



Financial Assistance Award

DENALI COMMISSION
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www.denali.gov

Project Number Project No. 0071-DC-2002-124

Project Title Alaska Rural Primary Care Facility Planning, Design, and Construction – FY2002

Performance Period April 15, 2002 to April 14, 2006

Recipient Name & Address
Alaska Native Tribal Health Consortium
3925 Tudor Centre Drive
Anchorage, AK 99508

Contact info:
Mr. Dan Reitz, ANTHC Project Officer
Mr. Paul Sherry, ANTHC Chief Executive Officer
Phone: (907) 729-3600
Fax: (907) 271-4734

Authority
112 Stat 1854

CFDA Number
90.100

Denali Commission Finance Officer Certification

CCE

Cost Share Distribution Table

Accounting Code	Denali Commission	Other Contributors	Total
95670000	5,316,609.97	0.00	5,316,609.97
			0.00
			0.00
			0.00
Total	5,316,609.97	0.00	5,316,609.97

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.

- Special Award Conditions and Attachments
- Line Item Budget
- OMB Circular A-133, States, Local Governments, and Non-Profit Organizations
(www.whitehouse.gov/OMB/circulars/a133/a133.html)

Administrative Requirements (check one)

- 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments
(www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html)
- 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations
(www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html)

Cost Principles (check one)

- OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments
(www.whitehouse.gov/OMB/circulars/a087/a087-all.html)
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
(www.whitehouse.gov/OMB/circulars/a122/a122.html)
- OMB Circular A-21, Cost Principles for Educational Institutions
(www.whitehouse.gov/OMB/circulars/a021/a021.html)
- 48 CFR 31.2, Contracts with Commercial Organizations

Signature of Authorized Official - Denali Commission
Jeff Staser

Typed Name and Title
Jeffrey B. Staser, Federal Co-Chair

Date
4/22/02

Signature of Authorized Official - ANTHC
Paul Sherry

Typed Name and Title
Paul Sherry, Chief Executive Officer

Date
4/23/02

Financial Assistance Award Conditions
Project No. 0071-DC-2002-I24
Alaska Rural Primary Care Facility Planning, Design, and Construction – FY2002
Alaska Native Tribal Health Consortium (ANTHC)
April 2002

1. Scope of Work

The scope of work for this Financial Assistance Award (Award) is the planning, design and construction of rural primary care facilities.

This Award initially funds the Denali Commission “Small Clinic” program for \$4,453,259.97 for projects identified in the attached “Table A – Project and Project Management Funding” and \$863,350.00 for core program services identified in attached “Table B – Core Program Funding”. The total Commission funding for this Award is \$5,316,609.97.

The scope of work for this Award provides for management of the core clinic program managed by ANTHC on behalf of the Commission, as its “post-award” partner. The core program support may be provided by hiring additional staff with duties specific to the clinic construction program, or allocation of management/workload responsibilities within the existing staff or contracts to support this additional program at ANTHC.

Table A presents project funding approved by the Denali Commission Steering Committee as well as estimated design expenses (not specifically assigned by the Steering Committee), and management expenses. The management method is based on information supplied in the sub-award recipient’s proposal. The management option will be formally designated in the recipient’s sub-award document.

Where design budgets were not specifically addressed in the Steering Committee’s recommendations or absent specific project information (i.e. use of standardized template designs, known difficult design issues, etc.), the design expenses have been estimated at 10% of the overall project costs. This percentage for design corresponds to the estimates prepared in the code and conditions surveys. It is understood that some design costs may be higher and some designs may be lower than this estimate. Adjustment to project design cost estimates may be necessary as further cost information is gained.

It is further understood that the construction funding recommended by the Steering Committee is generally based on preliminary cost estimates prepared for the code and conditions surveys. These may also require changing after final design cost estimates have been prepared. In general, the parties understand that the Commission desires independent cost estimates generated for each clinic project: a budget design estimate (used typically in Award documents) and a final project estimate (which may require Amendments to Award documents).

The FY01 ANTHC Award for the clinic program provided \$2.3 Million in bulk funding for anticipated, but unspecified health facility projects. Table A provides specific project information and allocates the FY01 funding of \$2.3 Million dollars, as well as FY02 funding.

Table B reflects the ANTHC clinic program expenses. This includes core program management, Alaska Primary Care Database System (APCDS) enhancements, and additional code and condition surveys.

The core program management is for a 1-year continuation from April 2002 through April 2003. The program was originally envisioned to manage a limited clinic construction program with relatively few large-dollar clinics, fully ready to construct. It is now understood, that the program will be modified to manage multiple, multi-phased clinic projects and will require the validation of several key facility planning components by ANTHC prior to scheduling design and/or construction.

In addition, personnel funding has been budgeted for an “optional” professional manager employed by ANTHC to support the Commission’s “Large” clinic and washeteria programs.

ANTHC will also begin the planning of a clinic “Repair/Renovation” program, which will fund multiple smaller repair and renovation projects. Therefore, the core expenses include funding for one additional staff position for this program.

Table B also presents expenses pertaining to maintenance, management software and hardware upgrades for the Alaska Primary Care Database System (APCDS). The upgrades will update database security, provide for software upgrades and subscriptions, provide for ongoing technical support of the database, include data enhancements to include Groups 3 and 4 code and conditions, and provide a dedicated SQL server for the database system. This funding is anticipated to continue the operation of the database through March 2003. The expectation of the parties is that the data system will allow live interactive research by interested groups.

Additional code and condition surveys are funded.

All Commission funding is intended for use for the scope of work identified in the Award document only. In the event there is a balance of funding after the full scope of work is completed, then the Commission (in consultation with ANTHC) will determine how the excess funds will be allocated. The final decision on how excess funds are used is a Commission decision, and may include withdrawing excess funds for reallocation to other Commission projects. ANTHC will return any unexpended project funds (based upon pro rata project contributions) to the Commission at the end of the one-year project warranty period.

2. *Award Performance Period*

The Award performance period is April 15, 2002 through April 14, 2006. This is the period during which Award recipients can incur obligations or costs against this Award.

3. *Direct and Indirect Costs*

The cost principles of OMB Circular A-122 (Cost Principles for Nonprofit Organizations) are applicable to this Award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

4. *Budget and Program Revisions*

The Administrative Circular 15 CFR Part 14 applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that ANTHC will inform the Commission in writing (e-mail, letter, or report) at the earliest possible date of any unanticipated project cost overrun, project schedule delays, or changes in the project scope or changed site conditions. The parties acknowledge that a fundamental ANTHC responsibility for “pass through” projects is to suspend project funding to sub-award recipients that are unreasonably exceeding the project budget or failing to make reasonable progress. ANTHC is to work with the sub-award recipients to develop an action plan to resolve project performance problems.

5. *Reporting*

Four forms of project reporting are required under this Award, listed below. The first quarterly reporting period is April 1 to June 30, 2002. Unless otherwise indicated, reports are due within 30 days of the end of the reporting period.

The Commission reserves the right, at a future date, to direct ANTHC to provide the progress reports in electronic format for posting on the Commission web page.

- a. Quarterly project reporting shall include both a narrative and financial summary. The narrative summary shall include a summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. The project financial status report shall show the following:
 - i. The total project budget
 - ii. The project schedule with milestone dates for design and construction
 - iii. The total amount of Denali Commission funds committed to the project
 - iv. The total project expenditures as of the end of the most recent quarter
 - v. The total expenditure of Denali Commission funds for the project as of the end of the most recent quarter
 - vi. The percentage of expenditures to the total budget; and

- vii. A project performance analysis on project line items, as defined by ANTHC, showing budget costs compared to actual expenditures and obligation to date versus work performed to date (for each line item).

- b. A final Financial Status Report (Standard Form 269 – www.whitehouse.gov/OMB/grants/index.html#forms) shall be submitted to the Commission Project Officer within 90 days after the end of the Award Performance Period. If the Award Performance Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the recipient must submit a completed Standard Form 269 annually within 90 days after the end of each anniversary of the Award date.

- c. A Labor Type, Residence, and Wage Report shall be submitted to the Commission project officer at a minimum of two times annually. At a minimum, these two reports must be submitted on or near August 1st and December 1st each year to correspond with the Alaska construction season. A Labor Type, Residence, and Wage Report must included the following information by construction project for any person employed on the construction of that project: position, place of primary residence, first check date, last check date, rate of pay per hour, payroll earnings from inception of project to date. Personal or confidential information such as Social Security numbers, names of individuals, or other information that would identify an individual should not be included in this report.

- d. Photographic documentation shall be provided to the Commission at the beginning of the project and at project completion. Photo documentation shall include a minimum of five “before” pictures showing the situation before the start of construction, 10 “during” (provided at project completion) showing work proceeding on the project, and 5 “after” to show the finished project. For minor repair and O&M projects, pictures should be provided before and after to the extent possible. Photos shall be provided as photo quality, 3x5 prints with a negative for each picture, and/or print quality electronic photos (digital images). A short description of the activity and names of those in the photos shall also be provided.

6. *Payments*

Payments under this Award will be made through the U.S. Department of Treasury’s Automated Standard Application for Payment (ASAP) system. The ASAP system is the Commission’s mechanism for requesting and delivering Federal funds to Award recipients. Your organization must be registered with the ASAP program in order to make draw downs. Please contact the Commission’s Project Manager or Finance Manager for further information about registering with the ASAP program. Payments

will be made in accordance with Administrative Circular 15 CFR Part 14. **No interest will be accrued on these funds.**

7. Award Close Out

- a. The Award closeout must be completed within 90 days of the end of the Award performance period or within 90 days of the completion of the project, whichever is earlier. The project closeout process includes the submission of both a final narrative report and financial status report. ANTHC must also request any remaining funds for expenditures under this award during this 90-day period. Please refer to the Commission guidance for project closeout for additional details on the requirements. This is available by contacting the Commission office or the Project Manager.
- b. The closeout report will include reporting on the percentage of the project that was performed through force account and the percentage of the project that was performed through the use of construction contracting (+/- 2%). Project expenditures should be tracked during project construction in order to meet this requirement.
- c. Acknowledgement of support: For all construction projects, the Award recipient shall include an acknowledgement of the Government's support for the project(s) developed under this Award. The Award recipient shall display a sign that includes the following:
 - i. The Denali Commission logo displayed on the upper right-hand quadrant;
 - ii. The phrase: "This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)";
 - iii. The logo of each partner in the lower right-hand quadrant.

The cost of this sign shall be paid out of the project funding received by the Award recipient from the Denali Commission. Final approval of signage material and placement of sign must be obtained from the Commission Project Manager.

8. Public Policy Laws and Assurances

Award Recipients are required to comply with the public policy laws and assurances on Standard Forms SF 424b (non-construction projects) or SF 424d (construction projects). This form must also be signed by a certifying official of the organization. Some of the laws are highlighted below for your reference.

To the maximum extent practicable, considering applicable laws, Funding Recipients shall accomplish the project contemplated by the Award using local Alaska firms and labor.

No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

Project level environmental reviews in accordance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are required for each project undertaken with Denali Commission funds.

9. *Project Officers & Contact Information*

Denali Commission	ANTHC
Joel Neimeyer, P.E. Denali Commission 510 ‘L’ Street, Suite 410 Anchorage, AK 99501 907-271-1459 907-271-1415 Fax jneimeyer@denali.gov	Dan Reitz, P.E. Alaska Native Tribal Health Consortium 3925 Tudor Centre Dr. Anchorage, AK 99508 907-729-3509 907-271-4734 DReitz@anthc.org

10. *Changes to the Financial Assistance Award*

Changes can take two forms.

Amendments shall be identified by sequential number followed by the Denali Commission project number (i.e. Amendment No. 2 – Project # 0001-DC-1999-I1). The Commission Federal Co-Chair and the designated representative for the ANTHC shall execute these Amendments. These documents (in Financial Assistance Award format with attached Award Conditions) define the changes to the scope of work, project schedule and estimated costs for each specific project undertaken. In general, Amendments are used for changes in funding from the Commission and/or other sources to the total project amount.

Addendums to Financial Assistance Award are in letter format from the designated Project Officer for the Commission to the designated Project Officer for the ANTHC. Addendums shall be identified by sequential letter followed by the Denali Commission project number (i.e. Addendum No. B – Project # 0001-DC-1999-I1). These Addendums shall be executed by the concurrence of the Commission Project Officer and approval by the Commission Chief of Staff. In general, Addendums are used for small changes in project scope. These addendums shall include a scope of work, negotiated cost reimbursement, a method to measure completion of work, and lastly payment method.

Table A - Project and Project Management Funding - FY2002 ANTHC Clinic Award - Project No. 0071-DC-2002-I24

ANTHC Management %	Const Cost Estimate	Community	Commission Approved Project Scope	Commission Approved Funding	Management Method	ANTHC Project Management Expenses	Denali Commission Project Funding Total (this Agreement)
5.00%	\$878,000	Arctic Village	Design	87,800.00	1	43,900.00	\$131,700.00
5.00%	\$878,000	Chalkyitsik	Design	87,800.00	1	43,900.00	\$131,700.00
5.00%	\$888,000	Chignik Lake	Design	88,800.00	2	44,400.00	\$133,200.00
5.00%	\$648,000	Evansville	Design	64,800.00	1	32,400.00	\$97,200.00
5.00%	\$579,000	Hughes	Design	57,900.00	1	28,950.00	\$86,850.00
5.00%	\$866,000	Huslia	Design	86,600.00	1	43,300.00	\$129,900.00
5.00%	\$772,000	Kaltag	Design	100,000.00	1	38,600.00	\$138,600.00
5.00%	\$864,000	Minto	Design	86,400.00	1	43,200.00	\$129,600.00
5.00%	\$746,000	Nikoli	Design	55,950.00	1	37,300.00	\$93,250.00
5.00%	\$657,000	Stevens Village	Design	65,700.00	1	32,850.00	\$98,550.00
5.00%	\$668,000	Takotna	Design	66,800.00	1	33,400.00	\$100,200.00
2.80%	\$90,927	Alakanuk	Design & Const.	90,927.00	3	2,545.96	\$93,472.96
2.80%	\$938,000	Elim	Design & Const.	620,253.00	3	26,264.00	\$646,517.00
16.50%	\$772,000	Nulato	Design & Const.	544,031.00	1	127,380.00	\$671,411.00
2.80%	\$850,000	Pilot Station	Design & Const.	620,048.00	3	23,800.00	\$643,848.00
2.80%	\$684,000	Russian Mission	Design & Const.	636,489.00	3	19,152.00	\$655,641.00
2.80%	\$902,000	Scammon Bay	Design & Const.	550,406.00	3	25,256.00	\$575,662.00
2.80%	\$761,752	Sleetmute	Design & Const.	680,038.00	3	21,329.06	\$701,367.06
2.80%	\$847,500	Stebbins	Design & Const.	680,038.00	3	23,730.00	\$703,768.00
16.50%	\$671,424	Tetlin	Design & Const.	680,038.00	1	110,784.96	\$790,822.96
Subtotal				5,950,818.00		802,441.97	\$6,753,259.97
Reduced by FY01 Funding - previously allocated				-2,300,000.00		0.00	\$0.00
Total Project Funding This Award				3,650,818.00		802,441.97	\$4,453,259.97

Note: Management method is based on Table B of Amendment No. 1 to the MOU and as defined in the sub-recipient applications.

**Table B. Core Program Funding – FY2002 ANTHC Clinic Award
Project No. 0071-DC-2002-I24**

Item No.	Description	Estimated Cost (includes ANTHC “burden” costs)	Comments
1.	Core Expenses (includes burdened costs)		
a.	“Small” clinic and “Repair/Renovation” Program Manager	\$180,500	1 FTE for 1 year
b.	Mid-Level Project Engineer	\$108,500	3/4 FTE for 1 year
c.	“Large” clinic and washeteria Project Manager	\$180,500	1 FTE for 1 year
d.	Travel and Per diem	\$ 24,000	Travel for the “Large” clinic manager to be paid for by the Commission
2.	Alaska Primary Care Database (APCDS) Expenses (these costs are not burdened)		
a.	Database Upgrades	\$ 18,750	Upgrade APCDS Application and database security, modify APCDS code and conditions data import functionality
b.	Software Upgrades and Subscriptions	\$ 11,000	Upgrade QueryMill and MapOpix Software and software subscriptions
c.	On-going Database Support	\$ 30,850	Support for Import of Code and conditions and digital images groups 3&4, develop APCDS update strategy, technical staff participation in APCDS workgroup, Application support, database queries and extractions, move of APCDS website to a new server.
d.	Computer Hardware	\$ 18,000	New-dedicated SQL server for the APCDS database.
3.	Code and Conditions Survey (these costs are burdened)	\$ 291,250	(Est. 25 Villages @ 10K per village plus 16.5%)
	Total	\$ 863,350	