

OCT 20 2003



**Financial Assistance**

**DENALI COMMISSION**  
 510 "L" Street, Suite 410  
 Anchorage, Alaska 99501  
 (907) 271-1414 (phone)  
 (907) 271-1415 (fax)  
 www.denali.gov

<b>Project Number</b>	A-2003-02
<b>Project Title</b>	Safe Harbor Inn Expansion
<b>Performance Period</b>	10/20/03 through 10/20/04

**Recipient Name & Address**

Safe Harbor Inn  
 DBA - Anchor Arms, Inc.  
 2005 East 4<sup>th</sup>  
 Anchorage, Alaska 99501  
 Phone: 907-350-3449  
 Fax: 907-868-7757

**Authority**  
 112 Stat 1854

**Denali Commission Finance Officer Certification**

*CEC*

**Cost Share Distribution Table**

Accounting Code	Denali Commission	Other Contributors	Total
95670000	\$200,000		\$200,000
Rasmuson Foundation		\$500,000	\$500,000
SOADCED		\$200,000	\$200,000
AMHFA- the Trust		\$600,000	\$600,000
Murdock Trust		\$150,000	\$150,000
Misc. Contributions		\$257,520	\$257,520
Paul G. Allen Foundation		\$100,000	\$100,000
<b>Total</b>	<b>\$200,000</b>	<b>\$1,807,520</b>	<b>\$2,007,520</b>

This Financial Assistance 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 provisions indicated below and attached. Upon acceptance by the Recipient, two signed copies 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 assistance document.

- Special Award Conditions and Attachments – Award Conditions for Project No. A-2003-02
- Line Item Budget
- OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments  
 ([www.whitehouse.gov/OMB/circulars/a133/a133.html](http://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](http://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](http://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](http://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](http://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](http://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**

10/15/03

**Signature of Authorized Official**

*Lynne Ballew*

**Typed Name and Title**

Lynne Ballew, Project Director

**Date**

10/17/03

**AWARD CONDITIONS TO THE FINANCIAL ASSISTANCE AWARD  
BETWEEN THE DENALI COMMISSION AND ANCHOR ARMS, INC.**

**SAFE HARBOR INN EXPANSION PROJECT  
October 20, 2003**

**Project No. A-2002-02**

***1. Scope of Work***

The Scope of work is shown in Attachment A, Safe Harbor Inn Expansion Project Development Budget for 26 new units totally approximately 13,545 square feet on the existing Safe Harbor Inn Site, dated October 12, 2003.

All Commission funding is intended for use for the scope of work identified in the Award document only.

This award is for up to \$200,000.

***2. Award Performance Period***

The Award performance period is October 20, 2003 through October 20, 2004. This is the period during which Award recipients can incur obligations or costs against this Award. Costs previously incurred in engineering may be counted towards the match on this project.

***3. Direct and Indirect Costs***

The cost principles of OMB A-122 are applicable to this Award. Indirect costs are not allowable under this Award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

***4. Budget and Program Revisions***

Budget and Program revisions shall be in accordance with 15 CFR 14.25. Anchor Arms, Inc. 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.

***5. Reporting***

Five forms of project reporting are required under this Award, listed below. The first quarterly reporting period is January 1, 2004. 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 Anchor Arms, Inc. to provide the progress reports in electronic format for posting on the Commission web page, or to enter reporting data directly into the Commission web-based project database.

- 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 ANCHOR ARMS, INC., 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](http://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 annually. Annual updates shall be submitted by December 1<sup>st</sup> of each year. A Labor Type, Residence, and Wage Report must include 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. 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 of project progress shall be provided with the quarterly reports for active construction projects. The photo documentation shall include a minimum of five, dated photos per quarter such that a complete record of the construction is maintained over time, from “before,” showing the situation before the start of construction, to “during” showing work proceeding on the project, and “after” to show the finished project. For minor repair and O&M projects, pictures should be provided of before and after to the extent possible. Photos may be provided as photo quality, 3x5 prints with 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.

- e. ANCHOR ARMS, INC. shall report annually the percentage of total funds (from the Commission and other sources) received used for planning, design and construction of infrastructure facilities, and/or economic development projects. In addition, this annual report will include a breakdown on how these funds were used: force account construction (including local labor wages paid, rural Alaska wages paid, and total project wages paid), and construction contracting. The 4<sup>th</sup> quarter report for the year can be used as both a quarter and annual summary report (providing both quarterly and annual financial data).

## ***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 15 CFR 14.25. **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. Recipient organizations 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. 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:
  - i. Has the Denali Commission logo displayed on the upper right-hand quadrant;
  - ii. States the following: "This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)";
  - iii. Shows the logo of each partner in the lower right-hand quadrant.

The cost of this sign may 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 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**

The ANCHOR ARMS, INC. project officer is Ms. Lynne Ballew for purposes of project management and for purposes of financial management. The Commission project officers are Ms. Denali Daniels for purposes of project management and Ms. Michelle O'Leary for purposes of financial management.

Denali Commission	Anchor Arms, Inc.
Denali Daniels 510 "L" Street Anchorage, AK 99501 (907) 271-1414 fax (907) 271-1415 ddaniels@denali.gov	Lynne Ballew 2005 E. 4 <sup>th</sup> Avenue Anchorage, AK 99501 (907) 868-7373 fax (907) 868-7757
Ms. Michelle O'Leary 510 "L" Street, Suite 410 Anchorage, AK 99501 Voice – (907) 271-1767 Fax – (907) 271-1415 moleary@denali.gov	