



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

907.271.1414 *tel*
907.271.1415 *fax*
888.480.4321 *toll free*
www.denali.gov

Denali Training Fund Final Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Southeast Alaska Regional Health Consortium	
Name of Project: Janitorial Service Training	
Reporting Period: Start Date 06/30/2009	
Contact Person: Jim Ginnaty	
Contact Number: (907) 966-8747	Email Address: jimg@searhc.org
Expenditures to date: \$14,063.94	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: 	Date: <u>10/16/09</u>

1. A. In a few sentences, please describe the scope of your project: *To train 50 participants from 8 Southeast communities in the comprehensive cleaning system Operating System 1 (OS1). The (OS1) training is based on standardized janitorial service procedures and tools. This system is used by military bases, universities, laboratories and corporations.*

B. Did you modify the scope or budget at any time during this project? *Yes. If so, please explain. The scope of this project was modified as explained in 2.C. below.*

2. A. How many people did your original proposal intend to train? *Fifty*

B. How many people did you ultimately train? *Ten, two individuals have attended (OS1) Coach Course, (OS1) Janitor University, (OS1) Expert Trainer Course, and eight individuals have completed (OS1) Boot Camp conducted at Mt. Edgecumbe Hospital within the scope of this grant.*

Please attach a final list of participants, their community, certification, and where they are employed. *Please see list below.*

C. If there is a variance between original and final, please explain. *SEARHC was overambitious in setting a target of 50 individuals to be trained in OS1 in a 12 month period. First, the grant timeline and the sequence of the (OS1) training courses for our management staff did*

not work well to meet the schedule of the grant. The (OS1) Coach Course was in mid September giving us a late start on the project and the (OS1) Expert Trainer Course that was necessary to teach (OS1) Boot Camp came in May not giving us the time to setup and schedule (OS1) Boot Camp in the rural communities. The sequence of the three courses was also important for the project to be successful. It would have been beneficial for our management staff to start off with (OS1) Janitor University, a leadership course providing the tools to develop a sustainable janitorial program that covers in-depth, the subjects of cleaning science, work loading, waste reduction, functional management, and tracking and safety programs that would have prepared our staff for the other two courses. After consulting with ManageMen® we realized that scope of our project was not practical. Typically it takes organizations 18 months to go from a commitment to start to the completion of a pilot project and additional 18 months for a janitor to complete a specialist certification program.

Second, SEARHC was in the midst of a massive systems transformation during this grant period, including a financial system change that lasted from August 1, 2008 and continues today. There was a point during August 2008 and February 2009 that financial reports were not available. This was verified during a March 12, 2009 monitoring visit by State of Alaska projects staff.

Jim Ginnaty discussed the problems above with Ms. Carrie Couey, Program Coordinator, and they agreed that these issues would not allow SEARHC to fully meet the scope of the project. They determined it would be best to close out the grant “as-is”. That is SEARHC had trained the number of people listed above and had only requested funding to cover the training for those individuals.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
Al Nelson, Juneau, AK	(OS1)	Coaching Certificate	09/11/08	09/12/08	SEARHC – Facilities Services
Patricia Alexander, Sitka, AK	(OS1)	Coaching Certificate	09/11/08	09/12/08	SEARHC – Environmental Services
Al Nelson, Juneau, AK	(OS1)	Janitor University Diploma	09/29/08	10/03/08	SEARHC – Facilities Services
Patricia Alexander, Sitka, AK	(OS1)	Janitor University Diploma	09/29/08	10/03/08	SEARHC – Environmental Services
Al Nelson, Juneau, AK	(OS1)	Expert Trainer Certificate	04/30/09	05/01/09	SEARHC – Facilities Services
Patricia Alexander, Sitka, AK	(OS1)	Expert Trainer Certificate	04/30/09	05/01/09	SEARHC – Environmental Services
Patricia Alexander, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Emelia Gregory, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Ethel Willis, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services

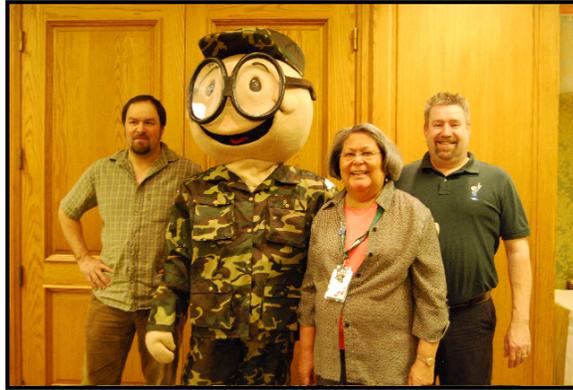
Katie Demmert, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Veronica Bombard, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Rebecca Bentley, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Reiko Phillips, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	SEARHC – Environmental Services
Clay Culbert, Sitka, AK	(OS1)	Boot Camp Certificate	06/10/09	06/11/09	Modus LLC

3. Please tell us about lessons learned during this project: *The main lesson learned in this is that training and certification programs typically take longer than 12 months, which was the grant period. Training and certification is highly dependent upon the commitment and availability of participants and, in this case, staff turnover. For example, 50 participants was simply too many to coordinate and put through the training program in such a short period of time. With respect to the scope of this specific project, it makes more sense to establish a successful process before committing to an ambitious scope that really is difficult to control. This would help identify and resolve problems beforehand.*

4. Please provide a minimum of one success story for this project. *Patricia Alexander is using the transitioning process learned at (OS1) Janitor University, (OS1) Coach Course, and (OS1) Expert Trainer Course to actively work towards implementing the sustainable (OS1) Cleaning Process within Mt. Edgecumbe Hospital employing about 17 full and 9 part time individuals. Fully implemented facilities will be expected to maintain an annual 80% third party Progress Audit of the (OS1) Cleaning Process that includes our ongoing training program.*

*Patricia has nearly completed a pilot project for the first SEARHC facility in Sitka and a third party Progress Audit was completed in August 2009 to determine the effectiveness of the project. The initial Baseline Audit showed Patricia's program at 12% compliance with (OS1) principles and practices and the Progress Audit indicated Patricia's program was now at 67% compliance. This was a substantial improvement in the environmental services. During this quarter her program did not receive a single patient complaint. She also received the **Best Communications Program of the Year** award at the 8th Annual Cleaning Industry (OS1) Awards Banquet. The other nominees included KBM Facility Solutions, Los Angeles Habilitation House, Sandia National Laboratories, University of Massachusetts-Amherst and University of Texas-Austin*

5. Please attach a minimum of 3 photos with descriptive captions.



Al Nelson, Patricia Alexander, and Jim Ginnaty at the OS1 Coaching Workshop.



Rebecca Bentley and Reiko Phillips prepare a light duty barrel at OS1 Boot Camp.



Pat Alexander participates in a workgroup assessment exercise at Janitor University.



Grant Closeout Amendment
 State of Alaska
 Department of Labor & Workforce Development
 Division of Business Partnerships



ENCUMBRANCE NO. 796122	CFDA 90.100	PROGRAM Denali Training Fund
GRANTEE NAME Southeast Alaska Regional Health Consortium		PROJECT DESCRIPTION: Janitorial Service Training
EIN 91-6171128	VENDOR AOE96187	COLLOCATION CODE 7610094
AMENDMENT NO. One (1)	EFFECTIVE DATE 6/30/09	DBP FILE NO. 8-222 Award 366
PROGRAM COORDINATOR Carrie Couey		INITIALS <i>CC</i> DATE 8/19/09
GRANT ADMINISTRATOR Chari Henton		INITIALS <i>CH</i> DATE 8/19/09
CLOSEOUT	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

CLOSEOUT

Effective the date shown above, this grant is hereby amended as follows:

Section I. Budget:

Previous Amount \$25,000.00 Change <\$10,936.06> Amended Amount \$14,063.94

This is the final amendment to close out the grant in its entirety.

Section II. Scope of Work Changes:

Section III. Period of Performance: The work to be performed under the Grant Agreement began on 7/24/08 and was completed on 6/30/09.

Section IV. This Amendment to the Grant Agreement consists of this page and the following attachments. By the Grantee affixing their signature, the Grantee agrees to abide by the documents checked below.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Financial Consideration | <input checked="" type="checkbox"/> Release of Encumbrance |
| <input checked="" type="checkbox"/> Assignment of Refunds, Rebates and Credits | <input checked="" type="checkbox"/> Tax Certification |
| <input checked="" type="checkbox"/> Property Inventory Certification | <input checked="" type="checkbox"/> Federal Single Audit Requirement Certification |
| <input checked="" type="checkbox"/> Property Inventory Listing | |

GRANTEE	DIVISION
PRINTED NAME/TITLE <i>Roald Helgesen, President / CEO</i> <i>Mark Gorman, Vice President CHS</i>	PRINTED NAME/TITLE Roger Foisy, Program Coordinator
AUTHORIZED SIGNATURE <i>Roald Helgesen</i>	AUTHORIZED SIGNATURE
DATE 10/21/2009	DATE

ORIGINAL

**ATTACHMENT B
BUDGET FOR GRANT AGREEMENT**

FOR FISCAL USE

Cost Category	SFY	Collocation Code	Denali Award	Financial Line	Original Budget	Previous Amendments	This Amendment	Total Grant Budget
Denali Training Program	FY08	7610094	F7 - 366	1	\$25,000.00	\$0.00	(\$10,936.06)	\$14,063.94
Total Grant					\$25,000.00	\$0.00	(\$10,936.06)	\$14,063.94

Budget by Line Item (For DBP/Grantee Use)

Budget Line Items	ACCT CODE	Total Cost by Budget Line Item	Amend 1			Grant Total
Personal Services	71000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	72000	\$6,020.00	\$0.00	\$0.00	\$0.00	\$6,020.00
Contractual	73000	\$13,000.00	(\$6,206.06)	\$0.00	\$0.00	\$6,793.94
Supplies	74000	\$4,730.00	(\$4,730.00)	\$0.00	\$0.00	\$0.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration		\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Program Sub-Total		\$25,000.00	(\$10,936.06)	\$0.00	\$0.00	\$14,063.94
Total Grant		\$25,000.00	(\$10,936.06)	\$0.00	\$0.00	\$14,063.94

Grantee Contribution
\$32,220.00
\$7,100.00
\$14,500.00
\$0.00
\$0.00
\$5,000.00
\$58,820.00
\$58,820.00

DIVISION OF BUSINESS PARTNERSHIPS
GRANT CLOSE-OUT

ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Pursuant to the grant agreement referenced above and in consideration of the reimbursement of costs and payment of fees, as provided in the grant agreement, the Grantee listed above does hereby:

1. Assign, transfer, set over and release to the State of Alaska, Division of Business Partnerships, all rights, title and interest to all refunds, rebates, credits, or other amounts, including the interest thereon, arising out of the performance of the grant, together with all rights of action accrued or which might accrue under the grant.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts, including interest, due or which may become due, and to forward promptly to the State of Alaska, Division of Business Partnerships, checks made payable to the State of Alaska for any proceeds so collected. The reasonable costs of any action to effect collection shall constitute allowable costs when approved by the Division's Grants Administrator and may be applied to reduce any amounts otherwise payable to the State of Alaska, Division of Business Partnerships under this assignment.
3. Agree to cooperate fully with the Division of Business Partnerships as to any claim or suit in connection with such refunds, rebates, credits or other amounts, including interest; to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit the Division of Business Partnerships to represent it at any hearing, trial or other proceeding arising out of such a claim or suit.

This assignment is executed on the date the signature page is signed.

DIVIS. ↓ OF BUSINESS PARTNER. IPS
GRANT CLOSE-OUT

PROPERTY INVENTORY CERTIFICATION

Check all boxes that apply:

I certify that

All equipment (per unit)

All supplies (aggregate)

NO equipment purchased

Currently in use has a fair market value of *less than* \$5,000. The Grantee listed above intends to retain, sell or dispose of these items at its discretion. No property will be reported to the Division of Business Partnerships.

OR

I certify that

All equipment (per unit)

All supplies (per unit)

NO equipment purchased

With a fair market value of *greater than* \$5,000 and purchased in whole or in part with funds from the Grant listed above is included on the attached inventory form. The Grantee listed above understands the Division of Business Partnerships may have an interest in this property and will provide the Grantee with disposition directions.

And, if applicable *N/A*

I certify that the Division of Business Partnerships has been advised of any intangible personal property, such as copyrights, inventions, patents, data and publication information produced with grant funds and I understand the Division may have an interest in this intangible personal property and will advise the Grantee listed above with disposition directions.

DIVISION OF BUSINESS PARTNER IPS
GRANT CLOSE-OUT

PROPERTY INVENTORY LISTING

No equipment purchased

ITEM DESCRIPTION	ITEM #1	ITEM #2	ITEM #3	ITEM #4	ITEM #5
SERIAL OR IDENTIFYING NO.					
MANUFACTURER					
MODEL NUMBER					
DATE ACQUIRED					
ORIGINAL PURCHASE PRICE					
AMOUNT CHARGED TO GRANT					
CURRENT MARKET VALUE					
LOCATION					
CONDITION					
REMAINING LIFE					
REMARKS/DISPOSITION					

I do hereby certify that this is a true and correct listing of all property, including equipment and supplies with an aggregate current fair market value of \$5,000 or more, and intangible personal property, purchased or created with funds from the encumbered grant.

ATTACH OTHER PAGES, IF NECESSARY

DIVISION OF BUSINESS PARTNERSHIPS, ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
GRANT CLOSE-OUT

RELEASE OF ENCUMBRANCE

In accordance with the terms and conditions of the grant agreement listed above between the Division of Business Partnerships, Alaska Department of Labor and Workforce Development, and the Grantee listed above, the Division has paid or will pay the Grantee the sum of \$14,063.94. Upon payment of this amount by the Division of Business Partnerships, the Grantee does remise, release, discharge the Division of Business Partnerships, its officers, agents and employees from all liabilities, obligations, claims and demands whatsoever under or arising from this grant. Upon signature, the Grantee expressly understands and agrees it has no further claim for compensation or reimbursement under the terms and conditions of the grant agreement.

This release is executed on the date the signature page is signed.

DIVISION OF BUSINESS PARTNERSHIPS
GRANT CLOSE-OUT

TAX CERTIFICATION

In the performance of grant agreement listed above, I certify that the Grantee has complied with the requirements of the law and the Division of Business Partnerships, State of Alaska, regarding the obtaining of employment identification/account numbers, collection, payment, deposit and reporting of Federal, State and local taxes. I further certify that W-2 forms have been provided to former employees and, if appropriate, participants under the grant agreement who are not currently employees or participants of the Grantee listed above. For present employees and participants who were formerly employed or receiving services under the grant agreement, I certify that W-2 forms will be furnished as specified in the Internal Revenue Service publication Circular E, Employer's Tax Guide.

This certification is executed on the date the signature page is signed.

DIVISION OF BUSINESS PARTNERSHIPS
GRANT CLOSE-OUT

FEDERAL AND STATE SINGLE AUDIT REQUIREMENT CERTIFICATION

Check only one box:

I certify that the Grantee has/will perform a federal single audit because the organization has received \$500,000 or more in federal financial assistance within the organization's fiscal year. If any resolutions are necessary the Grantee is responsible for resolving the issues.

I certify that the Grantee has/will perform a state single audit because the organization has received \$500,000 or more in state financial assistance within the organization's fiscal year. If any resolutions are necessary the Grantee is responsible for resolving the issues.

Once the audit is performed the Grantee will provide a copy of the audit to the Division of Business Partnerships.

OR

I certify that the Grantee has received less than \$500,000 in federal financial assistance within the Grantee's fiscal year therefore a federal single audit is not necessary.

I certify that the Grantee has received less than \$500,000 in state financial assistance within the Grantee's fiscal year therefore a state single audit is not necessary.