

SUBJECT: ACCEPTING AND APPROPRIATING \$294,374.00 FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES TO FUND 475, PROJECT 20398; ESTABLISHING THE SCOPE OF WORK AND BUDGET; ALLOCATION OF FUNDING TO NON-PROFIT HUMAN SERVICES AGENCIES WITHIN THE COMMUNITY; AND AUTHORIZATION FOR THE MANAGER TO ENTER INTO A GRANT AGREEMENT WITH STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES AND INTO SUB-GRANTS AGREEMENTS WITH THE NON-PROFIT AGENCIES FOR THE HUMAN SERVICES COMMUNITY MATCHING GRANT PROGRAM.

AGENDA OF: Tuesday August 4, 2020

ASSEMBLY ACTION:

Adopted without objection

8-18-20

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER:

Route To:	Department/Individual	Initials	Remarks
	Originator - K. Sollien	<i>K.S.</i>	
1	Planning and Land Use Director	<i>EP</i>	
2	Finance Director	<i>CS</i>	
3	Borough Attorney	<i>NS</i>	
4	Borough Clerk	<i>mm 7/21/20</i>	<i>KBJ</i>

ATTACHMENT (S): Fiscal Note: Yes X (1 page)
 Award Email (1 page)
 Grant Agreement (5 pages)
 Ordinance Serial No. 20-074 (2 pages)
 Resolution Serial No. 20-075 (3 pages)

SUMMARY STATEMENT:

The Matanuska-Susitna Borough was awarded a Human Services Community Matching Grant (HSCMG) in the amount of \$294,374.00 from the State of Alaska Department of Health and Social Services, to provide funds for essential health services and treatment programs within the Matanuska-Susitna Borough.

Along with this award the Borough is required to provide a 30% cash match to supplement the grant funds. This year the Borough's 30% cash match requirement is \$126,160.00. The fiscal year 2020 capital budget included \$150,000.00 as match for this project, it is our intentions to use \$126,160.00 of this funding to meet the required match.

The grant funds are combined with the borough's cash match and are allocated by the Assembly to non-profit agencies serving borough residents through the recommendations of the Health and Social Services Board. This is year one of the two-year cycle. The total available funding for year one is \$420,534.00.

Grant awards will be made to eligible non-profit organizations by application. Currently, grant applications for the 2020 funding are being review and scored by MSB employees and the Health and Human Services Advisory Board. Once grantees are selected, we will bring a new resolution to the Assembly authorizing the disbursement of funds.

RECOMMENDATION OF ADMINISTRATION:

Staff respectfully recommends the Assembly adoption of the legislation accepting and appropriating \$294,374.00 from the State of Alaska Department of Health and Social Services to fund 475, project 20398; establishing the scope of work and budget; allocation of funding to non-profit human services agencies within the community; and authorization for the manager to enter into a grant agreement with State of Alaska Department of Health and Social Services and into sub-grants agreements with the Non-profit Agencies for the Human Services Community Matching Grant Program.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: Tuesday August 4, 2020

SUBJECT: ACCEPTING AND APPROPRIATING \$294,374.00 FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES TO FUND 475, PROJECT 20398; ESTABLISHING THE SCOPE OF WORK AND BUDGET; ALLOCATION OF FUNDING TO NON-PROFIT HUMAN SERVICES AGENCIES WITHIN THE COMMUNITY; AND AUTHORIZATION FOR THE MANAGER TO ENTER INTO A GRANT AGREEMENT WITH STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES AND INTO SUB-GRANTS AGREEMENTS WITH THE NON-PROFIT AGENCIES FOR THE HUMAN SERVICES COMMUNITY MATCHING GRANT PROGRAM.

ORIGINATOR: Km Sollien, Planning Services Manager

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$420,534</u>	FUNDING SOURCE MSB Human Service Grant Match
FROM ACCOUNT: <u>480.000.000 4XX.XXX (126.100)</u> ^{match}	PROJECT # <u>9999</u>
TO ACCOUNT: <u>475.000.000 3XX.XXX</u>	PROJECT # <u>20398</u>
VERIFIED BY: <u>Kim Weiland</u>	CERTIFIED BY:
DATE: 7/15/2020	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL			<u>420.5</u>			
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Grant Funds						
State/Federal Funds			<u>294.4</u>			
Other			<u>126.1</u>			
TOTAL			<u>420.5</u>			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

APPROVED BY: Chayenne Durall DATE: 7/20/20

IM No. 18-20-147
Ordinance Serial No. 18-20-074
RS 20-075

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

Dear John Moosey:

I am pleased to inform you that your agency has been awarded Human Services Community Matching Grants grant funds from the Department of Health & Social Services (DHSS) for FY2021. Execution of your grant award is contingent upon available funding and an approved operating budget. DHSS is offering the grant award in the amount of \$294,374.00 for services offered beginning 7/1/2020 through 6/30/2021.

Responses included in this award:

- FY2021 Human Services Community Matching Grants

To view the grant award, terms and conditions, and milestones, log into GEMS using your myAlaska credentials by [clicking here](#). Once you have logged into GEMS, awards are listed in the Manage Grants tab under the Pending view. Only Agency Power Users will be able to view the awards until they assign permissions to others within the agency. **Be sure to review the Project Deliverables section of the award for any tasks that must be completed before the award can be executed.** Also, please review the Privacy and Security Procedures located under the Documents tab.

If the award amount differs from your proposed budget, you will be required to update your budget prior to signing and submitting the award. If you accept the terms set out in the award (including any required revisions), electronically sign and submit the award through GEMS no later than 15 days after receipt of this award notification. Any updated budgets will be reviewed by DHSS staff for approval prior to execution of the award. The initial advance payment will be issued as outlined in the Milestones.

This email serves as your grant award notification. A grantee may file an appeal within 15 days after receipt of notification of a grant award. If you wish to appeal your award, per Alaska Administrative Code 7 AAC 78.305, you must submit a written request for appeal to the commissioner. The request must contain the reasons for appeal and cite the statute, regulation, or terms of the grant upon which the appeal is based. To view the regulations regarding requests for appeal (7 AAC 78.305) and appeal procedures (7 AAC 78.310), click on the Documents tab in GEMS.

If you have any questions concerning your grant award, please call me at (907)465-1871, or you may email me at jennifer.rodriguez@alaska.gov

Thank you,

Jennifer Rodriguez

Im 20-147
OR 20-074
RS 20-075

Grant Agreement

Program Name	Grant Award Number	605-231-21003
Human Services Community Matching Grants	Fiscal Year	2021
	Relationship Type	Sub Recipient
Approved Grant Project Budget Period		
Beginning	7/1/2020	Issue Date
Ending	6/30/2021	Amount
Grant Duration	Fiscal Year 4 of 4	DUNS
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
Grantee Phone	(907) 861-8525	Grants Administrator Phone
Jennifer Rodriguez (907) 465-1871		

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	\$294,374.00	\$126,160.00	\$0.00	\$420,534.00
Total Direct Costs	\$294,374.00	\$126,160.00	\$0.00	\$420,534.00
700 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$294,374.00	\$126,160.00	\$0.00	\$420,534.00

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: Amy Burke, Grants and Procurement Chief	Date
X	

Milestones

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

End Date	Name	Type	Status
07/01/2020	Award Execution	Award Execution Date	Scheduled
09/30/2020	Q1	Fiscal Period	Scheduled
12/31/2020	Q2	Fiscal Period	Scheduled
03/31/2021	Q3	Fiscal Period	Scheduled
06/30/2021	End of Award	Award End Date	Scheduled

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 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 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 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

Grantee Specific Special Conditions:

1. There are no Special Conditions of award.