



Financial Assistance Award

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

Project Number	0022-DC-2001-I4c – Amendment #1
Project Title	Health Facilities Technical Assistance Subcommittee
Performance Period	December 1, 2002 to September 30, 2005
Recipient Name & Address	
Alaska Primary Care Association, Inc. 903 W Northern Lights Blvd, Suite 105 Anchorage, AK 99503	
Phone: (907) 929-2722 Fax: (907) 929-2734	

Authority 112 Stat 1854	CFDA Number 90.100
Denali Commission Finance Officer Certification	<i>UMM for CEE</i>

Cost Share Distribution Table

Accounting Code	Denali Commission	Other Contributors	Total
95670000 - FY02	\$50,000		\$50,000
95670000 - FY03	\$85,000		\$85,000
			\$0
			\$0
Total	\$135,000	\$0	\$135,000

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 Indian Tribal Governments
 (www.whitehouse.gov/OMB/circulars/a133/a133.html)

Administrative Requirements (check one)

- 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)
- 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)

Cost Principles (check one)

- 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-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)
- 48 CFR 31.2, Contracts with Commercial Organizations

Signature of Authorized Official - Denali Commission <i>Jeff Staser</i>	Typed Name and Title Jeffrey B. Staser, Federal Co-Chair	Date 9-12-03
Signature of Authorized Official - Alaska Primary Care Association <i>Joan Fisher</i>	Typed Name and Title Joan Fisher, Board Chair	Date 9-16-03

Financial Assistance Award Conditions
Between the Denali Commission and the Alaska Primary Care Association
For Participation with the Health Care Steering Committee – Technical Assistance
Subcommittee
September 2003
Project No. 0022-DC-2001-I4c – Amendment #1

1. Scope of Work

This Amendment is for Alaska Primary Care Association (APCA) staffing the Commission's health care steering committee – technical assistance subcommittee. The Commission has approved funding (for FY03) up to \$85,000 for this purpose, in addition to \$50,000 for FY02. The total APCA budget (see below) to provide technical assistance through September 30, 2004 is estimated to be \$135,000 including the \$50,000 previously allocated.

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

2. Award Performance Period

The award performance period is December 1, 2002 through September 30, 2005. This is the period during which financial assistance award recipients can incur obligations or costs against this award. It is noted that the budget for continued technical assistance support by the APCA is through September 30, 2004. Although the performance period for this Award document is through FY05, the parties acknowledge this is only in the event there is additional Commission funding remaining after September 30, 2004; giving the parties the opportunity to continue provision of technical assistance to the Commission's clinic applicants for capital funding.

3. Direct and Indirect Costs

The cost principles of OMB A-122 are applicable to this Award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

4. Budget and Program Revisions

The administrative circular 15 CFR 14 applies to this award. Please refer to the administrative circular for specific details on revisions to this award. The administrative circular requires that the APCA 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

Project reporting is required under this Award as listed below.

The first quarterly reporting period is October 1, 2003 through December 31, 2003. Unless otherwise indicated, reports are due within 30 days of the end of the reporting period.

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

- a. Quarterly project reporting shall include both a narrative and financial summary. The narrative summary shall include a summary of accomplishments to date. The project financial status report shall show the following:
 - i. The total project budget
 - ii. The total project expenditures as of the end of the most recent quarter
- 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 Award Performance Period is longer than one year, or if the Agreement is revised to extend the Award 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.

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. APCA must be registered with the ASAP program in order to make draw downs. Please contact the Commission's Project Manager or Finance Manager for further information about registering with the ASAP program. Payments will be made in accordance with 15 CFR 14. **No interest will be accrued on these funds.**

7. *Award Close Out*

The Award closeout must 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. The project closeout process includes the submission of both a final narrative report and financial status report. The APCA 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 office or the Project Manager.

8. Public Policy Laws and Assurances

Financial Assistance Award Recipients are required to comply with the public policy laws and assurances on 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.

9. Project Officers & Contact Information

Denali Commission Joel Neimeyer, P.E. Denali Commission 510 "L" Street, Suite 410 Anchorage, AK 99501 907-271-1459 907-271-1415 Fax jneimeyer@denali.gov	Alaska Primary Care Association, Inc. Marilyn Kasmar 903 West Northern Lights, Suite 105 Anchorage, AK 99503 907-929-2725 (phone) 907-929-2734 (fax) marilyn@alaskaapca.org
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Budget for the Denali Commission

Health Facilities Technical Assistance Subcommittee

December 1, 2002 to September 30, 2004 (21 months): **PROJECTED APCA EXPENSES**

Projected APCA expenses: **\$135,000** (Financial Assistance Award - 0022-DC-2001-I4c)

Personnel Expenses

21 month period

Executive Director: Marilyn Kasmar

Budget: 0.05 FTE @ \$38.87/hour

Period	Work Completed	Salary Amount
21 months	Oversight of program and technical assistance	7,074.34
Total Salary Cost		7,074.34

Practice Management Specialist: Suzanne Niemi

Budget: 0.2 FTE @ \$30.25/hour

Period	Work Completed	Salary Amount
21 months	Technical assistance	22,022.00
Total Salary Cost		22,022.00

Community Development Specialist: Carolyn Gove

Budget: 0.2 FTE @ \$25.12/hour

Period	Work Completed	Salary Amount
21 months	Technical assistance	18,287.36
Total Salary Cost		18,287.36

Financial Officer: Rob Hemmen

Budget: 0.15 FTE @ \$35.10/hour

Period	Work Completed	Salary Amount
21 months	Technical assistance	15,164.60
Total Salary Cost		15,164.60

Total Salary Cost	62,548.30
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Fringe Benefits

Social Security, Medicare, Unemployment @ 14.75% of total salary cost	9,225.87
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Medical and Dental Insurance @ 16.95% of total salary cost	10,601.94
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Total Fringe Benefits	19,827.81
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Total Personnel Costs	82,376.11
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TRAVEL		
Arranged for and paid for by the Denali Commission		0.00
EQUIPMENT		
		0.00
SUPPLIES		
Office Supplies (\$500/month x 21 months)		10,500.00
Postage		570.00
Total Supplies		11,070.00
CONTRACTUAL		
Audit and Tax work		850.00
Contracted T/A Staff (for example, Pat Stanley; \$50/hour + expenses)		15,000.00
Total Contractual		15,850.00
OTHER		
<u>Rent/Utilities</u>	Allocation of rent for 1 office: 1/5th of office space+utility expense (\$2,900/month @ 21mths times 1/5th)	12,180.00
<u>Insurance</u>	(Tenants; Workers Comp; D&O) Allocation of premium to this project	2,400.00
<u>Telephone</u>	Local and Long Distance (\$450/month x 21 months)	9,450.00
<u>Internet Connection Expense</u>	@\$50/month	1,050.00
<u>Miscellaneous Expenses</u>	(That are not included in the above) Includes minor equipment; Fax machine usage; etc.	623.89
Total Other Expenses		25,703.89
Total Projected Expenses		135,000.00