



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

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|---------------------------|--|
| Project Number | A-0404 |
| Project Title | Seldovia Boys & Girls Club Facility Completion |
| Performance Period | January 1, 2004 to June 30, 2004 |

Recipient Organization & Address
 Tina Marie Herford, Executive Director
 Boys and Girls Club of the Kenai Peninsula
 705 Frontage Road, Suite B
 Kenai, Alaska 99611
 Phone: (907) 283-2682
 Fax: (907) (907) 283-8190
 Recipient DUNS # 82-691-4392

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| Authority 112 Stat 1854 | CFDA Number 90.100 |
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Denali Commission Finance Officer Certification

CCG

| Accounting Code | Denali Commission | Other Contributors | Total |
|-----------------------|---------------------|--------------------|-----------|
| 95670000 | \$20,055 | | \$20,055 |
| CDBG | | \$200,000 | \$200,000 |
| CIRI | | \$100,000 | \$100,000 |
| Rasmuson | | \$100,000 | \$100,000 |
| HUD | | \$100,000 | \$100,000 |
| Individual Donations | <i>Ind</i> \$20,000 | \$30,000 | \$30,000 |
| Seldovia Villag Tribe | | \$10,000 | \$10,000 |
| Total | \$20,055 | \$530,000 | \$540,000 |

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

- Special Agreement Conditions and Attachments
- Line Item Budget
- OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments
<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Administrative Requirements (check one)

- OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments
<http://www.whitehouse.gov/omb/circulars/a102/a102.html>
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

Cost Principles (check one)

- OMB Circular A-87, Cost Principles for State, Local 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
<http://www.whitehouse.gov/omb/circulars/a021/a021.html>
- 48 CFR 31.2, Contracts with Commercial Organizations

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| Signature of Authorized Official - Denali Commission <i>Jeffrey B. Staser</i> | Typed Name and Title Jeffrey B. Staser, Federal Co-Chair | Date 4/7/04 |
| Signature of Authorized Official - Boys and Girls Club of Kenai Peninsula <i>Tina Marie Herford</i> | Typed Name and Title Tina Marie Herford, Executive Director | Date |

**CONDITIONS TO THE FINANCIAL ASSISTANCE DOCUMENT
BETWEEN THE DENALI COMMISSION AND
BOYS AND GIRLS CLUB OF KENAI PENINSULA
FOR
SELDOVIA FACILITY COMPLETION
January 2004
Project No. A-0404**

1. *Scope of Work*

Capital completion of Seldovia Boys and Girls Club facility and equipment to include the following:

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

2. *Assistance Performance Period*

The Award performance period is January 1, 2004 through June 30, 2004.

3. *Direct and Indirect Costs*

The cost principles of OMB A-87 are not applicable to this project.

4. *Budget and Program Revisions*

The Administrative Circular 15 CFR 24 applies to this project. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that Boys and Girls Club of Kenai Peninsula 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*

One form of project reporting will be required under this Assistance. One report will be required at closeout of this Agreement dated for August 1, 2004. Following guidelines shall be used:

- a. Closeout 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
 - iii. The total amount of Denali Commission funds committed to the project
 - iv. The total project expenditures and documentation (receipts, purchase order, etc.)

- 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 Performance Period. If the Performance Period is longer than one year, or if the Agreement is revised to extend the 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. Photographic documentation of project progress shall be provided. The photo documentation shall include a minimum of five, dated photos to document progress from “before,” showing the situation before the start of project, 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 attachments on the Denali Commission web-reporting tool.
- d. Payments:

Payments will be made via Electronic Funds Transfer (EFT) no sooner than two (2) weeks after and no later than four (4) weeks after receipt of the following documentation:

1. Numbered invoice on official Boys and Girls Club of Kenai Peninsula for the amount of payment requested.
2. Completed bank routing form.
3. Signed Financial Assistance documentation has been processed.

6. Agreement Close Out

- a. The Award closeout must be completed within 90 days of the end of the Agreement 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 Program 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:
 - ii. States the following: “This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)”;

7. 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.

8. Project Officers & Contact Information

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| Denali Commission Denali Daniels 510 "L" Street, Suite 410 Anchorage, AK 99501 907.271.1189 (fax) 907.271.1415 ddaniels@denali.gov | Boys and Girls Club of Kenai Peninsula Tina Marie Herford, Executive Director Micki Schiffman, Finance Director Boys and Girls Club of the Kenai Peninsula 705 Frontage Road, Suite B Kenai, Alaska 99611 Phone: (907) 283-2682 Fax: (907) (907) 283-8190 Recipient DUNS #82-691-4392 |
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