

**SUBJECT:** ACCEPTING AND APPROPRIATING \$50,000 FROM THE STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR PROJECT NO. 55029, FUND 445, TO PROVIDE FINANCIAL ASSISTANCE TO THE BOROUGH FOR COVID-19 VACCINE SUPPORT SERVICES.

**AGENDA OF:** July 20, 2021

**ASSEMBLY ACTION:**

*Adopted without objection. 08.03.21 KBJ*

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

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

Route To:	Department/Individual	Initials	Remarks
	Originator / DES	<i>CL</i>	
	Emergency Services Director	<i>KB</i>	
	Finance Director	<i>CX</i>	
	Borough Attorney	<i>KS</i>	
	Borough Clerk	<i>MM 7/12/21</i>	<i>[Signature]</i>

**ATTACHMENT(S):** Fiscal Note: YES *X* NO       
Ordinance Serial No. 21-071 (2 pp)  
Resolution Serial No. 21-073 (2 pp)  
State of Alaska MOA #C0621-580-A (3 pp)

**SUMMARY STATEMENT:**

The Matanuska-Susitna Borough has been offered grant funding from the State of Alaska, Department of Health and Social Services, in the amount of \$50,000. Historically, through the State of Alaska, Department of Health and Social Services, and the Statewide Disaster Declaration process, the Borough receives disaster funding reimbursements based on current disaster declarations.

The State of Alaska, Department of Health and Social Services is now managing all COVID-19 finances and reimbursements from FEMA for COVID-19 vaccine distribution, and need a mechanism to

reimburse the Borough from a federal source. This grant will allow them to do that for the Boroughs expenses related to the support of COVID-19 vaccine sites.

**RECOMMENDATION OF ADMINISTRATION:**

The administration recommends approval of the attached legislation, which will accept and appropriate \$50,000 from the State of Alaska, Department of Health and Social Services, and approve the scope of work and budget for project No. 55029, Fund 445 to provide financial assistance to the Borough for COVID-19 vaccine support services.

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: July 20, 2021

SUBJECT: Accepting and appropriating \$50,000 from the State of Alaska, Department of Health and Social Services, and approving the scope of work and budget for project No. 55029, Fund 445 to provide financial assistance to the Borough for COVID-19 vaccine support services.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>\$50,000</u>	FUNDING SOURCE <u>State of Alaska</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT: <u>445.00.00 3XX.XXX</u>	PROJECT # <u>55029</u>
VERIFIED BY: <u>Kim Winkler</u>	CERTIFIED BY:
DATE: <u>6/30/21</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		<u>50.0</u>				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds		<u>50.0</u>				
Other						
TOTAL		<u>50.0</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 DEPARTMENT: Chapman Herald DATE: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_ DATE: 7/2/2021





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Health and Social Services

FINANCE AND MANAGEMENT SERVICES  
Juneau Office

P.O. Box 110650  
Juneau, Alaska 99811-0650  
Main: 907.465.3082  
Fax: 907.465.2499

**Memorandum of Agreement (MOA) Between  
State of Alaska - Department of Health and Social Services  
Division of Public Health – COVID-19 Emergency Operations Center (DPH-EOC)**

**- and -**

**Matanuska-Susitna Borough (MSB)**

**MOA# C0621-580-A**

**I. PURPOSE AND SCOPE**

The purpose of this MOA is to provide expedited financial assistance to the MSB, to be re-imbursed by FEMA, to support COVID-19 vaccination sites and ensure equitable distribution of and access to the COVID-19 vaccine. This funding will support efforts to ensure that every person who wishes to receive a vaccine will be able to get one.

**II. THE DPH AGREES TO:**

Provide updated information on FEMA requirements and regulations if changes or updates are made to FEMA's Equitable COVID-19 Response and Recovery program.

**III. THE MSB BOROUGH AGREES TO:**

Provide equitable COVID-19 vaccine distribution support in accordance with FEMA's Equitable COVID-19 Response and Recovery program and comply with all FEMA reporting requirements.

The MSB is responsible for ensuring that all activities meet the requirements for FEMA reimbursement.

Recipient must/establish/maintain/provide all reporting elements required in FEMA's COVID-19 Equitable Response and Recovery Job Aid. Recipient will submit an initial completed FEMA *Equitable Vaccine Administration Information* template or their own version of this document with all required information within 30 days of a signed MOA with DPH. The monthly reporting period begins on the 16<sup>th</sup> of each month and ends of the 15<sup>th</sup> of the following month. Ongoing reports are due on the 18<sup>th</sup> of each month for the previous reporting period.

Failure to provide reporting requirements upon request may result in a delay or denial of reimbursement. Reporting requirements may be amended based on future guidance published by FEMA.

IM 21-143  
OR 21-071  
RS 21-073

IV. JOINT RESPONSIBILITIES:

Both parties will make a good faith effort to communicate about any issues that might arise that will impact the timeliness of activities, reporting, or payment.

V. PERIOD OF AGREEMENT AND TERMINATION:

The performance period to reimburse eligible expenditures is January 1, 2021 through September 30, 2021. This agreement will terminate on September 30, 2021 and receipts must be for activities prior to this date.

If any Party determines that the terms of the MOA will not or cannot be carried out, that Agency shall immediately consult with the other Parties to develop an amendment. If within thirty days an amendment cannot be reached, any Party may terminate the MOA upon written notification to the other Parties.

VI. TERMS OF PAYMENT

The State agrees to pay the MSB up to \$50,000 over the term of this agreement.

The Recipient will submit monthly invoices, receipts, and/or payroll documentation detailing services performed, per FEMA requirements. Submissions are due on the 18<sup>th</sup> of each month.

The invoice must:

- reference the recipient's name, address and phone number
- reference the MOA number: C0621-580-A
- include an invoice number
- Reference the Alaska Division of Public Health – COVID-19 EOC Team

Failure to include the required information on invoices may cause an unavoidable delay to the payment process. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director. The Recipient shall submit final invoices to the address specified below no later than 30 days after September 30, 2021.

Email invoices to:

[covidadmin@alaska.gov](mailto:covidadmin@alaska.gov)

(please reference *FEMA Equitable Vaccine Reimbursement Request* in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that The State shall withhold reimbursement at any time the recipient fails to comply with the terms of the MOA.

VII. UNALLOWABLE COSTS

- Resources or activities funded by another HSS Contract, grant, or MOA
- Purchase of vehicles
- Reimbursement of pre-award costs
- Research
- Indirect costs associated with the award
- Food and/or water
- Hospital bill or insurance claims
- Clinical care
- Publicity and propaganda (lobbying)

VIII. CONTACT INFORMATION

DPH-EOC primary point of contact: Maria Caruso

IM 21-143  
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Division of Public Health, COVID Program Coordinator  
Office: 907-310-6092  
Email: [maria.caruso@alaska.gov](mailto:maria.caruso@alaska.gov)

MSB primary point of contact: Casey Cook  
MSB, Emergency Manager  
Office: 907-301-5411  
Email: [casey.cook@matsugov.us](mailto:casey.cook@matsugov.us)

MSB finance contact: Cheyenne Heindel  
MSB, Financial Director  
Office: 907-861-8630  
Email: [cheyenne.heindel@matsugov.us](mailto:cheyenne.heindel@matsugov.us)

MSB additional contact: Mike Brown  
MSB, Manager  
Office: 907-861-8689  
Email: [mike.brown@matsugov.us](mailto:mike.brown@matsugov.us)

VII. SIGNATURES

By signature of the below, both parties agree to the terms of this MOA.

Matanuska-Susitna Borough

By: \_\_\_\_\_ Date: \_\_\_\_\_

Mike Brown, Borough Manager, Matanuska-Susitna Borough

State of Alaska

By: \_\_\_\_\_ Date: \_\_\_\_\_

Maria Caruso, DPH-EOC Program Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_

Heidi Hedberg, EOC/Unified Commander & DPH Director

By: \_\_\_\_\_ Date: \_\_\_\_\_

Jason Grove, DHSS Procurement Manager

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