

**SUBJECT:** ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT OF \$40,000 FROM THE STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR THE PROJECT TO ALLOW FOR THE IMPLEMENTATION AND MANAGEMENT OF POINTS OF DISPENSING AND MEDICAL COUNTERMEASURES.

**AGENDA OF:** September 27, 2022

**ASSEMBLY ACTION:**

Adopted without objection  
10-4-22 (B) (S)

**MANAGER RECOMMENDATION:** Introduce and set for public hearing.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:** MB

Route To:	Department/Individual	Initials	Remarks
	Originator	CL	
	Emergency Services Director	KB	
	Finance Director	CL	
	Borough Attorney	MB	
	Borough Clerk	MB 9/19/22	(B) (S)

**ATTACHMENT (S) :** Fiscal Note: YES X NO         
 Ordinance Serial No. 22-108 (2 pp)  
 Resolution Serial No. 22-088 (2 pp)  
 Grant Agreement (5 pp)  
 Grant Budget Report (5 pp)

**SUMMARY STATEMENT:**

The Borough has been offered a grant from the State of Alaska, Department of Health and Social Services, in the amount of \$40,000. The funding will be used for supplies, printing services, and personnel costs to allow for the implementation and management of points of dispensing and medical countermeasures.

**RECOMMENDATION OF ADMINISTRATION:**

The administration recommends approval of the attached

legislation, which will accept and appropriate \$40,000 from the State of Alaska, Department of Health and Social Services, and approve the scope of work and budget for Project 45284, Fund 425.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: September 27, 2022

SUBJECT: Accepting and appropriating a grant in the amount of \$40,000 from the State of Alaska, Department of Health and Social Services, and approving the scope of work and budget for the project to allow for the implementation and management of Points of Dispensing and Medical Countermeasures.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$40,000</u>	FUNDING SOURCE <u>Grant</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT: <u>425.000.00 3xx.xxx</u>	PROJECT # <u>45284</u>
VERIFIED BY: <u>Ken Barkley</u>	CERTIFIED BY:
DATE: <u>9-2-22</u>	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL						
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds	<u>40.0</u>					
Other						
TOTAL	<u>40.0</u>					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: Chapman Hall DATE: 9/6/22

### Grant Agreement

<b>Program Name</b>		<b>Grant Award Number</b>	161-299-23002
Public Health Emergency Preparedness		<b>Fiscal Year</b>	2023
		<b>Relationship Type</b>	Sub Recipient
<b>Approved Grant Project Budget Period</b>			
<b>Beginning</b>	7/1/2022	<b>Issue Date</b>	8/26/2022
<b>Ending</b>	6/30/2023	<b>Amount</b>	\$40,000.00
<b>Grant Duration</b>	Fiscal Year 6 of 7	<b>DUNS</b>	081482960
<b>Name and Mailing Address of Grantee</b>		<b>Service Area(s)</b>	
Matanuska-Susitna Borough 350 E Dahlia Ave Palmer, AK 99645-6411		Mat-Su Borough	
<b>Grantee Contact</b>	Casey Cook	<b>Grants Administrator</b>	Anna Ramirez
<b>Grantee Phone</b>	(907) 861-8004	<b>Grants Administrator Phone</b>	(907)465-5079

Approved Budget Summary				
Cost Category BC Name	Grant Award	Match		Total Project Cost
	Total Award	Required Match	Additional Match / Project Support	
100 Personal Services	\$34,805.76	\$0.00	\$0.00	\$34,805.76
200 Travel	\$0.00	\$0.00	\$0.00	\$0.00
300 Facility	\$0.00	\$0.00	\$0.00	\$0.00
400 Supplies	\$4,200.00	\$0.00	\$0.00	\$4,200.00
500 Equipment	\$0.00	\$0.00	\$0.00	\$0.00
600 Other Costs	\$994.24	\$0.00	\$0.00	\$994.24
Total Direct Costs	\$40,000.00	\$0.00	\$0.00	\$40,000.00
700 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$40,000.00	\$0.00	\$0.00	\$40,000.00

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 \$40,000.00 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.*

<b>Authorized Grantee Representative: Matanuska-Susitna Borough</b>	<b>Date</b>
X	
<b>Authorized DHSS Representative: Amy Burke, Grants and Procurement Chief</b>	<b>Date</b>
X	

Milestones			
Please view the Award in GEMS for details on Milestones, Payments, and Reporting.			
End Date	Name	Type	Status
07/01/2022	Award Execution	Award Execution Date	Scheduled
09/30/2022	Q1	Fiscal Period	Scheduled
12/31/2022	Q2	Fiscal Period	Scheduled
03/31/2023	Q3	Fiscal Period	Scheduled
06/30/2023	End of Award Report(s)	Award End Date	Scheduled
06/30/2023	End of Award Payment	Award End Date	Scheduled

Federal Award Detail				
CFDA Title			Federal Agency	
National Bioterrorism Hospital Preparedness Program			Department of Health and Human Services Office of the Secretary	
CFDA #	FAIN #	Federal Funding Amount	Issue Date	Fed. Award to DHSS
93.889	NU90TP922041	\$40,000.00	7/1/2022	\$859,200.00

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 and Social 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 0.00%. 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 the Department of Health and Social Services 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

There are No Program Special Conditions or Grantee Specific Special Conditions of Award for this grant. Please be sure to check Project Deliverables for tasks that may be assigned to your award.



**Matanuska-Susitna Borough - Public Health Emergency Preparedness FY2023**  
**FY23 PAT MSB Budget Report - Original Budget**

Budget Categories	Grant Award	Required Match	Additional Match / Project Support	Total Project Budget
100 Personal Services	\$34,805.76	\$0.00	\$0.00	<b>\$34,805.76</b>
200 Travel	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
300 Facility	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
400 Supplies	\$4,200.00	\$0.00	\$0.00	<b>\$4,200.00</b>
500 Equipment	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
600 Other Costs	\$994.24	\$0.00	\$0.00	<b>\$994.24</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>
700 Indirect Costs	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL COSTS</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>

### 100 Personal Services - FY23 PAT MSB Budget Detail

100 PERSONAL SERVICES	GRANT AWARD	REQUIRED MATCH	ADDITIONAL MATCH / PROJECT SUPPORT	TOTAL PROJECT PERSONAL SERVICES
EOC Specialist	\$1,800.46	\$0.00	\$0.00	\$1,800.46
FTE: 0.0579				
Fringe: 0.00				
EOC Specialist	\$26,910.48	\$0.00	\$0.00	\$26,910.48
FTE: 0.8654				
Fringe: 0.00				
EOC Specialist Intern	\$6,094.82	\$0.00	\$0.00	\$6,094.82
FTE: 0.1960				
Fringe: 0.00				
<b>Total FTE: 1.1193</b>				
<b>Total Personal Services Expense</b>	<b>\$34,805.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34,805.76</b>

#### PERSONAL SERVICES NARRATIVE:

**\*9/16/21 Per email from Casey Cook at 9:50 am, grantee authorized GA to to add missing costs totals to all budget narratives in order to agree with budget detail and satisfy the budget revision project deliverable due prior to execution of award.**

This line item is to provide funds for 2 staff and 1 intern. Staff are allowed to work up to 29.9 hours per week and are paid \$20.00 per hour.

The main EOC Specialist point of contact staff will work up to 29.9 hours per week as considered full time as allowed by MSB policy (29.9\*20/hr.) but not to exceed 1554.8 hours in the 52 weeks. This position budget is for \$26,910.48. The FTEs amount is 0.8654. This EOC Specialist will be the primary lead to develop, implement and manage the CDC CRI MCM POD plan for the MSB. This position is not eligible for benefits. There are no match requirement for these funds.

The secondary EOC Specialist staff will work 2 hours per week as allowed by scheduling and assisting the above position (2\*20/hr.) not to exceed 104 hours the 52 weeks. This position budget is for \$ \$1,800.46. The FTEs amount is 0.0579. This EOC Specialist will support the work of the lead EOC Specialist. This position is not eligible for benefits. There are no match requirement for these funds.

The intern EOC Specialist position is hired during the summer/last quarter of the fiscal year and will work up to 29.9 hours per week as allowed by MSB policy and as allowed by scheduling and assisting the above position. This intern position scheduled to last for 12 weeks and not to exceed 358.9 hours. This position budget is for \$ 6,094.82. The FTEs amount is 0.196. This position is not eligible for benefits. There are no match requirements

for these funds.

All Staff working on this project will be tasked with review of plans, applicable MOU's (writing and partnering outreach), planning and delivering exercises, inventory management and re-supply, as well as taking associated courses to increase knowledge and skill to deliver this program. Staff will also assist the SOA PHN division in planning for delivery and implementation of POD program to the MSB.

Total Grant Costs - \$34,805.76

### 400 Supplies - FY23 PAT MSB Budget Detail

400 SUPPLIES	GRANT AWARD	REQUIRED MATCH	ADDITIONAL MATCH / PROJECT SUPPORT	TOTAL PROJECT SUPPLIES
Point of Dispensing Supplies	\$3,900.00	\$0.00	\$0.00	\$3,900.00
Program Supplies	\$300.00	\$0.00	\$0.00	\$300.00
<b>Total Supplies Expense</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,200.00</b>

**SUPPLIES NARRATIVE:**

**\*9/16/21** Per email from Casey Cook at 9:50 am, grantee authorized GA to add missing costs totals to all budget narratives in order to agree with budget detail and satisfy the budget revision project deliverable due prior to execution of award.

**Point Of Dispensing supplies:** 10 - 6 ft folding tables - \$700 / Folding chairs \$300 / Sharps containers 500 / Clipboards – \$64 / Sharpies – Fine point – \$70 / Wastebaskets 13 quart \$280 / Stanchions with retractable belt - \$500 / Sign holders - \$500 / Nitrile gloves (\$500) Replacement), Cotton balls, band-aids (\$3,900)

**Program supplies:** \$300 cleaning supplies, janitorial and housekeeping supplies. These items are intended to assist POD staff with those supplies to keep storage areas, POD sites clean and disinfected (before, during, and afterward) as deemed necessary, and during exercises.

Total Grant Costs - \$4,200

### 600 Other Costs - FY23 PAT MSB Budget Detail

600 OTHER COSTS	GRANT AWARD	REQUIRED MATCH	ADDITIONAL MATCH / PROJECT SUPPORT	TOTAL PROJECT OTHER COSTS
Printing, paper supplies, signage, lamination, etc.	\$100.00	\$0.00	\$0.00	\$100.00
Professional Printing	\$894.24	\$0.00	\$0.00	\$894.24
<b>Total Other Costs Expense</b>	<b>\$994.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$994.24</b>

#### OTHER COSTS NARRATIVE:

**\*9/16/21** Per email from Casey Cook at 9:50 am, grantee authorized GA to to add missing costs totals to all budget narratives in order to agree with budget detail and satisfy the budget revision project deliverable due prior to execution of award.

- Professionally printed materials such as signage ( Internal \$100 & External \$894.24), brochures, booklets, medical handouts, and informational leaflets.

Total Grant Costs - \$994.24