 14,500
12/13/2010	Idaho Department of Lands	2010 Volunteer Fire Assistance - Glenwood-Caribel VFD	\$ 2,138
			2010 TOTAL \$ 1,018,495
1/5/2011	Idaho Department of Commerce	Growth Management Plan - City of Kamiah	\$ 18,000
1/11/2011	Idaho Community Foundation - Gladys E Langerosa	Pool Matt Covers	\$ 2,000

## Kamiah Grants Associates - Proposal for Grant Administrative Services

<b>Awarded</b>	<b>Grantor</b>	<b>Grant or Project Name</b>	<b>Granted</b>
2/14/2011	Idaho Horse Board	Arena Fence Improvements - Clearwater Valley Rodeo Association	\$ 800
3/4/2011	Idaho Wild Rivers License Plate Funds	White Water River Experience - Kamiah Chamber of Commerce	\$ 2,000
3/15/2011	United Dairymen of Idaho	Gym Scoreboard - Lapwai School District	\$ 5,000
4/1/2011	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - UCCF/Kamiah Community Partners Coalition	\$ 3,000
4/1/2011	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,500
4/1/2011	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - Lewis County Sheriff's Office	\$ 7,400
4/1/2011	National Rifle Association	Hunter Safety - UCCF/KCPC	\$ 3,425
5/18/2011	Idaho Community Foundation	Kamiah Senior Center - Shelves	\$ 1,000
6/1/2011	Americorp	Youth Mentors - KCPC	\$ 24,000
6/1/2011	Idaho Dept. of Health & Welfare	Idaho EMS for Children - Kamiah Ambulance	\$ 1,000
6/15/2011	Idaho Community Foundation	Food Storage Shelving Project - Kamiah Senior Citizen's Society	\$ 1,000
6/30/2011	Office of Elementary and Secondary Education	Small, Rural School Achievement Program (REAP) - Lapwai School District	\$ 18,921
7/6/2011	USDA Rural Development	Wastewater Planning - Elk City Water & Sewer Association	\$ 10,000
7/14/2011	USDA Rural Development	Kamiah Business/Industrial Park Feasibility Study - City of Kamiah	\$ 25,000
7/15/2011	Idaho Department of Health & Welfare	Benchmark Coalition Substance Abuse Prevention - KCPC	\$ 16,045
7/19/2011	Department Environmental Quality	Wastewater Planning - Elk City Water & Sewer Association	\$ 20,500
7/29/2011	Idaho Department of Health & Welfare	2012 EMS Dedicated Grant Funds - Kamiah Ambulance	\$ 2,450
8/2/2011	Idaho Travel Council	Welcome Center - Kamiah Chamber	\$ 12,485
8/2/2011	Idaho Department of Health & Welfare	2012 EMS Dedicated Grant Funds - Glenwood-Caribel QRU	\$ 2,620
8/10/2011	Idaho Department of Lands	2011 Rural Fire Assistance - Big Canyon Fire District	\$ 5,425
8/10/2011	Idaho Department of Lands	2011 Rural Fire Assistance - Glenwood-Caribel Volunteer Fire District	\$ 3,707
8/10/2011	Idaho Department of Lands	2011 Rural Fire Assistance - Kamiah Rural Fire Protection District	\$ 7,948
8/10/2011	Idaho Department of Lands	2011 Rural Fire Assistance - Ridge Runner VFD	\$ 7,100
8/10/2011	Idaho Department of Lands	2011 Rural Fire Assistance - BPD VFD	\$ 10,621
9/2/2011	SAMSHA	Drug Free Communities (5 years @ \$125,000/yr) - Year 4 - KCPC	\$ 125,000
10/8/2011	US Dept. of Justice	COPS - Year 3 - City of Kamiah	\$ 134,000
10/11/2011	Department of Education	Small Rural Schools Achievement Program - Lapwai School District	\$ 18,921
10/11/2011	Department of Education	Small Rural Schools Achievement Program - Kamiah School District	\$ 21,672
11/21/2011	Lois Lenski Covey Foundation	2011 School Library - PreK through 5th Grade Books - Lapwai School District	\$ 3,000
12/13/2011	Inland Northwest Community Foundation	Kamiah Pool Aquatic Lift Project - UCCF/City of Kamiah	\$ 6,652
12/22/2011	Idaho Public Health	Health Preparedness Program - ASPR X - Kamiah Ambulance	\$ 5,715

<b>2011 TOTAL</b>	<b>\$ 533,907</b>
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2/16/2012	Idaho Rural Partnership	Community Review - City of Lapwai (Valued @)	\$ 101,396
3/15/2012	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - Kamiah Community Partners Coalition	\$ 3,000
3/15/2012	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,500
3/15/2012	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - Lewis County Sheriff's Office	\$ 7,500
3/16/2012	ICF - Gladys E. Langroise Advised Fund	Dupont Park Playground Equipment - KCPC	\$ 2,000
3/29/2012	Idaho Wild Rivers License Plate Funds	White Water River Experience - Kamiah Chamber of Commerce	\$ 1,000

<b>Awarded</b>	<b>Grantor</b>	<b>Grant or Project Name</b>	<b>Granted</b>
4/12/2012	True Value Foundation	"Painting a Brighter Future" - Kamiah School District	\$ 1,000
4/24/2012	National Consumer Panel	"Helping Kids Get Out & Play" (Little League Field) - KCPC	\$ 10,000
5/4/2012	Idaho Transportation Dept/Idaho Smart Growth	Safe Routes to School Technical Planning Grant - KSD/City of Kamiah (Valued @)	\$ 50,000
5/4/2012	Idaho Transportation Dept/Idaho Smart Growth	Safe Routes to School Technical Planning Grant - LSD/City of Lapwai (Valued @)	\$ 50,000
5/29/2012	Laura Bush Foundation for America's Libraries	Middle/High School 6th Grade, Fiction & Non-Fiction Library Book Project - Lapwai	\$ 5,000
6/7/2012	ICF - Community Strategies	Pool Safety Equipment - UCCF/City of Kamiah	\$ 1,000
6/30/2012	Office of Elementary and Secondary Education	Small, Rural School Achievement Program (REAP) - Lapwai School District	\$ 25,316
7/27/2012	Idaho Dept. of Health & Welfare	Dedicated EMS - City of Kamiah Ambulance	\$ 641
8/5/2012	Idaho Travel Council	Welcome Center - Kamiah Chamber	\$ 13,145
8/27/2012	SAMHSA	Drug Free Communities (5 years @ \$125,000/yr.) - Year 5 - KCPC	\$ 125,000
9/20/2012	Idaho Dept. of Juvenile Corrections	Title V - City of Kamiah	\$ 80,698
10/8/2012	US Dept. of Justice	COPS - "No Cost" Year 4 - City of Kamiah	\$ 44,600
12/11/2012	Public Health - Idaho North Central District	ASPR Allotment XI - Kamiah Ambulance	\$ 8,516
			2012 TOTAL \$ 537,312
3/1/2013	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - Kamiah Community Partners Coalition	\$ 2,610
3/1/2013	Idaho Dept. of Juvenile Corrections	Enforcing Underage Drinking Laws - City of Kamiah	\$ 7,446
3/18/2013	Idaho Wild Rivers License Plate Funds	Float Trip Brochure - Kamiah Chamber of Commerce	\$ 1,500
4/17/2013	Idaho State Liquor Division	Youthfest	\$ 1,250
4/17/2013	Homeland Security	Assistance to Firefighters Grant - Regional Communication - Kamiah RFPD	\$ 685,103
5/6/2013	Moneysaver	Structure Fire Apparatus - Glenwood-Caribel Volunteer Fire District	\$ 500
5/20/2013	Idaho Community Foundation	Northern Regional - City of Peck - Peck Community Building Renovation Project - Phase I	\$ 3,500
5/20/2013	Idaho Community Foundation	Northern Regional - Lapwai Pre-School Playground Equipment Project	\$ 1,500
5/20/2013	Idaho Community Foundation	Northern Regional - Kamiah Chamber - Playground Project - Phase I	\$ 2,500
5/23/2013	Local Highway Technical Assistance Council	Local Rural Highway Investment Program FY 2014 Construction Project - Idaho Street	\$ 100,000
6/25/2013	Office of Elementary and Secondary Education	Small, Rural School Achievement Program (REAP) - Lapwai School District	\$ 25,316
6/25/2013	Idaho Dept. of Health & Welfare	Benchmark Coalition Substance Abuse Prevention - KCPC	\$ 19,720
7/2/2013	Idaho Dept. of Transportation	ADA Curb Ramp - City of Kamiah	\$ 60,000
7/19/2013	CRESH	PATHS Project - Lapwai School District	\$ 1,000
7/22/2013	Idaho Dept. of Health & Welfare	Dedicated EMS - Kamiah Ambulance	\$ 791
8/7/2013	Idaho Travel Council	Welcome Center - Kamiah & Kooskia Chambers	\$ 22,495
10/4/2013	Blue Cross of Idaho Foundation	High Five Idaho - City of Lapwai	\$ 150,000
			TOTAL 2013 To-Date \$1,085,231
			2005 - 2013 To-Date \$5,530,536

# **Client Reference Contact Information**

### Client Reference Contact Information

Organization	Contact Name	Position	Address	Telephone
City of Kamiah	Dale Schneider	Mayor	PO Box 338 Kamiah, ID 83536	(208) 935-2672
City of Kamiah Volunteer Fire Department Kamiah Rural Fire Protection District	Dan Musgrave	Chief	PO Box 338 Kamiah, ID 83536	(208) 935-2536
City of Lapwai	Ricky Hernandez	Mayor	PO Box 336 Lapwai, ID 83542	(208) 843-5613
City of Peck	Nancy Greene	Mayor	PO Box 105 Peck, ID 83545	(208) 486-0105
Elk City Water & Sewer Association	Mike Howzen	Chairman	PO Box 335 Elk City, ID 83525	(208) 842-2315
Framing Our Community	Joyce Dearstyne	Executive Director	PO Box 321 Elk City, ID 83525	(208) 842-2939
Glenwood-Caribel Volunteer Fire District	Evans "Dee" Gillins	Past Fire Chief	PO Box 333 Kamiah, ID 83536	(208) 935-0334
Idaho Dept of Lands Maggie Creek Supervisory Area	Dave Summers	Resource Supervisor/ Fire Warden	913 Third Street Kamiah, ID 83536	(208) 935-2141
JohnE's Inspection	John Elliott	Past City of Kamiah Building Inspector	12657 Indio Ave. Orofino, ID 83544	(208) 476-3904
Kamiah Ambulance	Gordon Hawkins	Head EMT	PO Box 338 Kamiah, ID 83536	(208) 935-2798
Kamiah Chamber of Commerce	Robert Simmons	President	PO Box 1124 Kamiah, ID 83536	(208) 935-2290
Kamiah Community Partners Coalition	Kelly Lineberry	President	PO Box 1397 Kamiah, ID 83536	(208) 935-2730
Lapwai School District #341	David Aiken	Superintendent	PO Box 247 Lapwai, ID 83540	(208) 843-2622
Ridge Runner Fire Department	Paul Anderberg	President	PO Box 652 Kooskia, ID 83539	(208) 926-7008
University of Idaho Dept. of Ag Economics & Rural Sociology	Debbie Gray	Community Development Grant Coordinator	PO Box 442334 Moscow, ID 83844-2334	(208) 885-4017

# **Letters of Recommendation**



Heart of the Upper Clearwater Valley

(208) 935-2672 • P.O. Box 338 • Kamiah, Idaho 83536

March 30, 2011

To Whom It May Concern:

As Mayor of Kamiah, I have had the pleasure to work with Debbie Evans of Kamiah Grants and Associates.

Approximately five years ago, the City of Kamiah contracted with Debbie to write grants in which she has done an outstanding job.

Debbie has always been very articulate, hard working and dedicated when asked to write a grant for the City of Kamiah.

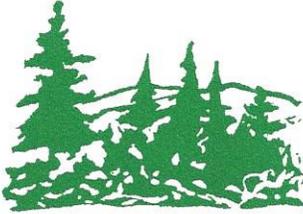
I consider Debbie a very valuable asset to the city and we are very fortunate to have contracted her services.

Sincerely,

A handwritten signature in black ink that reads "Dale Schneider". The signature is written in a cursive, flowing style.

Dale Schneider, Mayor

DS/cl



## CITY OF PECK

P.O. BOX 105  
PECK, IDAHO 83545-0105  
208-486-7791 (phone or fax)  
[cityofpeck@velocitus.net](mailto:cityofpeck@velocitus.net)

October 7, 2013

SUBJECT: Letter of Recommendation

To Whom It May Concern

The City of Peck highly recommends the services of Debbie Evans, Kamiah Grants and Associates. The City began working with Ms. Evans in 2011 as she coordinated efforts between the City and the Big Canyon Fire District for a proposed new Fire Safety Building. During these efforts, the City recognized the expertise of Ms. Evans in the grant process. The City Council formally retained her in 2012 to assist the Community with grant research and submittal for several major outstanding projects. The current issues include termite removal from the Library and Community Building, storm water drainage, septic system replacement at multiple locations, and water distribution system problems.

Ms. Evans is an exceptional communicator and has endless resources to assist our City. Her professionalism is outstanding and she is a tremendous asset for the City of Peck.

Please feel free to contact me if you have further questions.

Sincerely,

Nancy J. Greene  
Mayor, City of Peck  
208-486-7791 (City Hall)  
208-486-6482 (Home)  
[cityofpeck@qroidaho.net](mailto:cityofpeck@qroidaho.net)



Framing Our Community, Inc.

March 30, 2011

To Whom It May Concern,

This letter is to recommend Kamiah Grants as a certified grant administrator. Over a four year period, we found this organization will do their utmost to provide service and follow up in writing and administering your grant. Framing Our Community has been very pleased with their assistance in FOC's community development efforts and have considered their assistance as pivotal in getting our small business incubator planning team together and development of multiple grant proposals. They are directly responsible for one private foundation's awareness and support for our regional economic development programs, for a total of \$215,000 in funding.

Debbie Evans is the lead representative of Kamiah Grants and has proven to be competent, knowledgeable and dedicated to the success of all of the projects she has been involved in. Debbie attends town meetings, field tours, County Commission meetings, and steering committee meetings. She has provided excellent guidance through federal, state and private grant requirements and helped us comply with required documentation. Debbie has also been a great project driver, helping us manage the myriad agency relationships, billings, and arranging conference calls that enabled us to make quality decisions. She has proven to go beyond required services and feel that we would not have had the degree of success we have achieved without Debbie and her teams support. It is with confidence that I heartily endorse and recommend this effective and highly motivated group.

Sincerely,

*Joyce Dearstyne /s/*

Joyce Dearstyne  
Executive Director

Framing Our Community, Inc. P. O. Box 321, Elk City, ID 83525  
Telephone 208-842-2939 Fax 208-842-2322  
[www.framingourcommunity.org](http://www.framingourcommunity.org)



**Glenwood-Caribel  
Volunteer Fire District**

**P.O. Box 333  
Kamiah, Idaho 83536**



March 30, 2011

To Whom It May Concern:

This letter is in response to a request from Debbie Evan and Kamiah Grants. We have been associated with Debbie Evans and her grant writing skills since the very inception of our fire district over 6 years ago. She has been responsible for obtaining hundreds of thousands of grant dollars for our district and we have always found her to be forthright in her assessment of our chances of obtaining a grant and very skillful in writing the grants for us when needed. Debbie is extremely knowledgeable about the ins and outs of grant writing and grant administration.

Debbie Evans is currently serving as grant administrator for a CBDG award that she wrote for our district to complete our fire station. This grant is very large and took an extensive period of time to prepare, but Debbie handled it very professionally. She has consistently kept us up to date on expenditures and payments, and whatever else we need to do. I personally, as the project manager, could not do my job if it were not for Debbie and her assistance.

If any agency wishes to know more about our association with Kamiah Grants and Debbie Evans, please feel free to call me at area code 208/935-0334

Sincerely,

A handwritten signature in blue ink that reads "Evan D. Gillins".

Evan D. Gillins, Chief  
Glenwood-Caribel Volunteer Fire District  
1207 Glenwood Road  
Kamiah, Idaho 83536

**MAGGIE CREEK  
SUPERVISORY AREA**  
913 Third Street  
Route 2 Box 190  
Kamiah ID 83536  
Phone (208) 935-2141  
Fax (208) 935-0905



**STATE BOARD OF LAND COMMISSIONERS**  
*C. L. "Butch" Otter, Governor*  
*Ben Ysursa, Secretary of State*  
*Lawrence G. Wasden, Attorney General*  
*Donna M. Jones, State Controller*  
*Tom Luna, Sup't of Public Instruction*

March 29, 2011

RE: Debbie Evans  
Kamiah Grant Writer & Administrator  
518 Main Street  
Kamiah, Idaho 83536

To whom it may concern:

I have been associated with Debbie Evans for approximately five years. My position as Fire Warden allows me to work directly with numerous volunteer fire departments in the local area. Many of these departments operate on miniscule funds donated by home owners located within their fire protection boundaries. Financially, these departments are unable to acquire engines, equipment, training, and other items necessary to perform their public service duties.

Debbie fills a vital role with regard to these fire departments by providing professional grant writing services to them, often for free. Debbie has been extremely successful acquiring grants for these departments. Some examples include: a community development block grant to build an emergency services fire station; Department of Homeland Security Assistance to Firefighter Grants to acquire engines, turnout gear, SCBA's, radios, thermal imaging cameras, and other life safety fire fighting tools and equipment. These fire departments quite literally would not be able to provide their current services without her help.

Debbie has also directly assisted many of the local fire departments by providing grant writing workshops that enable these departments to write professional quality grants on their own. Under her very capable leadership, several of these departments have also received grants.

Not content strictly with helping fire departments, Debbie makes her services available to other emergency services providers, schools, city and county officials and a host of other public service providers. Some of these grants included computers for the schools, repair and maintenance of a public swimming pool, county road maintenance, and interoperable communications for all emergency responders.

Personally, I work with Debbie on Volunteer Fire Assistance and hazardous fuel treatment grants administered by our department. Debbie's grants are organized, accurate and easy to review. Her work is head and shoulders above many of the grant proposals I've reviewed during my 17 years with the department. I would highly recommend her for any grant writing proposals, and grant administration, you or your group are considering.

Sincerely,

A handwritten signature in blue ink that reads "David A. Summers". The signature is fluid and cursive.

David A. Summers  
Resource Supervisor/Fire Warden

***JohnE's Inspection Services LLC***

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**208-476-3904**

*John Elliott*  
12657 Indio Ave.  
Orofino, ID. 83544  
*boelliott2003@yahoo.com*

March 30, 2011

To Whom it may concern:

Debbie Evans  
Kamiah Grants & Associates  
518 Main Street  
Kamiah, ID 83536

I have worked the last year with Debbie on the American Legion building. She was the grant writer and administrator for that project. The work on the project went well and is almost finished just some painting needing to be done when the weather allows.

I am also currently working with Debbie on a grant for the Glenwood-Caribel Fire Station project. The work on that project will be finished soon. I have had a good working relationship with Debbie on both projects. She is a professional and handles the work in like manner. If chosen to do your work for you she will work for you in a professional manner.

If I can be of any other service for you please contact me at 1-208-476-3904, or email me at [boelliott2003@yahoo.com](mailto:boelliott2003@yahoo.com)

Sincerely,

A handwritten signature in cursive script that reads "John W. Elliott". The signature is written in black ink and is positioned above the printed name.

John W. Elliott

# CHAMBER OF COMMERCE

PO Box 1124 ~ KAMIAH, IDAHO 83536 ~ 208-935-2290

WWW.KAMIAHCHAMBER.COM

March 2011

To Whom It May Concern:

The Kamiah Chamber of Commerce is pleased to provide a reference for Debbie Evans, dba as Kamiah Grants & Associates. Debbie has been writing and administering grants for the Kamiah Chamber for over 5 years. During that time she has fostered partnerships among many groups in our community and the region which has resulted in more numerous and larger grant awards. She has researched, written and administered dozens of grants which have made significant, long lasting improvements for our community. She has raised awareness of Kamiah and the needs of our residents throughout the region and state by networking and communicating with a wide variety of state and local officials, funders, and agencies. Debbie has excellent bookkeeping and reporting skills as well.

In addition to her grant writing skills, Debbie has been a great asset to the Chamber and the community. From teaching swimming lessons to managing the Chamber building and in many other ways, she has had a positive impact on our community.

We highly recommend Kamiah Grants & Associates for your project.

Best regards,



Robert Simmons  
President, Kamiah Chamber of Commerce



## LAPWAI SCHOOL DISTRICT #341

P.O. Box 247  
Lapwai, Idaho 83540  
(208) 843-2622

Monday, October 07, 2013

To Whom It May Concern:

It is with great confidence I write this letter of recommendation for Debbie Evans and Kamiah Grants and Associates. The Lapwai School District has contracted with them for over two years. This successful partnership has led to numerous grant awards, more than compensating for their fee. Their rigorous and dedicated pursuit of our needs has been an asset.

Debbie has managed to organize our efforts in grant writing in a way we could not have accomplished otherwise. As state and federal accountability rises during a period of funding cutbacks, this partnership has been a crucial component to our success. Kamiah Grants and Associates have also managed to further bridge the partnerships between the Nez Perce Tribe, City of Lapwai, and Lapwai School District with Debbie as a liaison increasing communication and opportunities to collaborate.

Please do not hesitate to contact me should you require additional information. I would be happy to speak further to the benefits of this successful partnership.

Sincerely,

A handwritten signature in blue ink that reads "David M. Aiken". The signature is fluid and cursive.

Dr. David M. Aiken  
Superintendent, Federal Programs Director  
Lapwai School District #341

(208) 843-2622 extension 207  
daiken@lapwai.org

*Together, we ensure all students will reach their full potential.*  
[www.lapwaidistrict.org](http://www.lapwaidistrict.org)

# Resumes

**Deborah K. Evans**

1995 Glenwood Road • Kamiah, Idaho, 83536  
208-935-0804/208-935-0764

**Experience:**

**EVANS ENTERPRISES dba Kamiah Grants & Associates  
Kamiah Grant Writer & Administrator**

**February 2006 – Present  
Kamiah, ID**

Partnership between “Framing Our Community” (Elk City), Kamiah Chamber of Commerce, City of Kamiah, and Kamiah Joint School District #304 established to fund position. Responsible for writing grant proposal applications for needs as identified by partners. Provide grant administration services for funded projects as needed. Experienced with federal, state, tribal and private grants to include: Community Development Block Grants, USDA Rural Development, Homeland Security, Assistance to Firefighter, Bureau of Land Management, DEQ, SAMHSA DFC, National Park Service, Dept. of Education, Idaho Community Foundation, Northwest Area Community Foundation, Idaho License Plate Funds, Inland NW Community Foundation, Idaho Heritage Trust, COPS, Dept. of Energy, Idaho Juvenile Justice Commission, State of Idaho Volunteer Fire Assistance, and Idaho Commission on the Arts. Additional grant writing and administration for Upper Clearwater Community Foundation, Kamiah Community Partners Coalition, Kooskia Chamber of Commerce, Lapwai School District, Ridgerunner Volunteer Fire Department, BPC Fire Department, and Glenwood-Caribel Volunteer Fire District.

**A STITCH IN TIME  
Owner**

**February 1991 - Present  
Kamiah, ID**

Design and make reproduction period clothing covering French & Indian War, colonial, mountain man, Civil War and gunfighter era. Attend as trader at Mountain Man Rendezvous and as sutler at Civil War Reenactments. Head Trader for 2000 Pacific Primitive Rendezvous. Co-coordinator of Yosemite Lakes Rendezvous and for two 1800's America events. Publisher of Re-enactment Schedule of Events for 10 years. Author of period fabric book.

**KAMIAH/KOOSKIA COMMUNITY - REGIONAL COACH  
University of Idaho – Horizons Leadership Program**

**November 2006 – Present  
Kamiah, ID**

Phase II Community Coach - Assist community members to gain leadership skills leading to community visioning and action. Program includes a Steering Committee, Study Circles, Leadership Plenty and Community Action Plan. Phase III Regional Coach – Responsible for meeting with community steering committees or key contacts to learn about what is happening, what resources are needed, issues that have developed, provide trainings (e.g. financial literacy, youth development, community food systems, etc); coordinate and recruit participants for regional trainings; attend community and regional meetings; gather and distribute information (newsletters, press releases, social network); help identify opportunities for service learning activities (feasibility studies, business plans, bioregional planning needs, building re-use design, day-of-service projects, interest in hosting VITA Tax Site), and encourage multiple-community/regional collaboration.

**KALISPEL TRIBE OF INDIANS**  
**Program & Management Assistant**

**July 1987 – May 1989**  
**Usk, WA**

Responsible for supervision of tribal finance office personnel of payroll clerk, bookkeeper trainee and computer trainee. Established, implemented and maintained fiscal accounting of all tribal and grant programs (approx. 45) to include monthly and quarterly reports, letter of credit draw downs, invoicing, budget and scope of work modifications and projections. Reconstructed prior fiscal year records to bring into compliance. Liaison between Tribe, grantor agencies and auditors under federal regulation guidelines and Single Audit Act of 1982. Researched, developed and implementation of specialized computer fund accounting system. Identified, coordinated and scheduled training for all employees and council members. Grant writing specializing in budgetary areas. Established purchase order and property management system. Also A/P, A/R, personnel records maintenance, bank deposits and reconciliation's, office supplies, secretarial and receptionist duties.

**COEUR D'ALENE TRIBE OF INDIANS**  
**Accountant I**

**October 1980 – December 1982**  
**Plummer, ID**

Responsible for fullcharge bookkeeping of all federal grants and contracts. This included budget consultation, guideline verification, troubleshooting, grant writing, computer data preparation, monthly program and federal report preparation. Also all Tribal A/P, payroll, office supplies, finance office personnel records, bank deposits and reconciliation, supervision of secretary and general office duties as needed.

**Certificates/Awards:**

Study Circle Facilitator, Leadership Plenty Trainer, State of Idaho Community Development Block Grant Administrator, State of Idaho Rural Development Block Grant Administrator, Association of Idaho 2006 City Achievement Award, Upper Clearwater Lewis & Clark Bicentennial, National Park Service Volunteer in the Park, Idaho Commission on the Arts - *Art in Public Places*, Grant Writing USA

**References:** Furnished upon request.

**ELLEN F. BARTLETT**  
**PO BOX 485**  
**ELK CITY, IDAHO 83525**  
**(208) 842-2707**  
**Email: [ranellbartlett@live.com](mailto:ranellbartlett@live.com)**

**OBJECTIVE:**

To serve the Elk City Region by working with Framing Our Community to provide integrated programs that create jobs, improve forest and watershed conditions, and increase educational opportunities.

**QUALIFICATIONS:**

**Skills**

- Certified Idaho Community Development Block Grant Administrator
- QuickBooks and QuickBooks for nonprofit experience and knowledge
- 15 years Accounts payable/receivable experience and knowledge
- 3 years Payroll experience and knowledge
- Website creation and management
- Working knowledge of Word, Excel, and Windows

**Work Qualities**

- Works well independently or as a team member
- Motivated self-starter, dependable and reliable
- Ability to prioritize and organize
- Willing and able to learn new concepts and skills

**EDUCATION:**

**Lewis-Clark State College, Lewiston, Idaho**

Attaining a BS Degree in Business Administration with an Accounting Emphasis

QuickBooks – December, 2007

Excel-Beyond the Basics – October, 2007

Excel-The Basics – September, 2007

**Boise State University, Boise, Idaho**

Graduated in 2007 with an Associate's Degree

**CERTIFICATES:**

Certified Block Grant Administrator - 2010

Office Education Certificate from Ricks College, Rexburg, Idaho - 1990

## **EMPLOYMENT HISTORY:**

### **Framing Our Community, Inc. Office Manager**

**June 2007 – Present**

- Grant Tracking for multiple grants and agreements
- Bookkeeping: Accounts Payable, Receivable
- Payroll
- Treasurer's Reports, Agenda's and Minutes for Board Meetings
- Webhost for FOC's Website

### **Sunshine Preschool/Daycare Self-Employed**

**June 1997 - June 2007**

- Teaching young children morals and values for life
- Planning and implementing preschool projects/activities/programs
- Plan & serve Government approved nutritious meals; Paperwork
- Bookkeeping, Preparing for yearly tax reporting
- Licensing procedures for Boise City and CDHD
- Maintaining a positive working relationship with parents/children

### **Saint Luke's Regional Medical Center Accounts Payable Department**

**August 1997 – June 1999**

- Processing payable documents in an accurate and timely manner
- Ten-Key by touch
- Balancing payables
- Opening and distribution of mail/Filing
- Provide support/assistance to customers and vendors

## **REFERENCES:**

Susan Mohr  
Accounting Specialist – Idaho Power Company  
1210 West 11<sup>th</sup> Street  
Meridian, Idaho 83642  
Home: (208) 888-4040  
Work: (208) 388-2509

Shirley & Larry Biggers  
P.O. Box 121  
Elk City, Idaho 83525  
(208) 842-2912