



Financial Assistance Award

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

Award Number	358-07
Award Title	Pre-Development Program
Performance Period	July 1, 2007 to June 30, 2009
Authorizing Resolution	07-04

Recipient Organization & Address
 The Foraker Group
 161 Klevin Street, Suite 101
 Anchorage, AK 99508
 Phone: (907) 743-1200
 Fax: (907) 276-5014

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

Recipient DUNS # 087 135 260 TIN # 92-0177787

Cost Share Distribution Table

Accounting Code	Denali Commission	Other Contributors	Total
95670000	\$300,000		\$300,000
Rasmuson		\$240,000	\$240,000
Alaska Mental Health Trust		\$500,000	\$500,000
Total	\$300,000	\$740,000	\$1,040,000

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in duplicate and constitutes an obligation of federal funding. By signing the documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, a signed Award document shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the other 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>
- 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)
http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.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

Signature of Authorized Official - Denali Commission 	Typed Name and Title George J. Canelos, Federal Co-Chair	Date 9/21/07
Signature of Authorized Official - The Foraker Group 	Typed Name and Title Dennis McMillian, President/CEO Vice President - Leumw CABH	Date 9/23/07

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

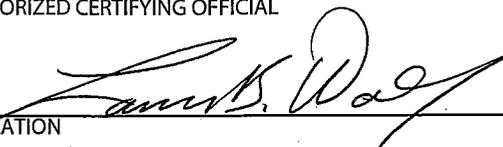
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
Dennis McMillian 		President/CEO Vice President	
APPLICANT ORGANIZATION		DATE SUBMITTED	
The Foraker Group		Award 358-07 9-23-07	

***Award Conditions to the Financial Assistance Award
Between the Denali Commission and The Foraker Group
For the Pre-Development Program
Award No. 358-07
September 2007***

1. Scope of Work

This Agreement with The Foraker Group (TFG) pertains to the Denali Commission's (Commission's) financial contribution to project pre-development activities through the collaboration defined in the July 21, 2006 Memorandum of Understanding for a Pre-Development Program.

As outlined in the *Memorandum of Understanding*, the Commission, the Rasmuson Foundation, the Alaska Mental Health Trust Authority and the Foraker Group agreed to provide pre-development services on behalf of the partnering agencies to partnering agency clients.

For purposes of this award, the Commission commits \$300,000 toward pre-development activities. Activities, scope and budgetary requirements are specifically outlined in the FY08 Pre-Development Work Plan, *attached*.

All Commission funding is intended for use for the scope of work identified in the Award document only. Any balance of funds remaining after the full scope of work has been completed will be returned to the Denali Commission.

2. Milestones

The following milestones are identified as the major steps to be completed as part of the project. "Planned" dates for the first milestone are included here. As part of each progress report, recipients shall update the progress toward meeting these milestones (see section 7, Reporting).

See the attached Work Plan Schedule for specific activities to be accomplished within the fiscal year. Progress on these activities will be reported quarterly.

Milestone	Planned		Actual		Units	Total Cost At Completion
	Start Date	End Date	Start Date	End Date		
Complete FY'08 Activities	07/01/07	06/30/08			0	\$0.00
Complete FY'09 Activities	07/01/08	06/30/09			0	\$0.00
Project Close-out	07/01/09	09/30/09			0	\$0.00

3. *Award Performance Period*

The Award performance period is July 1, 2007 through June 30, 2009. 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-122 are applicable to this Award. Indirect costs up to 5% 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 2 CFR Part 215 (formerly OMB A-110), applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that The Foraker Group 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. The Foraker Group must be registered with the ASAP program in order to make draw downs. Please contact the Commission's Finance Manager at (907)-271-1414 for further information about registering with the ASAP program. Payments shall be made in accordance with 2 CFR Part 215. **No interest will be accrued on these funds.**

7. *Reporting*

Three forms of project reporting are required under this Award, listed below. The Foraker Group shall submit reports using the Denali Commission's on-line Project Database System, available at 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 quarterly basis. The first reporting period is July 1, 2007 to September 30, 2007, and quarterly 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. Updated schedule and milestone information as identified in the Scope of Work
 - iv. Narrative summary of the project status and accomplishments to date, any problems, overruns and delays, including any type of litigation related to the project; 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. **Non-Construction Projects** For minor repair and renovation projects or other non-construction projects, pictures should be provided of before and after, or photos that are representative of the funded activity, to the extent possible. Photos shall be provided in a digital format as part of the on-line report. A short description of the activity and names of those in the photos shall also be provided.
- b. **Standard Form 269A Financial Status Report – Short Form (SF269A)** shall be submitted on a quarterly basis via fax, e-mail or mail. As with the Progress Reports, the SF269A is due within 30 days of the end of the quarter and a final SF269A is due within 90 days of the end of the Award Performance Period. Please note the following:
- i. This report cannot yet be submitted through the Denali Commission On-line Project Database and therefore must be submitted via fax, e-mail or mail.
 - ii. This form is available on the Internet at <http://www.whitehouse.gov/omb/grants/sf269a.pdf>. A link to this site is also available on the Commission's website, www.denali.gov, under the "Finance" section. A Guide to Completing the SF269A can also be found on the Denali Commission's website under the "Finance" section.
 - iii. The SF269A may be filled out electronically using the above link. However, the completed SF269A must be printed and signed, and then the completed SF269A must be submitted to the Denali Commission via mail, fax or as a PDF attachment to an e-mail to finance@denali.gov.
 - iv. If you have multiple projects under a single Financial Assistance Award, the SF269A is required ONLY for the award as a whole, not for the individual projects.
- c. **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 as designated by OMB. Information can be found on the following web-site:
<http://harvester.census.gov/sac/>

8. *Project/Award Close-Out*

The project close-out report 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. 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. Final project expenditures itemized by the following categories: planning & design; materials & equipment; freight; labor; project administration/overhead and other expenses.
- 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. Acknowledgement consists of full recognition of the Denali Commission involvement in all Pre-Development activities as outlined in the FY08 Work Plan through all pertinent program activities. 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.

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	The Foraker Group
Sharon Lind Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-5217 Fax: 907-271-1415 E-mail: slind@denali.gov	Chris Kowalczewski Program Manager 161 Klevin Street, Suite 101 Anchorage, AK 99508 Phone: 907-743-1203 Fax: 907- 276-5014 Email: ckowalczewski@forakergroup.org
Betty Sorensen Grants Administrator 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3415 Fax: 907-271-1415 E-mail: bsorensen@denali.gov	George Hieronymus Chief Operations Officer 161 Klevin Street, Suite 101 Anchorage, AK 99508 Phone: 907-743-1210 Fax: 907- 276-5014 Email: ghieronymus@forakergroup.org

12. Other project specific paragraphs may be added here

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



Annual Work Plan for the Pre-Development Program For FY 2008

July 2007

In accordance with the Memorandum of Understanding between The Foraker Group, the Denali Commission, the Alaska Mental Health Trust Authority, and the Rasmuson Foundation (the Partners), this document outlines the goals and the tasks for the Pre-Development Program for Fiscal Year 2008 (July 1, 2007 to June 30, 2008).

- I. Goal Statement:** The purpose of the Pre-Development Program is to present the Partners with capital projects that have been professionally and thoroughly reviewed for organizational capacity, program worthiness, appropriateness of size and site, sustainability, reasonable cost, and achievable funding plan. The Partners will be provided with the information needed for their respective determinations that a project is “ready to fund” and “worthy of funding”.
- II. Roles and Responsibilities:** The Pre-Development Program will oversee the process by which projects are evaluated and provided assistance. In general, the Partners’ Program Officers will be responsible for providing the evaluations and recommendations on organizational capacity, program planning, and financial feasibility. The Pre-Development Program will have primary responsibility for evaluation and recommendations on site and facility planning. A full description of the assigned responsibilities will be found in the “Pre-Development Process Responsibility Matrix” in Appendix A.
- III. Project Priorities for FY 2008:** Projects selected for inclusion in the Pre-Development Program will be prioritized on the following criteria:
 - A. The project is sponsored by two or more of the funders
 - B. The organization has demonstrated the capacity to be successful in carrying out the project.
 - C. The organization has shown commitment to the project
 - D. The project has completed most pre-development tasks – i.e. requires minimal assistance
 - E. Special circumstances exist such as natural disasters or earmarked funding

F. The project belongs to a "cohort". In FY 2008 the recognized cohorts are domestic violence shelters, Bring the Kids Home facilities, senior housing, and libraries/museums.

IV. Level of Services to be Provided: Each project accepted into the Pre-Development Program will be assigned to one of the following levels of service: 1) review only, 2) review and limited technical assistance, or 3) review, project management, and technical assistance. The assignment of level of service will be made on the basis of the organization's requirements, the funders' requests, and the capacity of the Program to take on more projects.

V. FY2008 Task List

A. Training

- 1) **Quarterly Workshops for Organizations** on the Pre-development process, organizational financial capacity, and capital fund raising. The workshops will be made available through The Foraker Group and will be available to any interested organization whether they have been accepted into the Pre-Development Program or not. Organizations accepted into the Program could be required to take the workshop. The workshops will be offered at regional centers around the state. *Target Dates: September, December, April, June*
- 2) **Partner's Program Officers Workshop** on the Pre-Development Program and the process for referring projects. *Target Date: August*
- 3) **Cost Estimating Training** to Partners and other funding agencies (DHSS, AHFC, USDA, and HUD). Prior to the cost estimating workshop provide an overview of the Pre-development Program for the other funding agencies. *Target Date: September*
- 4) **Contractors Session** on the Pre-Development Program, its goals, and its values. *Target Date: November*
- 5) **Funders' Forums** *Target Dates: July, September*
- 6) **New Courses-** Develop at least two additional courses on pre-development topics for inclusion in The Foraker Group course schedule next year. One course under consideration would cover loans and other types of financing for capital projects. *Target Date: June 2008*

B. Reporting/Project Tracking

- 1) Keep the Partners informed through monthly email reports and quarterly meetings. *Quarterly Meeting Target Dates: July, October, January, April.*
- 2) Keep the Partners informed on project information by maintaining a project list that includes projects going through the application process and potential projects as well as those on the priority list. *Update Monthly*
- 3) Keep the Partners informed on the progress of projects by developing and maintaining a calendar that summarizes application periods and deadlines for capital funding for the Partners and other major funders and schedules project progress accordingly. *Develop by October*
- 4) Provide a semi-annual evaluation of the Pre-Development Program that covers both successes and failures and that quantifies the impact the Program has on projects.

C. Policies and Procedures:

- 1) Define what is meant by a project being "complete" and ready to come off the list. *Target Date: August, 2007.*
- 2) Develop policies on funding caps per project by service level. *Target Date: September 2007.*
- 3) Establish guidelines for cost sharing by organizations on project related expenses. *Target Date: October 2007*
- 4) Determine the Pre-Development Program's role on projects not ready for inclusion in the Program. *Target Date: November 2007.*
- 5) Determine the Pre-Development Program's role on projects which have completed the Program. *Target Date: December 2007.*
- 6) Determine how to handle the funding and prioritization of Partner initiated projects. *Target Date: February 2008.*
- 7) Develop a long term fiscal plan for equitable and sustainable funding of the Pre-Development Program by the Partners. *Target Date: March 2008*
- 8) Address the issue of adding new Partners. *Target Date: May 2008.*

D. Establish Relationships to Strengthen the Program:

- 1) Hold a meeting of the "Gray Hairs" (i.e. expert technical advisors) to evaluate the Pre-Development Program and determine how they can contribute to its success. *Target Date: October.*
- 2) Acquire additional technical assistance through contracts for project management and specific program areas. *Target Date: September*
- 3) Develop a working relationship with AHFC, DHSS, the Denali Commission's agents, and other program partners of the funders. *Target Date: March 2008.*

VI. Budget

The three funding Partners operate on different fiscal years and have awarded grant funds to the Program for different periods of time. At the start of FY '08 there will be a total of \$465,363 available to cover the period through March of '09. The Denali Commission has approved the award of an additional \$300,000 for this period and it is expected that the award will be made shortly after the start of the '08 (Foraker Group) fiscal year. The Rasmuson Foundation may also make additional funds available to the Program by the middle of the '08 fiscal year. The uncertainty about funding and the non-standard funding periods make budgeting for the Pre-Development Program difficult. However, a budget has been drafted (Appendix B) based on prior year experience, anticipated program expenses for the coming year, and anticipated funding. An attempt will be made to standardize the funding periods of future grants from the Partners to simplify the budgeting process for the Program.

AGREED:

Jeff Jessee, CEO
Alaska Mental Health Trust Authority

Date

George Cannelos, Federal Chair
Denali Commission

Date

Dennis McMillian, President
The Foraker Group

Date

Diane Kaplan, President
The Rasmuson Foundation

Date

APPENDIX A

Pre-Development Process Responsibility Matrix

	Funding Agency Program Officer	Pre-Development Program	Foraker Group	Financial Consultant	Program Consultant	Site/Facility Consultants
Organizational Issues						
Project Supports Core Mission	■	□	●			
Board Supports Project	■	□	●			
Staff Resources Adequate	■	□	●	●		
Organizational Financial Sustainability	■	□	●	●		
Collaborations Formalized	■	□	●			
Program Issues						
Definition of Services	■	□			●	
Needs Assessment	■	□			●	
Staffing	■	□			●	
Functional Program	■	□			●	
Program Operational Costs	■	□		●	●	
Facility Operational Costs	■	□		●	●	
Site and Facility Issues						
Zoning/Permitting		■				●
Site Survey		■				●
Soil Studies		■				●
Real Estate/Legal		■				●
Utilities		■				●
Access/Parking		■				●
Environmental		■				●
Archeological		■				●
Site Layout		■				●
Code and Condition		■				●
Space Program		■				●
Concept Plans		■				●
Construction Cost Estimate		■				●
Project Cost Estimate		■				●
Financial Issues						
Program Revenue	■	□		●	●	
Program Expenses	■	□		●	●	
Project Funding	■	□	●			
Project Budget	■	□				●

Key

- Primary Responsibility
- Technical Assistance
- Support/Process Oversight

APPENDIX B

PRE-DEVELOPMENT PROGRAM BUDGET SUMMARY						
July 2007						
		Actuals as of 6/30/06	FY '07 Budget	FY '07 Actual	FY '08 Budget	Notes
Revenues						
Program Income				\$72,897	\$0	1
Alaska Mental Health Trust Authority		\$0	\$500,000	\$210,354	\$289,646	2
Denali Commission		\$150,000	\$450,000	\$50,000	\$300,000	3
Rasmuson Foundation		\$100,000	\$140,000	\$140,000	\$200,000	4
Total Revenue		\$250,000	\$1,090,000	\$473,251	\$789,646	
Expenses						
Pre-Development Operations						
Salaries/Fringe		\$15,931	\$130,000	\$114,114	\$141,500	
Equipment		\$2,591	\$5,000	\$0	\$5,000	
Database Subscription		\$0	\$3,000	\$0	\$1,200	
Website Development/Marketing		\$880	\$8,000	\$1,417	\$2,000	
Communications		\$0	\$0	\$383	\$2,500	
Printing		\$1,701	\$5,000	\$316	\$2,000	
Postage		\$0	\$0	\$142	\$250	
Supplies		\$0	\$2,250	\$1,676	\$2,000	
Meals/Catering		\$0	\$1,000	\$784	\$600	
Foraker Group Senior Management		\$35,388	\$37,500	\$14,225	\$30,000	
Travel		\$0	\$40,000	\$3,527	\$20,000	
Funders Forum Support		\$0	\$20,000	\$5,213	\$10,000	
Subtotal		\$56,491	\$251,750	\$141,796	\$217,050	
Foraker Support Costs @ 20%		\$0	\$50,350	\$28,359	\$43,410	5
Total Operations Costs		\$56,491	\$302,100	\$170,155	\$260,460	
Pre-Development Program						
Training		\$31,066	\$50,000	\$4,578	\$15,000	
Facility Assessments		\$68,957	\$359,000	\$256,277	\$275,000	6
Market Studies		\$0	\$65,000	\$15,025	\$50,000	
Facilitated Planning		\$0	\$110,000	\$54,306	\$80,000	
Tools Development		\$0	\$25,000	\$1,148	\$30,000	
Technical Assistance		\$49,196	\$228,000	\$12,200	\$75,000	
Total Technical Assistance		\$149,219	\$837,000	\$343,534	\$525,000	
Total Operations/Program costs		\$205,710	\$1,139,100	\$513,690	\$785,460	
Notes:						
1	VOA reimbursed Pre-Development for some of the costs for their project.					
2	This amount fully expends the \$500k awarded for the period through June 2008.					
3	This amount proportionally expends the \$600k awarded for the period through June 2009.					
4	An award of \$475k is assumed for the period through June 2009. The amount shown is the proportional distribution for the two fiscal years.					
5	Support costs will only be charged on Foraker Group's operational costs, not on any of the program costs.					
6	This category includes architectural and engineering fees and is typically the highest cost category.					

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE
ALASKA MENTAL HEALTH TRUST AUTHORITY
DENALI COMMISSION
RASMUSON FOUNDATION
AND
THE FORAKER GROUP
FOR A CAPITAL PROJECTS PRE-DEVELOPMENT PROGRAM**

July 2006

I. PARTIES

This document constitutes an Agreement between the Alaska Mental Health Trust Authority, Denali Commission, the Rasmuson Foundation, and The Foraker Group (the Parties).

II. PURPOSE

The purpose of this Agreement is to identify roles and responsibilities of the Parties in developing a comprehensive strategy for a capital projects Pre-Development Program. In general, this program will focus on organizations in the early stage of project development and conceptual project planning.

III. MUTUAL INTEREST OF THE PARTIES

As funders of projects for facility improvements, service enhancements, or a combination thereof, the Parties have identified that there is a lack of resources to address project pre-development issues. The Parties acknowledge that the investment of small amounts of pre-development funding to a prospective applicant to address project sustainability and due diligence questions can result in project savings. Further, successful due diligence encourages appropriately proportioned and well planned facility projects driven by programmatic needs. Factors to be considered include sustainability of the services and the facility; administrative and programmatic staffing; Board capacity; local support and collaboration partners, consideration of all facility and site alternatives, and construction/project management options. Parties recognize the benefit of aiming for collaboration in all of these areas which will move predevelopment processes toward best practices.

All Parties to this Agreement share in the commitment of streamlining respective project pre-development processes to better serve prospective applicants for design and construction funding.

IV. ROLES AND RESPONSIBILITIES OF THE PARTIES

The Alaska Mental Health Trust Authority, Denali Commission, and the Rasmuson Foundation have committed initial funding for the pre-development program. Each Party shall execute individual annual funding agreements with The Foraker Group based upon appropriated funding available from each Party for the Pre-Development Program. The Foraker Group will maintain and manage the collective Pre-Development Program budget.

The Foraker Group will serve as the fiscal and program agent for the Pre-Development Program. This includes receipt of funding from the Parties and service fees from prospective applicants (if charged), financial record-keeping of all income and expenses, timely financial reporting to the Parties, review, approval and payment of expenses, cash flow projections, hiring contractors and professional consultants, and obtaining input from the Parties for any specific questions on financial and program management.

V. OVERSIGHT COMMITTEE

Each Party to this Agreement shall assign one individual to serve on the Oversight Committee. This committee shall hold regular meetings and will designate a chair; provide policy and management direction to The Foraker Group through a process of consensus. The Parties shall provide input through their designated representative for discussion and action by the committee. The Foraker Group will receive and respond to direction from the Oversight Committee. The Foraker Group will also respond and direct services for recipient organizations receiving support of the Pre-Development Program.

VI. ANNUAL WORK PLAN

In general, the Parties shall develop a work plan for the Pre-Development Program not later than one month after execution of this Agreement and annually thereafter. The work plan will be prepared at least one month prior to the start of the new fiscal year, which is established as July 1st to June 30th. The work plan shall identify goals for the pre-development program for the year; outline funding from the Parties; and the roles and responsibilities of the Parties in carrying out the annual work plan.

VII. OTHER PARTIES TO THIS AGREEMENT

It is understood by the Parties that similar efforts are underway with other funders in Alaska. The Parties are supportive of working with other organizations and agencies with the Pre-Development Program and would consider amending this Agreement to add other groups in future annual work plans.

VIII. 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 organizations 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.



George Cannelos, Federal Co-Chair
Denali Commission

7/21/06
Date



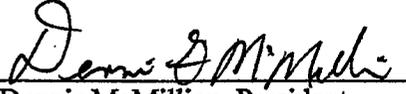
Diane Kaplan, President
Rasmuson Foundation

7-21-06
Date



Jeff Jesse, CEO
Alaska Mental Health Trust Authority

7/21/06
Date



Dennis McMillian, President
The Foraker Group

7/20/06
Date