



Financial Assistance Award

DENALI COMMISSION
 510 "L" Street, Suite 410
 Anchorage, Alaska 99501
 (907) 271-1414

Project Number
0008-DC-1999-I6

Accounting Code
95X1200 95870000 95-67

Recipient Name
Alaska Humanities Forum

Recipient Address
 Alaska Humanities Forum
 421 West First Avenue, Suite 300
 Anchorage, Alaska 99501
 Tel: (907) 272-5341
 Fax: (907) 272-3979

Denali Commission Share of Cost
\$ 140,000

Recipient Share of Cost
 \$ 20,000 Rural Development
 \$28,000 Alaska Humanities Forum

Total Estimated Cost
\$ 188,000

Award Performance Period
From May 1, 2000 to April 30, 2002

Authority
112 Stat 1854

Project Title
Community Toolbox Initiatives

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.

- EDA Standard Terms and Conditions Public Works and Implementations Construction Components, dated 3/99
- Special Award Conditions and Attachments (Joint Project Agreement between the Denali Commission, the Alaska Humanities Forum, and the US Dept. of Agriculture – Rural Development)
- Line Item Budget
- 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)
- 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-133, Audits of States, Local Governments and Indian Tribal Governments (www.whitehouse.gov/OMB/circulars/a133/a133.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)
- 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)
- EDA Standard Terms and Conditions Capacity Building Programs
- Department of Commerce Financial Assistance Standard Terms and Conditions, dated 10/98
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Signature of Authorized Official - Denali Commission 	Typed Name and Title Jeffrey Staser, Federal Co-Chair	Date 5-19-00
Signature of Authorized Official - Alaska Humanities Forum 	Typed Name and Title Stephen E. Lindbeck, Executive Director	Date 5-19-00

Award Conditions to the Financial Assistance Award
Project No. 0008-DC-1999-I6 – Community Toolbox Initiatives
Alaska Humanities Forum

1. The scope of work for this project is the development of a number of community-focused planning tools, and is described in greater detail in the attached Joint Project Agreement with the Denali Commission (Commission), the Alaska Humanities Forum (Forum), and the US Department of Agriculture – Rural Development. Total Commission funding for the FORUM through this Financial Assistance Award is \$140,000; additional funding from RD is not to exceed \$20,000. RD will also provide in kind planning and management services. The Forum will provide project administration, contracting and technical support services. Commission funding is intended for use for the scope of work specified above and in the Joint Project Agreement. In the event there is a balance of funding after the scope of work is completed, then the Commission will determine how the excess funds will be allocated.
2. The Project Officer for the Forum is Mr. Stephen E. Lindbeck and for the Denali Commission Mr. Sam Kito. Sheila Selkregg, USDA Rural Development, will serve as project manager.
3. The Forum shall submit written progress reports to the Commission Project Officer quarterly (January/March, April/June, etc.). The reports are due within 30 calendar days of the end of the quarter. Interim reports are required in the event of significant project events that may extend the project schedule and/or impact the project budget. Quarterly progress reports shall include a narrative 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. These progress reports shall be sent to:

Denali Commission
510 "L" Street, Suite 410
Anchorage, AK 99501.

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

4. Two forms of project financial reports are required.
 - A. Project financial status reports shall be submitted to the Commission Project Officer quarterly (included as part of the quarterly progress reports). Included in the quarterly financial status reports shall be a project performance analysis on budgeted project line items, as defined by the Forum, showing budget costs compared to actual expenditures and obligations 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 Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the Forum must annually submit a completed Standard Form 269 within 90 days after the end of each anniversary of the award date.
5. To receive payment, the Forum must submit a “Request for Advance or Reimbursement”, (Standard Form-270 – www.whitehouse.gov/OMB/grants/index.html#forms) to the Commission Project Officer. It is expected that the Forum will forecast by letter or spreadsheet format, Commission funds or working capital advances needed on a monthly (or as needed) basis for each project. This does not preclude more frequent Commission payments, than monthly, given project specific needs. The Commission Project Officer may review all payments to determine if payments made are justified and supported by appropriate records, invoices and other documentation. The Commission reserves the right to prohibit further payments to the Forum, at any time, if discrepancies involving Commission funds arise, until such time that the discrepancies are resolved to the satisfaction of the Commission. It is anticipated that RD will jointly review pay requests to confirm status of work done to date versus requested funding. However, final approval of Commission pay requests rests with the Commission Project Officer.
 6. To the maximum extent feasible, considering applicable laws, the Forum shall accomplish the work of this Agreement utilizing local labor and small, minority owned and disadvantaged businesses.
 7. 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.
 8. Attached to these Award Conditions is the Joint Project Agreement for completing the Assessment.

5/17/00

**JOINT PROJECT AGREEMENT
BETWEEN THE
ALASKA HUMANITIES FORUM
THE
U.S. DEPARTMENT OF AGRICULTURE
THE
DENALI COMMISSION

COMMUNITY TOOLBOX INITIATIVES**

May 2000

I. PARTIES

This document constitutes an Agreement between the Alaska Humanities Forum hereinafter referred to as the Forum, the US Department of Agriculture – Rural Development hereinafter referred to as RD, and the Denali Commission, hereinafter referred to as the Commission. The Forum is a 501 (c) (3) organization, and is one of 56 state and territorial groups supported by the National Endowment for the Humanities. Both RD and the Commission are Federal agencies.

II. PURPOSE

The purpose of this Agreement is to formalize the relationships between the parties for a Community Toolbox project and associated planning initiatives.

This project addresses the respective missions of all the parties for the development and support of culturally appropriate community development. It cannot be completed as effectively without the collective funding and participation of all the parties.

III. MUTUAL INTEREST OF THE PARTIES

All the parties are interested in improving community based planning efforts. Local plans that mesh with regional and statewide planning efforts typically result in enhanced project funding, as well as projects that better meet the needs of the community.

IV. RESPONSIBILITIES OF THE PARTIES

Rural Development will provide planning expertise, project coordination and management. The Forum shall provide sufficient staffing to complete work on the community toolbox, including the incorporation of cultural materials and traditional knowledge into the work products. In addition, the Forum will provide office space, necessary equipment and administrative support services for Forum staff assigned to this project. RD may provide temporary office quarters as needed. Both RD and the Forum will pay for travel and other expenses associated with Forum project staff not to exceed \$20,000 for RD. The Forum will waive its normal 20% charge for indirect cost.

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COMMUNITY TOOLBOX INITIATIVES**

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All parties shall provide technical support by timely input of project elements and timely review of project submittals. An executive steering committee shall be established to guide this project. Representatives to this steering committee (listed below) shall be the primary point of contact for their respective agencies.

Forum Representative	RD Representative
Stephen E. Lindbeck Executive Director Alaska Humanities Forum 421 West First Avenue, Suite 300 Anchorage, AK 99501 907-272-5341 Direct Line 907-272-3979 Fax stevel@alaska.net	Sheila A. Selkregg State Director, Rural Development U.S. Department of Agriculture 800 West Evergreen, Suite 201 Palmer, AK 99645 907-761-7700 Direct Line 907-761-7783 Fax sselkreg@rdmail.rural.usda.gov (e-mail)
Commission Representative	
Al Ewing Chief of Staff Denali Commission 510 "L" Street, Suite 410 Anchorage, AK 99501 907-271-1426 Direct Line 888-480-4321 Toll Free 907-271-1415 Fax aewing@denali.gov	

Representatives shall be responsible for identifying alternative representatives to the other parties in advance of any need, which may arise.

V. APPORTIONMENT OF COSTS AND SERVICES

The Commission shall provide funding of \$140,000 for this project to the Forum on a schedule of payments agreeable to both parties.

The Forum shall provide administrative, contract and technical support services. Said services may begin prior to execution of this Agreement.

RD shall not exceed \$20,000 to the Forum for publication, travel, and other project costs on a schedule of payments agreeable to both parties, or the parties may agree to RD paying project costs directly in place of transfer of funding to the Forum.

VI. PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION

This Agreement will become effective when signed by all parties. The Agreement will terminate upon the completion of the project tasks, but may be amended at any time by mutual consent of the parties. Any party may terminate this Agreement by providing 60 days advance written notice to the other parties.

VII. OTHER PROVISIONS

Nothing herein is intended to conflict with current directives of all the parties. If the terms of this Agreement are inconsistent with existing directives of any of the agencies entering into this Agreement, then those portions of this Agreement which are determined to be inconsistent shall be invalid; but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the Agreement, all necessary changes will be accomplished by either an Amendment to this Agreement or by entering into a new Agreement, whichever is deemed expedient to the interest of all parties.

VIII. SCOPE OF WORK

The parties are committed to designing tools ensuring that value-based community decision-making can strategically direct development resources for beneficial community change. A community-based toolbox that is culturally appropriate and easy to use by Alaska rural villages is central to this goal. The planning tools to be undertaken by this project include the following.

- 1) The Community Toolbox will include simple, community-based planning including:
 - Community values
 - Maps reflecting key points and community values
 - Capital Project List — Community Infrastructure
 - Service Program List — Culture, Health and Social Services
 - Economic Opportunity — Jobs, Training and Support Infrastructure.

The Community Toolbox will allow a community to identify orderly, sustainable, and culturally appropriate development that is compatible with the community's financial management, administrative and maintenance capacity. This tool will be designed to meet the public planning process often required by federal agencies. The Forum is committed to the integration of cultural understanding within and amongst Alaska communities and the State and Federal agencies that provide programs to these communities.

- 2) A single point of entry pre-federal agency application that a community may use to request service and funding from any federal agency.
- 3) A community-based funding directory which allows a community to look up specific needs and find what resources are available for that improvement (example: day care, drug counseling, housing, community center, runway, etc.).
- 4) A map that shows what steps to take and what information is available based on where a community is in their development process and a resource guide to existing community support services.
- 5) A project-scoping sheet that outlines current infrastructure project(s).
- 6) A three-page "walking plan" that summarizes the community's needs and plan, to be used when the community meets with public officials to discuss resources for the community.
- 7) Community-based "How To" management guide: budgeting, record keeping, contracting accounting and collections.

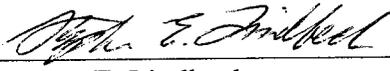
All of the above tools should help build a value-based community planning structure that allows local plans to be systematically linked to regional coordination and statewide strategies.

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COMMUNITY TOOLBOX INITIATIVES**

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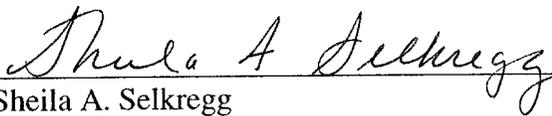
IN THE WITNESS WHEREOF, the parties have subscribed their names,

5-19-00
Date



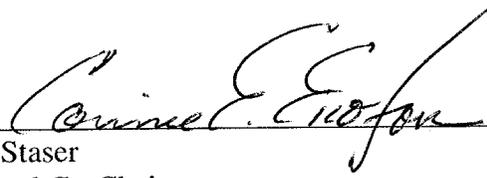
Stephen E. Lindbeck
Executive Director
Alaska Humanities Forum

5-18-00
Date



Sheila A. Selkregg
State Director, Rural Development
U.S. Department of Agriculture

5-19-00
Date



Jeff Staser
Federal Co-Chair
Denali Commission