



**Financial Assistance Award**

**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>	0133-DC-2004-E1
<b>Project Title</b>	Mini-Grant Program
<b>Performance Period</b>	Sept 3, 2004 – Dec. 31, 2007
<b>Authorizing Resolution</b>	04-14
<b>Recipient Organization &amp; Address</b>	
Alaska Department of Commerce, Community and Economic Development 550 W. 7th Avenue, Suite 1790 Anchorage, AK 99501-3510 Phone: (907) 269-4578 Fax: (907) 269-4539	
<b>Recipient DUNS # 80-938-7467    TIN # 92-6001185</b>	

<b>Authority</b> 112 Stat 1854	<b>CFDA Number</b> 90.100
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<b>Denali Commission Finance Officer Certification</b>	CEE
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**Cost Share Distribution Table**

Accounting Code	Denali Commission	Other Contributors	Total
FY04 Base funding	\$250,000		\$250,000
USDA Forest Service		\$340,000	\$340,000
			\$0
			\$0
			\$0
<b>Total</b>	<b>\$250,000</b>	<b>\$340,000</b>	<b>\$590,000</b>

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, Audits of States, Local Governments, and Non-Profit Organizations  
<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](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  
<http://www.whitehouse.gov/omb/circulars/a021/a021.html>
- 48 CFR 31.2, Contracts with Commercial Organizations

<b>Signature of Authorized Official - Denali Commission</b> 	<b>Typed Name and Title</b> Jeffrey B. Staser, Federal Co-Chair	<b>Date</b> 9-17-2004
<b>Signature of Authorized Official - Alaska Department of Commerce, Community &amp; Economic Development</b> 	<b>Typed Name and Title</b> Michael L. Black, Director, Division of Community Advocacy	<b>Date</b> 9/17/2004

***Award Conditions to the Financial Assistance Award  
Between the Denali Commission and  
Alaska Department of Commerce, Community and Economic Development  
For Mini-Grant Program  
Project No. 0133-DC-2004-E1***

***1. Scope of Work***

The funds provided herein are to be used by the Alaska Department of Commerce, Community & Economic Development (DCCED) for the Mini-Grant Program. DCCED shall administer the Mini-Grant Program as jointly agreed to between DCCED and Denali Commission staff. DCCED is responsible for managing all aspects of the grant program, but is not required to provide any matching funds to receive this award.

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 remaining after the full scope of work has been completed, the Denali Commission shall determine how the excess funds will be allocated.

***2. Milestones***

The following milestones are identified as the major steps to be completed as part of each sub-project. As part of each progress report, recipients shall update the progress toward meeting these milestones (see section 7, Reporting).

	Planned		Actual	
	Start	End	Start	End
Award Pending				
In-Progress				
Project Close-out				

***3. Award Performance Period***

The Award performance period is September 3, 2004 through December 31, 2007. This is the period during which Award recipients can incur obligations or costs against this Award.

***4. Direct and Indirect Costs***

The cost principles of OMB Circular A - 87 are applicable to this Award. Indirect costs up to 2% are allowable under this Award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

***5. Budget and Program Revisions***

The Administrative Circular A-102 applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that the Alaska Department of Commerce, Community and Economic Development 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.

## **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 Program Manager or Finance Manager for further information about registering with the ASAP program. Payments shall be made in accordance with Administrative Circular A-102. **No interest will be accrued on these funds.**

## **7. Reporting**

Three forms of project reporting are required under this Award, listed below. The Alaska Department of Commerce, Community and Economic Development shall submit reports using the Denali Commission's on-line Project Database System, available at [www.denali.gov](http://www.denali.gov). If there are technical limitations which may prevent the recipient from meeting this requirement, please contact the Program Manager listed in this agreement.

- a. **Progress Reports** shall be submitted on a semi-annual basis. The first reporting period is July 1 – December 31, 2004, and every six months thereafter. Reports are due within 30 days of the end of the reporting period. Progress reports shall include the following:
  - i. Total project funding, including both Denali Commission funding and other project funding sources.
  - ii. The total project expenditures for the project as of the end of the reporting period, including both Denali Commission and Other funding sources.
  - iii. Update schedule and milestone information as identified in paragraph 2. Milestones.
  - iv. 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.
  - v. Photographic documentation: The final written performance report should be submitted no later than 90 days from the expiration date of this award, and should include photo documentation of the individual construction projects. At a minimum, the final performance report should include "before", "during" and "after" photos, showing (a) the situation before the start of construction, (b) people working on the project, and (c) the finished project. Photo documentation should be supplied in the form of photo quality 3x5 prints and/or print quality electronic photos (digital images).

To compile these photographs, DCCED will strongly encourage the sub-recipient grantees (communities) to take pictures of the individual projects in the various stages of construction, as specified in the preceding paragraph, and to identify those photographs for immediate submission to DCCED. It is the sole responsibility of the sub-recipient grantees to take and produce the photographs. DCCED merely serves as a compiler of the photographs and will not be held liable if any of the sub-recipient grantees fail to comply.

- b. **Federal Single Audits** shall be submitted annually, when required. In accordance with OMB Circular A-133, which requires [subpart 200] “Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. [subpart 205] The determination of when an award is expended should be based on when the activity related to the award occurs.”

Recipients shall also submit single audits to the Federal Clearinghouse designated by OMB. Information can be found on the following web-site:

<http://harvester.census.gov/sac/>

## **8. Project Close-Out**

The project close-out shall 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. Recipients must also draw down any remaining funds for expenditures incurred under this award during this 90-day period.

The Project Close-out report shall be submitted on-line through the Denali Commission’s on-line Project Database System, available at [www.denali.gov](http://www.denali.gov). The project close out will require the recipient to submit the following information:

- a. Final data for each item listed in paragraph 7(a) “Progress Reports”
- b. Acknowledgement of support: For all construction projects, the Award recipient shall display a sign that acknowledges the Government’s support for the project(s) developed under this Award. The Commission will provide an appropriate sign. The Award recipient must request an indoor and/or an outdoor sign from the Commission office. Pickup or delivery of the sign can be arranged at that time.
- c. Acknowledgement of support: For all non-construction projects, the Award recipient shall include an acknowledgement of the Government’s support for the project(s) developed under this Award. The format for acknowledgement of the Government’s support for non-construction awards will vary with each award and must be agreed upon between the Award recipient and the Denali Commission Project Manager. Costs associated with this requirement shall be paid out of the project funding received by the Award recipient from the Denali Commission.

### ***9. 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.

### ***10. Non-Compliance with Award Conditions***

Recipients not in compliance with the terms and conditions of this Financial Assistance Award will be notified by the Denali Commission. The Denali Commission will work with the recipient to identify the steps necessary to bring them back into compliance, and will establish an appropriate time frame for the corrections to be made. If the corrections have not been made by the deadline, the Denali Commission reserves the right to either suspend or unilaterally terminate the Financial Assistance Award for non-performance.

### ***11. Program Manager, Financial Manager & Other Contact Information***

Denali Commission	Alaska Department of Commerce, Community and Economic Development
Paul McIntosh 510 L Street, Suite 410 Anchorage, AK 99501 (907) 271-1640 (907) 271-1415 (fax) pmcintosh@denali.gov	Jo E. Grove 211 Cushman Street Fairbanks, AK 99701 (907) 451-2716 (907) 451-2742 (fax) jo_grove@commerce.state.ak.us