

Grant Agreement

Program Name		Grant Award Number	601-313-22033
COVID Healthy and Equitable Communities		Fiscal Year	2022
		Relationship Type	Sub Recipient
Approved Grant Project Budget Period		Issue Date	11/15/2021
Beginning	6/1/2021	Amount	\$51,282.05
Ending	5/31/2023	UEI	
Grant Duration	Fiscal Year 2 of 3	DUNS	002194512
Name and Mailing Address of Grantee		Service Area(s)	
Skagway, Municipality of 350 14th Avenue Skagway, AK 99840		Skagway	
Grantee Contact	Este Fielding	Grants Administrator	Amy Burke
Grantee Phone	907-983-2255	Grants Administrator Phone	(907)465-1624

Approved Budget Summary				
Cost Category BC Name	Grant Award	Match		Total Project Cost
	Total Award	Required Match	Additional Match / Project Support	
100 Personal Services	\$51,282.05	\$0.00	\$0.00	\$51,282.05
200 Travel	\$0.00	\$0.00	\$0.00	\$0.00
300 Facility	\$0.00	\$0.00	\$0.00	\$0.00
400 Supplies	\$0.00	\$0.00	\$0.00	\$0.00
500 Equipment	\$0.00	\$0.00	\$0.00	\$0.00
600 Other Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$51,282.05	\$0.00	\$0.00	\$51,282.05
700 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$51,282.05	\$0.00	\$0.00	\$51,282.05

Agencies expending \$750,000 or more total federal financial assistance in a fiscal year may be required to comply with the Federal Single Audit Act. This grant contains **\$51,282.05** federal funds.

I certify that I am authorized to negotiate, execute, and administer this agreement on behalf of the agency named above, and hereby consent to the terms and conditions of this agreement including all articles listed on all pages.

Authorized Grantee Representative: Este Fielding, Administrative Manager, Skagway, Municipality of	Date
<input checked="" type="checkbox"/> Este Fielding	4/4/2022
Authorized DHSS Representative: Amy Burke, Grants and Procurement Chief	Date
<input checked="" type="checkbox"/> Amy Burke	4/5/2022

Milestones				
Please view the Award in GEMS for details on Milestones, Payments, and Reporting.				
End Date	Fiscal Report	Program Report	Payment	% (Payment)
03/31/2022		Q3 Program Report		
04/05/2022			Initial Advance	50
06/30/2022		Q4 Program Report	Mid-way payment	40
09/30/2022		Q1 Program Report		
12/31/2022	Q2 CFR	Q2 Program Report		
03/31/2023		Q3 Program Report		
05/31/2023	End of Award CFR	End of Award Program Report	Final Payment	10

Federal Award Detail				
Assistance Living Number Title			Federal Agency	
Alaska Initiative to Address COVID-19 Among High Risk, Rural, and Underserved Alaskans			Department of Health and Human Services Centers for Disease Control and Prevention	
ALN #	FAIN #	Federal Funding Amount	Issue Date	Fed. Award to DHSS
93.391	NH75OT000052	\$51,282.05	5/26/2021	\$36,041,076.00

Project Deliverables (Agency Tasks)

Please make sure you view in GEMS the Project Deliverables associated with this grant award. Completion of Project Deliverables may be necessary prior to full execution of this award. It is the grantee's responsibility to continuously monitor the Project Deliverables throughout the fiscal year for completion.

Terms and Conditions

1. The Department of Health and Social Services (grantor) and the grantee agree to comply with all applicable laws, the terms and conditions pertaining to the grant and services identified herein and incorporated into this agreement by reference, including 7 AAC 78, the Request for Proposals, the approved grant application, and the items listed below:
 - i. Special Conditions to this grant agreement,
 - ii. Privacy and Security Procedures for grantees,
 - iii. All other applicable items as required by the terms and conditions of the documents incorporated into this agreement, which may include but are not limited to: Federal Certifications, Waiver of Sovereign Immunity, and program specific reporting forms.
2. Subject to the availability of spending authority to the grantor to fund this grant and provided such spending authority is not revoked, rescinded, reduced or withheld, the grantor and grantee agree the amount awarded for the grant project is as indicated in this agreement. The grantor will promptly provide the grantee written notice if funding under this award is revoked, rescinded, reduced, or withheld and the effective date of such action.
3. The grantor's share of a grant project cost is earned only when the cost is incurred and the grantee's share of the cost has been contributed to the grant project. Receipt of funds from the grantor (either through advance or reimbursement) does not constitute earning of these funds.
4. Unless otherwise allocated in the approved grant project budget, or as approved by grantor, grantor funds shall be expended on a prorated basis with any required match or additional support funds according to their percentage of the total approved grant project budget.
5. The minimum required match is 0.00%. The grantee is agreeing to provide the matching contribution detailed in the required match column of this agreement.
6. Grant income, as defined in 7 AAC 78.950 (17), that is earned by a grantee must be used in accordance with 7 AAC 78.210. Grant income revenue and expenditures must be reported to the grantor if identified as match to this grant; and where other state and federal laws apply.
7. The grantee shall indemnify, hold harmless, and defend the grantor from and against any claim of, of liability for error, omission or negligent or intentional act of the grantee under this agreement. The grantee shall not be required to indemnify the grantor for a claim of, or liability for, the independent negligence of the grantor. If there is a claim of, or liability for, the joint negligent error or omission of the grantee and the independent negligence of the grantor, fault shall be apportioned on a comparative fault basis. The terms "grantee" and "grantor", as used within this article, include the employees, agents, and other contractors, or grantees who are directly responsible, respectively, for each. The term "independent negligence" is negligence other than in the grantor's selection, administration, monitoring, or controlling of the grantee and in approving or accepting the grantee's work.
8. Funds awarded through this grant may be reduced, withheld, or terminated by written notice from the grantor to the grantee at any time for violation by the grantee of any terms and conditions of this agreement, or when such action is deemed by the grantor to be in the best interest of the state.
9. For any licenses, permits or certifications required for a grantee to provide services under this agreement, if at any time during the term of this agreement, the required licenses, permits or certifications are in jeopardy for any reason, or have been revoked, rescinded or canceled, or a grantee otherwise loses the credentials necessary to receive a grant under either State or Federal law, the department may take whatever corrective action is necessary to protect the best interests of the clients served and the best interests of the State of Alaska.
10. General Administration:
 - i. The payment schedule including percentages and projected advance amounts are outlined in the Award section of Grants Electronic Management System (GEMS). Within 15 days after the grant agreement is fully executed, the grantor will make the initial advance payment. Subsequent advance payments will be based on receipt and approval of all required reports and compliance with grant and program requirements. Advances will equal a percentage of the total award less any funds not expended from prior advances; except that the grantor will withhold a percentage of the total award for final payment, until the grantor has received and approved all reports and the grantee has met all conditions of this agreement. If a grantee does not meet the identified Results Based Budgeting framework performance measures, the remaining 5% may be withheld. Under circumstances necessary to the success of the grant project, advance payments may exceed the projected

- percentages.
- ii. Reporting schedules are outlined in the Reporting section of GEMS. The grantee will submit expenditures using Cumulative Fiscal Reports (CFR) to the grantor in the format prescribed by the grantor through GEMS. Unless the grantor approves an extension of time, the grantee will submit a CFR to reach the grantor by the due dates indicated in the Reporting section of GEMS. CFRs must advise the grantor of the grantee's expenditures for costs allowable under 7 AAC 78.160 and the terms of this agreement.
 - iii. Due with the final year-end CFR grantees must also provide to their grants administrator listed on the face page of this grant agreement a detailed list of encumbrances that have been included as current year expenditures in the year-end CFR, as required in 7 AAC 78.190(d), and defined in 7 AAC 78.950(13) or those costs will be disallowed.
 - iv. Failure to submit correct CFRs on or before the deadlines stated in the Reporting section of GEMS may result in denial of payments due to the grantee. No part of the grantee's duty to return excess funds or funds determined by audit to have been improperly expended, as required in 7 AAC 78.230 (b) and (c), is affected by this provision. The grantee will return all such excess funds to the grantor upon submission of corrected CFRs and/or audit, or immediately upon later determination that a refund is due.
 - v. Reporting schedules are outlined in the Reporting section of GEMS. The grantee will submit program reports to the grantor in the format prescribed by the grantor. Unless the grantor approves an extension of time, the grantee will submit program reports to reach the grantor by the due dates indicated in the Reporting section of GEMS. Reports must be completed in the format prescribed by the grantor and submitted through GEMS. The department shall determine, based on reporting, if the grantee has met the identified outcomes consistent with the expectations and mission of the department. This determination will aid in the department's decision regarding award and funding for subsequent years. If the program report contains Protected Health Information (PHI), the grantor will contact the Department of Health and Social Services Program Manager for instructions on the secure transmission of the program report. Unless otherwise noted in the special conditions of award or items 10 ii-vi, all reports not available for submission through GEMS must be coordinated with the grants administrator listed on the face page of this grant agreement.
 - vi. All proposed changes to the approved grant project are subject to the requirements of 7 AAC 78.260. Requests for budget changes subject to 7 AAC 78.260(f), shall be submitted through GEMS as a Line Item Budget Revision request (LIBR).
11. The grantee shall maintain accurate property records for all property purchased with grant money, as defined in 7 AAC 78.950(18), and make those records available to the grantor upon request in accordance with 7 AAC 78.280.

Special Conditions of Grant Award

This funding is for the Dahl Memorial Clinic.

Grantee Specific Special Conditions:

01. Prior to award execution - Upload Program Narrative (i.e. proposal) The Department has not received a program narrative or proposal from the grantee. Please upload a proposal outlining how funds will be used along with a plan and timeline for the program. This program narrative will serve as the project proposal for the grant file.

02. Prior to award execution - Revise budget All funding has been placed in the Other budget category. Please revise the budget to reallocate funds where they are needed and provide a narrative to explain what will be purchased with the funds. The Budget Guidelines for DHSS grantees can be found on our GEMS site under the Documents tab.

03. Prior to award execution - DHSS Grant Assurances Please sign and upload the DHSS Grant Assurances. This document is required from all DHSS grant applicants.

04. Prior to award execution - Federal Assurance and Certifications Please sign and upload the Federal Assurances and Certifications. DHSS is required to collect this document from grantees if their award includes Federal funds.

05. When GEMS is live - Update Agency Administration section of GEMS.

There are still several fields within the GEMS agency record, under the Agency Administration tab, that may be completed/updated.

Only GEMS Agency Power User are able to update information under the Agency Administration tab. The Agency Power User and has full read, write and submit permissions in GEMS. They also have the ability to invite others within your agency into GEMS and assign them permissions.

The following fields must be completed in the agency record:

Pay Vendor Number: Number the State Department of Administration, Division of Finance assigns to an agency when an agency becomes a vendor. It identifies the account information for all future payments issued by the State to your agency

HQ DUNS Number: Number assigned to your agency through SAM.gov if your agency has applied for and received Federal funding.

Agency Fiscal Year Start Date: Needed for audit purposes.

Contacts

Board Member List: Upload the most current Board Member List, include terms for each seat and also outside contact information for at least one officer.

Federal Indirect Cost Rate Agreement (if applicable): Upload a copy of the most current agreement which should cover the grant period for this award.