

SUBJECT: ACCEPTING AND APPROPRIATING \$319,837 FROM THE STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR THE HUMAN SERVICES COMMUNITY MATCHING GRANT PROGRAM

AGENDA OF: September 16, 2025

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator	<div>9 / 3 / 2 0 2 5</div> <div>X P a m e l a G r a h a m</div> <div>S i g n e d b y : P a m e l a G r a h a m</div>
Department/Finance Director	<div>9 / 3 / 2 0 2 5</div> <div>X L i e s e l Z a n t o f o r C H</div> <div>S i g n e d b y : L i e s e l W e l l a n d</div>
Borough Attorney	<div>9 / 3 / 2 0 2 5</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>S i g n e d b y : N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>9 / 3 / 2 0 2 5</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i c h a e l B r o w n</div>
Borough Clerk	<div>9 / 3 / 2 0 2 5</div> <div>X B r e n d a J . H e n r y f o r</div> <div>S i g n e d b y : B r e n d a H e n r y</div>

ATTACHMENT (S) : Fiscal Note

Grant Agreement & Email (6 pp)

Ordinance Serial No. 25-109 (2 pp)

Resolution Serial No. 25-091 (2 pp)

SUMMARY STATEMENT:

The Matanuska-Susitna Borough has been awarded a Human Services Community Matching Grant (HSCMG) from the State of Alaska Department of Health and Social Services in the amount of \$316,302.00. This award includes a 30% match requirement, in the amount of \$135,558.

Following the receipt of the award, the borough received notification from the State Department of Health and Social Services of a miscalculation in their allocation formula. This

miscalculation increased the award amount to \$319,837 and match to \$137,073, a total program increase of \$5,050. That was followed by a phone call from the state grant administrator stating that due to their online system (GEMS) the original agreement must be fully executed before an amendment for the increase amount can be issued. The increased amount is being accepted and appropriated with this legislation to eliminate the need for additional legislation once the amendment is processed, and prior to funding allocation.

This grant award, along with the required 30% match, will be distributed to non-profit organizations for the provision of essential health services and treatment programs within the Matanuska-Susitna Borough.

The fiscal year 2025 capital budget included \$150,000 as match for Human Services Matching Grant program, it is our intention to use \$137,073 of this funding to meet the required match.

Legislation to allocate the grant funding will be sent forward once the applications are scored and funding recommendations are determined.

RECOMMENDATION OF ADMINISTRATION: Approve the legislation as presented.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: **September 16, 2025**

SUBJECT: ACCEPTING AND APPROPRIATING \$319,837 FROM THE STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR THE HUMAN SERVICES COMMUNITY MATCHING GRANT PROGRAM

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$456,910	FUNDING SOURCE Grant /Grant match
FROM ACCOUNT # 475.000.000 4xx.xxx (\$137,073 match)	PROJECT# 20407
TO ACCOUNT: 475.000.000 3xx.xxx (\$319,837 grant)	PROJECT # 20407
VERIFIED BY: X M e r i s s a C a r r e l l Signed by: M e r i s s a C a r r e l l	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		137.1				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds		319.8				
Other						
TOTAL		456.9				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	X L i e s e l Z a n t o Signed by: L i e s e l W e i l a n d
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Pam Graham

From: Burick, Emma C (DOH) <emma.burick@alaska.gov>
Sent: Friday, July 25, 2025 12:00 PM
To: Pam Graham
Cc: Laurance, John D (DOH)
Subject: FY26 Human Services Community Matching Grant Award Recommendation

Importance: High

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Good Afternoon, Pam,

Hoping this finds you well and that you've been enjoying this Alaskan summer.

I'm reaching out as it's been brought to our attention that the FY26 award recommendations for the HSCMG grants are not accurately reflective of the most current population data for the qualified service delivery areas. We will be issuing an award amendment to correct the recommended funding amounts so that they are in alignment with the allocation of money as stated in [Article 4. Human Services Community Match Program](#). The calculation below is based off of the most current population data available at the Department of Labor and Workforce Development:

<https://live.laborstats.alaska.gov/data-pages/alaska-population-estimates>.

For transparency, here is how we have determined the adjustments:

- **FY26 Available Funding:** \$1,387,000
- **Total Population of Qualified Boroughs (2024):** 504,401
 - **Anchorage, Municipality population estimate:** 290,761 (57.64% of total population of the qualified municipalities). Calculation: $(.5764 * \$504,401) = \$799,533.52$
 - **Matanuska-Susitna Borough population estimate:** 116,313 (23.05% of total population of the qualified municipalities). Calculation: $(.2305 * \$504,401) = \$319,837.06$
 - **Fairbanks North Star Borough population estimate:** 97,327 (19.29% of total population of the qualified municipalities). Calculation: $(.1929 * \$504,401) = \$267,629.42$

We are working through the approvals of these changes in GEMS now and hope to issue that formal change as soon as possible. For planning purposes, this will include a prior to award project deliverable to amend your proposed budget reflective of this award amount. We apologize for any inconvenience this may cause, and appreciate your understanding as we work to improve and ensure our own internal consistency.

John and I are available to answer any questions, and will provide guidance for next steps once these changes have been approved.

Gratefully,
Emma

Emma Burick | Grants Administrator III
State of Alaska, Department of Health
3601 C Street Suite 902

Grant Agreement

Program Name		Grant Award Number	161-324-26001
Human Services Community Matching Grants		Fiscal Year	2026
		Relationship Type	Sub Recipient
Approved Grant Project Budget Period		Issue Date	7/1/2025
Beginning	7/1/2025	Amount	\$316,302.00
Ending	6/30/2026	UEI	QRK7LJ2Y3RJ1
Grant Duration	Fiscal Year 1 of 1	DUNS	081482960
Name and Mailing Address of Grantee		Service Area(s)	
Matanuska-Susitna Borough 350 E Dahlia Ave Palmer, AK 99645-6411		Mat-Su Borough	
Grantee Contact	Pam Graham	Grants Administrator	Emma Burick
Grantee Phone	(907) 861-8408	Grants Administrator Phone	(907) 306-7213

Approved Budget Summary				
Cost Category BC Name	Grant Award	Match		Total Project Cost
	Total Award	Required Match	Additional Match / Project Support	
100 Personal Services	\$0.00	\$0.00	\$0.00	\$0.00
200 Travel	\$0.00	\$0.00	\$0.00	\$0.00
300 Facility	\$0.00	\$0.00	\$0.00	\$0.00
400 Supplies	\$0.00	\$0.00	\$0.00	\$0.00
500 Equipment	\$0.00	\$0.00	\$0.00	\$0.00
600 Other Costs	\$316,302.00	\$135,558.00	\$0.00	\$451,860.00
Total Direct Costs	\$316,302.00	\$135,558.00	\$0.00	\$451,860.00
700 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$316,302.00	\$135,558.00	\$0.00	\$451,860.00

Agencies expending \$750,000 or more total federal financial assistance in a fiscal year may be required to comply with the Federal Single Audit Act. This grant contains \$0.00 federal funds.

I certify that I am authorized to negotiate, execute, and administer this agreement on behalf of the agency named above, and hereby consent to the terms and conditions of this agreement including all articles listed on all pages.

Authorized Grantee Representative: Matanuska-Susitna Borough	Date
X	
Authorized DHSS Representative: Hilary Porter, Grants and Contracts Manager	Date
X	

Milestones

Please view the Award in GEMS for details on Milestones, Payments, and Reporting.

End Date	Fiscal Report	Program Report	Payment	% (Payment)
07/01/2025			Initial Advance	25
09/30/2025	Q1 CFR	Q1 Program Report	Q2 Advance	25
12/31/2025	Q2 CFR	Q2 Program Report	Q3 Advance	25
03/31/2026	Q3 CFR	Q3 Program Report	Q4 Advance	20
06/30/2026	End of Award CFR	End of Award Program Report	Final Payment	5

Federal Award Detail

Project Deliverables (Agency Tasks)

Please make sure you view in GEMS the Project Deliverables associated with this grant award. Completion of Project Deliverables may be necessary prior to full execution of this award. It is the grantee's responsibility to continuously monitor the Project Deliverables throughout the fiscal year for completion.

Terms and Conditions

1. The Department of Health/Department of Family and Community Services (grantor) and the grantee agree to comply with all applicable laws, the terms and conditions pertaining to the grant and services identified herein and incorporated into this agreement by reference, including 7 AAC 78, the Request for Proposals, the approved grant application, and the items listed below:
 - i. Special Conditions to this grant agreement,
 - ii. Privacy and Security Procedures for grantees,
 - iii. All other applicable items as required by the terms and conditions of the documents incorporated into this agreement, which may include but are not limited to: Federal Certifications, Waiver of Sovereign Immunity, and program specific reporting forms.
2. Subject to the availability of spending authority to the grantor to fund this grant and provided such spending authority is not revoked, rescinded, reduced or withheld, the grantor and grantee agree the amount awarded for the grant project is as indicated in this agreement. The grantor will promptly provide the grantee written notice if funding under this award is revoked, rescinded, reduced, or withheld and the effective date of such action.
3. The grantor's share of a grant project cost is earned only when the cost is incurred and the grantee's share of the cost has been contributed to the grant project. Receipt of funds from the grantor (either through advance or reimbursement) does not constitute earning of these funds.
4. Unless otherwise allocated in the approved grant project budget, or as approved by grantor, grantor funds shall be expended on a prorated basis with any required match or additional support funds according to their percentage of the total approved grant project budget.
5. The minimum required match is 30.00%. The grantee is agreeing to provide the matching contribution detailed in the required match column of this agreement.
6. Grant income, as defined in 7 AAC 78.950 (17), that is earned by a grantee must be used in accordance with 7 AAC 78.210. Grant income revenue and expenditures must be reported to the grantor if identified as match to this grant; and where other state and federal laws apply.
7. The grantee shall indemnify, hold harmless, and defend the grantor from and against any claim of, of liability for error, omission or negligent or intentional act of the grantee under this agreement. The grantee shall not be required to indemnify the grantor for a claim of, or liability for, the independent negligence of the grantor. If there is a claim of, or liability for, the joint negligent error or omission of the grantee and the independent negligence of the grantor, fault shall be apportioned on a comparative fault basis. The terms "grantee" and "grantor", as used within this article, include the employees, agents, and other contractors, or grantees who are directly responsible, respectively, for each. The term "independent negligence" is negligence other than in the grantor's selection, administration, monitoring, or controlling of the grantee and in approving or accepting the grantee's work.
8. Funds awarded through this grant may be reduced, withheld, or terminated by written notice from the grantor to the grantee at any time for violation by the grantee of any terms and conditions of this agreement, or when such action is deemed by the grantor to be in the best interest of the state.
9. For any licenses, permits or certifications required for a grantee to provide services under this agreement, if at any time during the term of this agreement, the required licenses, permits or certifications are in jeopardy for any reason, or have been revoked, rescinded or canceled, or a grantee otherwise loses the credentials necessary to receive a grant under either State or Federal law, the department may take whatever corrective action is necessary to protect the best interests of the clients served and the best interests of the State of Alaska.
10. General Administration:
 - i. The payment schedule including percentages and projected advance amounts are outlined in the Award section of Grants Electronic Management System (GEMS). Within 15 days after the grant agreement is fully executed, the grantor will make the initial advance payment. Subsequent advance payments will be based on receipt and approval of all required reports and compliance with grant and program requirements. Advances will equal a percentage of the total award less any funds not expended from prior advances; except that the grantor will withhold a percentage of the total award for final payment, until the grantor has received and approved all reports and the grantee has met all conditions of this agreement. If a grantee does not meet the identified Results Based Budgeting framework performance measures, the remaining 5% may be withheld. Under

circumstances necessary to the success of the grant project, advance payments may exceed the projected percentages.

- ii. Reporting schedules are outlined in the Reporting section of GEMS. The grantee will submit expenditures using Cumulative Fiscal Reports (CFR) to the grantor in the format prescribed by the grantor through GEMS. Unless the grantor approves an extension of time, the grantee will submit a CFR to reach the grantor by the due dates indicated in the Reporting section of GEMS. CFRs must advise the grantor of the grantee's expenditures for costs allowable under 7 AAC 78.160 and the terms of this agreement.
 - iii. Due with the final year-end CFR grantees must also provide to their grants administrator listed on the face page of this grant agreement a detailed list of encumbrances that have been included as current year expenditures in the year-end CFR, as required in 7 AAC 78.190(d), and defined in 7 AAC 78.950(13) or those costs will be disallowed.
 - iv. Failure to submit correct CFRs on or before the deadlines stated in the Reporting section of GEMS may result in denial of payments due to the grantee. No part of the grantee's duty to return excess funds or funds determined by audit to have been improperly expended, as required in 7 AAC 78.230 (b) and (c), is affected by this provision. The grantee will return all such excess funds to the grantor upon submission of corrected CFRs and/or audit, or immediately upon later determination that a refund is due.
 - v. Reporting schedules are outlined in the Reporting section of GEMS. The grantee will submit program reports to the grantor in the format prescribed by the grantor. Unless the grantor approves an extension of time, the grantee will submit program reports to reach the grantor by the due dates indicated in the Reporting section of GEMS. Reports must be completed in the format prescribed by the grantor and submitted through GEMS. The department shall determine, based on reporting, if the grantee has met the identified outcomes consistent with the expectations and mission of the department. This determination will aid in the department's decision regarding award and funding for subsequent years. If the program report contains Protected Health Information (PHI), the grantor will contact their Program Manager for instructions on the secure transmission of the program report. Unless otherwise noted in the special conditions of award or items 10 ii-vi, all reports not available for submission through GEMS must be coordinated with the grants administrator listed on the face page of this grant agreement.
 - vi. All proposed changes to the approved grant project are subject to the requirements of 7 AAC 78.260. Requests for budget changes subject to 7 AAC 78.260(f), shall be submitted through GEMS as a Line Item Budget Revision request (LIBR).
11. The grantee shall maintain accurate property records for all property purchased with grant money, as defined in 7 AAC 78.950(18), and make those records available to the grantor upon request in accordance with 7 AAC 78.280.

Special Conditions of Grant Award

This proposal is recommended for funding with no special conditions of award.