

**APPENDIX A
DEPARTMENT OF HEALTH & SOCIAL SERVICES
GRANT APPLICATION**

Form #06-5437 Page 1 of 2

1. Name of Program on the Request for Proposals for which this application is submitted.	
2. Name of Applicant Organization	
3. Street Address of Applicant Agency	4. Phone
	5. Fax
6. Mailing Address of Applicant Agency	7. Agency Website Address
8. Applicant's Project Name	
9. Project Location/Service Delivery Area	
10. Service Facility Name & Address (if different than agency name & mailing address)	11. Project Contact Phone
	12. Project Contact Fax
13. Project Contact (if different from Project Director in item 22 below)	14. Project Contact E-Mail Address
15. Applicant Agency Budget Period (for audit information) Beginning: _____ Ending: _____	16. Proposed State Budget year(s) and State Funds Requested FY _____ \$ _____ and FY _____ \$ _____
17. Type of Application; New: _____ (new project or 1 st year of multi-year app.) (check type of app.) Continuation: _____ (continuing year of multi-year app.)	18. Type of Organization: [check eligibility type] Non-Profit: _____ (include proof of nonprofit status) AK Native Tribe: _____ (include Waiver of Sovereign Immunity) Government: _____
19. Employer Identification Number (EIN)	

CONTACT INDIVIDUALS

20. Authorizing Person, Name and Title	Phone
	Fax
	Email
21. Financial Manager, Name and Title	Phone
	Fax
	Email
22. Project Director, Name and Title	Phone
	Fax
	Email

The undersigned (authorized official signing for the applicant organization) certifies that the statements made in this application document and attached proposal are true, complete, and accurate to the best of his or her knowledge.

Authorized Signature: _____ **Date:** _____

APPENDIX B
ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES
GRANT ASSURANCES

Applicants must comply with all terms and conditions of the original Request for Proposals or Request for Letters of Interest, the terms and conditions of any grant awarded by the Department of Health and Social Services (DHSS), and with 7 AAC 78, Grant Regulations, as well as all applicable grant program statutes and regulations. The Applicant also gives assurance that it will provide documentation to prove the assurance upon request and will comply with the following:

- (1) Applicant declares and represents that it is a non-profit organization, or is otherwise eligible to receive a grant under 7 AAC 78.030.
- (2) The provision of workers' compensation insurance, for which the policy must waive subrogation against the State. The provision of comprehensive general liability insurance. The provision of liability insurance if automobiles are used for the purpose of this grant program. The provision of professional liability insurance when applicable to the services performed under the grant.
- (3) Compliance with the requirements of the Civil Rights Act of 1964, (42 U.S.C. 2000d).
- (4) Compliance with the requirements of the Americans with Disabilities Act, (42 U.S.C. 12101-12213).
- (5) Compliance with the Drug-Free Workplace Act of 1988, (42 U.S.C. 701-707).
- (6) OSHA regulations requiring protection of employees from blood borne pathogens and that the Department of Labor must be contacted directly with any questions.
- (7) Compliance with AS 18.80.220 and other federal and state laws and regulations preventing discriminatory employment practices.
- (8) Compliance with the Health Insurance Portability & Accountability Act of 1996, if applicable, and other federal and state requirements for safeguarding information, preserving confidentiality and for the secure transmission of all records, whether electronic or not, to DHSS. Any information about DHSS clients that is obtained or developed under grant funds is confidential. Client information cannot be released without the written authorization of DHSS, except as permitted by other state or federal law.
- (9) Agrees to use appropriate administrative, technical and physical safeguards to prevent the unauthorized use or disclosure of client information and to maintain the confidentiality, privacy and security of any information transmitted to DHSS until such information is received by DHSS.
- (10) Promptly notify DHSS of any suspected or actual breach of security, intrusion or unauthorized access, use or disclosure of DHSS client information. Take prompt corrective action to cure any deficiencies that result from breaches of security, intrusion or unauthorized access, use or disclosure of DHSS client information.
- (11) Provide state officials, or a third party contractor hired under 7 AAC 78.240, access to financial and program records of the grant project.
- (12) Maintenance of financial and program records for audit; and compliance with single audit regulations per 2 AAC 45 and applicable federal audit requirements.
- (13) Ensuring that grant funds will not be used for lobbying or fund raising.
- (14) According to the terms of the Grant Agreement, and upon request of the DHSS, submission of fiscal reports, project narrative reports, project updates and other grant project reports, a final project report, and project data.
- (15) Require criminal screening of both paid and volunteer employees having supervisory or disciplinary power over children or dependent adults, to be completed and submitted within 45 days of hire, under the authority of 7 AAC 78.170 and AS 12.62.160(b)(9).
- (16) Compliance with AS 47.17.010 Child Protection and AS 47.24.010, Reports of Harm, including notification to employees of their responsibilities under that section to report harm to children and vulnerable adults.

- (17) Any publications, printed materials, or electronic media developed under the grant will give credit to the appropriate Division of the Alaska Department of Health and Social Services; and that any materials and media developed or property purchased with grant funds are the property of the State of Alaska, unless otherwise agreed to by both parties in the terms of the grant agreement
- (18) Applicants providing Medicaid reimbursable services will have a Medicaid Provider Number, or apply to obtain one, and seek Medicaid reimbursement for all eligible services.
- (19) Grantees providing residential and/or critical care services to clients of DHSS shall have an emergency response and recovery plan, approved by the agency's board of directors; that provides for safe evacuation, housing and continuing services in the event of flood, fire, earthquake, severe weather, prolonged loss of utilities, or other emergency that presents a threat to the health, life or safety of clients in their care.
- (20) Grantee has established purchasing practices and procedures for the use of grant funds that are compliant with 7 AAC 78.270; and agrees to the provisions of 7 AAC 78.280 in the management of property acquired with money received from the grant.

I, _____, the Chief Executive Officer of _____

_____ hereby assure the Department of Health and Social Services that, should my organization receive funding for the _____ grant program, it will comply with all assurances given herein.

Signature	Date	Title
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**APPENDIX C
BUDGET PREPARATION GUIDELINES**

Budget Preparation Guidelines

1. Review the DHSS grant regulations (7 AAC 78.160), and the specific cost restrictions identified in the grant program description, to determine if planned grant project direct and indirect costs are allowable.
2. Review these guidelines for preparing the detailed and narrative budgets for your proposal. Included in the guidelines are examples of the format to be followed for a grant project budget detail and narrative. Adherence to the format will expedite the review of proposals. Costs not properly delineated and supported may be denied.
3. If you are in doubt that a cost is allowable, or unsure of the correct category placement of a cost, for clarification please contact the Grantor's representative at the address provided in Section B (5) of the RFP.
4. Round off figures to the nearest whole dollar and check your addition on all cost totals and sub-totals.
5. DHSS grant funds are not available for the following costs under any circumstances:
 - a) Lobbying;
 - b) Fundraising.
6. Use of DHSS grant funds is not normally permitted for the following costs UNLESS, funds are specifically provided for by the grant solicitation, as in the case of capital grants.
 - a) purchase of land, construction of buildings, or improvements to either;
 - b) payment of real estate mortgages or taxes;
 - c) purchase of motorized vehicles or other major equipment purchases.
7. All costs must be approved by the Grantor in the final approved budget included in the Grant Agreement.
8. See 7 AAC 78.210 and 7 AAC 78.950(17), as well as program specific requirements, for earning and spending grant income. Grant income means income earned during the grant period as a result of the grant award, including income from Medicaid reimbursement if an entity is required by 7 AAC 43.734(g), or 7 AAC 43.740(b), or another state law to have a grant under chapter 78 before the entity may bill Medicaid.

Fees charged to clients, their families and/or guardians must be fully described in the grant budget detail and are subject to approval by the grantor.

A. GRANT PROJECT BUDGET DETAIL

1. In the budget detail, the applicant must outline the complete grant project budget, indicating costs for the project by line item, as well as the sources of project funding.
2. Cost categories (Vertically - down the page): Group costs under the following categories (line items):
 - a. Personal Services
 - b. Travel
 - c. Facility Expenses
 - d. Supplies
 - e. Equipment
 - f. Other
 - g. Indirect Costs

3. Source(s) of Funding (Horizontally - across the page): A project may have several sources of funds. **ALL SOURCES** of funding necessary to the accomplishment of the grant project, **including required matching funds**, must be independently identified in the detailed grant project budget.
 - a. This Grant Award Request
 - b. All other sources which may include, but may not be limited to:
 - 1) Any funds earned as a result of this award (i.e. grant income);
 - 2) In-Kind Contributions;
 - 3) City or Local Funds;
 - 4) Federal Funds;
 - 5) Other State Funds;
 - 6) Client fees and/or contributions to cost of care;
 - 7) Medicaid
 - 8) Other third party receipts (specify).

B. GRANT PROJECT BUDGET NARRATIVE

1. Each grant applicant must provide a narrative fully describing the specific costs outlined in the grant project budget detail. A complete description of proposed expenditure(s) must be provided for each cost category.
2. Include the following as attachments to the grant project budget narrative:
 - a. Project travel plans indicating the destination, amount of daily per diem, the number of days of per diem, and transportation costs (air, sea, land travel).
 - b. A list of the name and specifications of any equipment that the grant applicant proposes to purchase as necessary to the project.
 - c. Indirect costs charged to the grant must be supported with a complete copy of the most recent federally approved indirect cost rate agreement.
3. When describing a cost, indicate the funding source that will pay that cost (e.g. whether from this grant award requested, local funds, in-kind funds, other state or federal grants, grant income, client fees, etc.).

THE BUDGET NARRATIVE MUST FULLY AND ACCURATELY SUPPORT THE BUDGET DETAIL.

COST CATEGORIES (Line Items)

I. PERSONAL SERVICES - 100

A. Allowable cost categories for use of grant funds for a grant project budget include:

1. Salaries & Wages: Regular and overtime salaries and wages for project staff, temporary, and/or occasional employees.
2. Fringe Benefits: Including employer-payroll taxes
3. Workers Compensation may be included as a fringe benefit or in Category 600 under insurance and bonding. Other benefits that may be provided at the employer's option include employee retirement plans, group health and hospitalization insurance, and life insurance.

B. Format on Grant Project Budget Detail

1. Enter the position title for each position associated with the project.
2. Enter the FTE (Full-Time Equivalent) for each position paid with requested grant funds. (i.e.: 1.0 - full time, 0.5 - half time, etc.). Calculate the FTE per position as follows:
 - a. Determine the number of work hours for a full time position in a twelve-month period.

b. Determine the number of hours the position works on the project and **funded by this grant.**

c. Divide "b" by "a".

For example, a position working 40 hours per week, 52 weeks per year, equals 2,080 hours per year (a). However, that position works 30 hours per week on this project (only 22 hours of which are costs charged to this grant) and 10 hours per week on another project. Thus, 22 hours per week times 52 weeks equals 1,144 (b). 1,144 divided by 2,080 equals .55 FTE (c).

3. Enter the salary and wages to be charged against each funding source.
4. Total the salary costs across the table for each position.
5. Subtotal by funding source the salary and wages costs.
6. Enter fringe benefits percentage and enter costs under the appropriate funding source.
7. Total all figures down and across the columns.

C. Grant Project Budget Narrative

1. For each position, include a brief description of project duties, funding sources and total costs; and the proportion of that position's commitment to the project requested in the grant application.
2. Include a definition of the fringe benefit package and percentage distribution of each benefit.

II. TRAVEL - 200

A. Allowable Costs- See 7 AAC 78.160(h) & (i) for the restrictions on allowable travel costs. Costs are limited to the Grantee's written board policy if it is more restrictive than the current basic rates approved under the general government unit employees' agreement with the state; the basic allowances under that agreement; actual costs of moderately priced accommodations and meals. The current state travel policies with mileage and per diem rates, may be found on the internet at -- <http://fin.admin.state.ak.us/dof/main/index.jsp> -- under Alaska Administrative Manual, AAM 60-Travel, or copies can be requested from the contact person named in Section B (5) of the RFP.

1. Mileage - is allowed when staff are required to use their own vehicles in conducting project business. This does not include travel to and from work.
2. Air Fare - must be less than first class rate whenever available.
3. Taxi Fare, Auto Rental - when directly related to the delivery of services, or in the case of a course or conference, it is program related, will contribute to the grant project staff member's staff development, and is related to his/her assigned job duties.
4. Per Diem - for all travel outside the local community of the project.

B. Format on Grant Project Budget Detail

1. Enter the position title for each person who will be traveling with funds from this project.
2. Enter the expenditure by trip, and destination for each traveler by funding source.
3. Total all figures down and across.

C. Grant Project Budget Narrative - Identify the purpose of the trips and cost factors such as mileage, per diem and air fare by funding source.

III. FACILITY EXPENSE - 300

A. Allowable Expenses

1. Facility Rental/Lease - Costs of renting or leasing a facility or office space are allowable when the costs are comparable to costs for similar space available in the same locality. The rental/lease agreement may include space rent, all or some utilities, and maintenance costs. The general rule of thumb is if the landlord pays the bill at no extra charge to the applicant, the cost for the service is built into the space costs. If the landlord pays for the service and then charges the project for the service over and above the monthly rental charge or if the grant applicant arranges for and pays for the services directly, the cost for that service must be listed as a cost separate and distinct from the space cost.
2. Communications - telephone, internet, telegram, shipping and radio communication expenses. Long distance telephone charges are allowable, but it is expected that these costs will be kept to a minimum in community-oriented projects. Projects that provide statewide services would be expected to have a higher long distance call cost.
3. Utilities - heat, electric, custodial, water, sewer, and trash removal costs, when not included in the space rental cost.
4. Minor Repairs, Renovation, and Maintenance - Minor repairs, custodial, and maintenance costs not included in the space rental costs. Minor repairs such as replacement of broken windows are to be distinguished from more expensive renovations and alterations. Renovation costs include the installation of sprinkler systems, fire or smoke detectors, showers, bathrooms, partitions, etc. Costs to be considered are labor costs when the renovation is provided by an outside firm as well as costs for materials. The use of DHSS grant funds may be approved if all alternative funding sources have been exhausted and the renovation is absolutely essential to the operation of the project. However, the use of grant funds for this purpose is rarely approved unless the grant solicited is a capital grant, and specific approval must be obtained in advance from the Grantor to use Grant funds for this purpose. Maintenance costs such as janitorial or laundry services provided by an outside firm are allowable costs under this section. If project staff performs these services, the cost must be listed in Category 100.

B. Format on Grant Project Budget Detail

1. Enter each applicable expenditure item.
2. Enter the proposed expenditures for each item by funding source.
3. Total all figures down and across.

C. Grant Project Budget Narrative - Provide the individual cost calculation by the source of funding.

IV. SUPPLIES - 400

A. Allowable Costs - Under this category are those items with a unit cost of less than \$1,000, or a useful life expectancy of less than one year.

1. Office Supplies - Pens, pencils, stationary, postage stamps, poster board, blank cassette tapes, paper, staplers, in-house printing supplies, desk supplies.
2. Program Supplies - Recreation and craft supplies; posters, pamphlets, brochures, and program related literature for distribution to clients, schools, or community agencies; educational and reference books for use by staff and clients; film rental and purchase costs.
3. Household Supplies - Cleaning supplies, including laundry, janitorial, and housekeeping supplies, kitchen and bed linens. Any other household supplies including non-food kitchen supplies.

4. Medical Supplies - Prescription and non-prescription drugs and medical supplies.
5. Food - Used only for grant project operations.
6. Other - Any supplies which do not fall within the scope of one of the above categories. Do not include dues, subscriptions, outside printing, or advertising costs--these costs are included in category 600.

B. Format on Grant Project Budget Detail

1. Enter each applicable expenditure item.
2. Enter the proposed expenditures for each item by funding source.
3. Total all figures down and across.

C. Grant Project Budget Narrative - Provide the description of each item to be purchased and the itemized cost by source of funds.

V. EQUIPMENT - 500

A. Allowable Costs

1. Equipment Maintenance and Repairs - Costs associated with the maintenance and/or repair of equipment owned, leased, or rented. Those costs to be included under Office Equipment include service agreements for the maintenance and repair of photocopy machines, typewriters, etc.; miscellaneous repair costs for desks, chairs, filing cabinets, etc. Vehicle costs to be included are fuel, oil, spare parts, batteries, chains, tires, labor and parts costs for service calls, and major repairs performed by an outside firm.
2. Equipment Lease and/or Rental - Costs for leasing or renting project equipment such as typewriters, copy machines, vehicles used in the day-to-day operation of the project, occasional rental of trucks or vans to be used for purposes not normally performed by project vehicles, and occasional rental of audio-visual equipment.
3. Equipment Purchase - Equipment with a unit cost of \$1,000 or more, and a useful life expectancy of more than one year, and which is considered necessary for program operations. Examples: Office furniture and computers, chairs, typewriters, file cabinets, audio-visual equipment, medical equipment and furniture, household furniture and appliances. Include estimated shipping costs where appropriate.
4. Depreciation on major equipment is allowed only for equipment not purchased with grant funds.

VI. OTHER - 600

A. Allowable Costs

1. Professional Services - Professional fees and program consultant costs when an outside firm provides these services; accounting and audit services; medical and legal fees. Include all costs for bringing a consultant to your agency to provide training, workshops, and lectures.
2. Insurance and Bonding - Insurance premiums for employee hazard, malpractice and other liability insurance for personnel, vehicles, facilities, and authorized activities of the grant project including bonding costs.
3. Subscriptions - Subscriptions to professional magazines, journals, or publications of a program nature; agency membership dues in a program-related professional organization.

4. Printing and Advertising - Printing costs for program literature or stationary when performed by an outside firm. Newspaper, radio, and Television advertising costs related to personnel recruitment, program operations, or program services.
5. Subcontracts - Project costs that the applicant is proposing to subcontract to another agency for the provision of services, either in whole or in part, designed to meet the goals and objectives outlined in the applicant's grant application program narrative.

Please see 7 AAC 78.180 and 7 AAC 78.250 for conditions that apply to any proposed subcontractor. Also, please be aware that the procurement of subcontractors under the grant is subject to the provisions of 7 AAC 78.270, and must have the approval of the Grantor before work commences under the subcontract, and before the Grantor will authorize reimbursement of any funds expended for the subcontract.

The subcontractor must conform to the same laws, regulations, and policies as the Grantee regarding the use of state funds awarded by the Grantor. The Grantee is remains administratively and financially responsible for the activity and for the subcontractor's performance under the subcontract.

B. Format on Grant Project Budget Detail

1. Enter each applicable expenditure item.
2. Enter the proposed expenditures for each item by funding source.
3. Total all figures down and across.

C. Grant Project Narrative

Enter the description of the itemized expenditures identifying the sources of funding for each expenditure.

VII. INDIRECT COSTS - 700

Indirect costs are those incurred by an applicant agency that administers various program activities and as a result generates costs, which are either difficult or impossible to attribute to a single program activity. These costs are referred to as indirect costs and include general administrative expenses as well as operation and maintenance of facilities and equipment.

Unless otherwise specified in the grant solicitation, the Grantor, under 7 AAC 78.160, may accept the most recent federally approved indirect cost rate to determine the indirect cost rate applicable to its grantees.

To apply for indirect costs from the Grantor, a grant applicant must attach a copy of the indirect cost rate most recently negotiated with the federal government. Documentation submitted must show what expenses are included in the rate.

If your agency does not have a current indirect cost agreement with a Federal agency, the Grantor's regulations permit recovery of certain administrative cost by direct charges to the grant. All such charges must be detailed and justified in your grant application and must be itemized separately from direct program costs. See 7 AAC 78.160 concerning allowable direct and indirect costs.

SOURCE OF REVENUE DETAIL

- A. Grant Project Budget Narrative - For the Source of Funding:** provide a brief explanation of the individual revenue sources as described in the attached example.

PROGRAM BUDGET DETAIL BY SOURCE OF FUNDS

Grantee Name
 Grant Project/Program Name
 State Fiscal Year

COST CATEGORY		SOURCE OF FUNDS			Total
		This Award	Local Cash	In-Kind	
<u>Personal Services</u>	<u>FTE</u>				
A. Executive Director	0.40	\$20,000	\$30,000	0	\$50,000
B. Admin. Assistant	0.35	8,500	15,500	0	\$24,000
C. Education Specialist	0.43	15,000	20,000	0	\$35,000
D. Physician Assistant	0.0	0	0	20,000	\$20,000
E. Receptionist/Typist	0.0	0	22,000	0	\$22,000
F. Project Volunteers (2)	0.0	0	0	7,500	7,500
Subtotal	1.18	\$43,500	\$87,500	\$27,500	\$158,500
Fringe Benefits	17.5%	\$7,613	\$15,313	n/a	\$27,738
TOTAL Personal Services		\$51,123	\$102,813	\$27,500	\$181,426
<u>Travel</u>					
A. Executive Director					
1. Regional		\$1,000	0	0	\$1,000
B. Education Specialist					
1. Regional		\$1,000	0	0	\$1,000
2. McGrath 2 trips		\$500			\$500
3. Juneau 2 trips		\$1,500			\$1,500
TOTAL Travel		\$4,000	0	0	\$4,000
<u>Facility Expense</u>					
A. Facility Rental		\$6,000	\$2,000	0	\$8,000
B. Phone & Internet		\$2,500	0	0	\$1,500
TOTAL Facility Expense		\$8,500	\$2,000	0	\$10,500

PROGRAM BUDGET DETAIL - Cont'd

Supplies

A. Office Supplies	\$500	0	0	\$500
B. Program Supplies	\$3,500	0	0	\$3,500
C. Medical Supplies	0	0	\$3,000	\$3,000
TOTAL Supplies	\$4,000	0	\$3,000	\$7,000

<u>Equipment</u>	<u>This Award</u>	<u>Local Cash</u>	<u>In-Kind</u>	<u>Total</u>
A. Donated Computer	0	0	\$2,500	\$2,500
TOTAL Equipment	0	0	\$2,500	\$2,500

Other

A. Professional Services	\$4,000	\$1,000	0	\$5,000
B. Printing and Advertising	0	0	\$500	\$500
C. Sub-Contracts	\$5,000	\$5,000	0	\$10,000
TOTAL Other	\$9,000	\$6,000	\$500	\$15,500

TOTAL DIRECT COSTS	\$76,613	\$110,813	\$33,500	\$220,926
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***Indirect Costs** N/A

TOTAL PROJECT COSTS	\$76,613	\$110,813	\$33,500	\$220,926
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* Attach a copy of the current federal indirect cost rate authorization letter if applicable, or insert N/A.

PROGRAM BUDGET NARRATIVE

Grantee Name
Grant Project/Program Name
State Fiscal Year

Personal Services

- A. Executive Director - .40 FTE from this grant. This position provides overall direction for the educational service project requested by this grant application. It is also responsible for the administration of the organization and reports to the Board of Directors. The total cost for this position is \$50,000 of which \$20,000 plus fringe benefits is requested from the state grant, \$30,000 and fringe benefits is funded by local government.
- B. Administrative Assistant - .35 FTE from this grant. This position provides support for administrative matters for the organization and reports to the Executive Director. The \$24,000 cost of this position is supported by \$8,500 and fringe benefits from this grant request, and \$15,500 and fringe benefits from local government contribution.
- C. Education Specialist - 0.43 FTE from this grant. This position is responsible for the overall educational component of this project. They will teach and lead classes, provide direction, and develop materials as necessary. This position reports to the Executive Director. The \$15,000 and fringe benefits for this position will be from this grant, and \$20,000 from local government.
- D. Physician Assistant - 0 FTE from this grant. This position provides clinical services and screening, and primary medical care two mornings per week for three hours each morning. This position reports directly to the Executive Director. The \$20,000 is a minimal estimate of the value for this position as an In-Kind donation on the part of the PA.
- E. Receptionist/Typist - 0 FTE from this grant. This position provides clerical support to all staff in the organization. It also serves as receptionist at the office, located at 1234 Alaska Ave., Suite 10. This position reports to the Executive Director. The \$22,000 for this position comes from city funds.
- F. Two volunteers will assist the Education Specialist with one-on-one tutoring and clerical assistance at an estimated value of \$7.50 per hour for 100 hours total
- F. Fringe Benefits - 17.5% These include: health insurance 8.45%, workman's compensation 1.964%, FICA 6.13%, unemployment insurance .96%.

Travel

- A. Executive Director - 1.) Will be traveling by vehicle to sites within south-central region to coordinate the project activities - \$1,000 mileage at .325/mile.
- B. Education Specialist - 1.) Travel to sites by vehicle within the region to deliver education services - \$1,000, mileage at .325/mile. 2.) Two trips to McGrath for delivery of education services - \$500 for travel and per diem. 3.) Two trips to Juneau for education meetings - \$1,500 for air fare and per diem. Number of days of per diem and daily rate.

Facility Expense

- A. Facility Rental - Rental of the office space at 1234 Alaska Ave., Suite 10. Monthly rent is \$1,500, which includes the utilities. This project will pay a total of \$8,000 towards this cost. Of this amount, \$6,000 is from this grant and \$2,000 from the city.
- B. Communication - Local service and long distance telephone and internet costs: \$2,200. Postage for educational items: \$300.

Supplies

- A. Office Supplies - General office supplies: \$500.
- B. Program Supplies - Educational supplies for presentations: \$2,000. Purchase of the following educational video tapes: "What You Always Wanted to Know About Cancer, The Early Warning Signs!" \$750 each: \$1,500.
- C. Medical Supplies - Supplies to be used by the Physician Assistant during clinic services and screenings: \$3,000. These costs are In-Kind.

Equipment

- A. Lease - This is a general equipment lease for educational and medical equipment. These include: film projectors, slide/tape players, autoclave, and X-ray: \$2,500. This cost is In-Kind donation from the local clinic.

Other

- A. Professional Services - A consultant from the Indian Health Service will provide a training session for contracted local educators. This will center on the topic of cancer education: \$3,000. The firm of Jones, Butler, and Finch will provide audit services: \$2,000. This cost will be split by the city and grant funds.
- B. Printing and Advertising - Updated educational brochures will be printed on their normal cycle. Advertising for classes will occur in local areas to promote the classes: \$500. This cost is In-Kind.
- C. Sub-Contracts - Five local persons will be hired on a sub-contract basis to provide on-going education in their areas. These contracts will cover a six (6) month period and each contract will total \$2,000. The total cost is \$10,000 and will be shared by the grant and city.

Indirect Costs

No indirect costs will be charged on this project.

Source of Revenue Detail

- State Grant - Division of Public Health Grant for operational support of community health services.
- Local Cash - Local sales tax and revenue sharing.
- In-Kind - Volunteer services contributed to the project, and public donations for equipment and supplies.¹

¹ In-kind costs are usually defined as those costs that have a calculable value to the project, but do not result in an expense to the applicant agency; such as donated space or materials, or volunteer workers.

**APPENDIX D
AUDIT REQUIREMENTS**

FEDERAL REQUIREMENTS

For fiscal years ending after December 31, 2003, if you expend \$500,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and defined in OMB Circular A-133.

STATE REQUIREMENTS -- CHAPTER 045 GRANT ADMINISTRATION

If you expend \$300,000 or more total State Financial Assistance in your fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, <http://www.law.state.ak.us/doclibrary/doclib.html> , or copies may be obtained from the State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. Box 110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

APPENDIX E
FEDERAL ASSURANCES & CERTIFICATIONS for SUBRECIPIENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest as a federal grant subrecipient; and review the instructions for certification included in the regulations before completing this form. The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21 Cost Principles for Educational Institutions, A-87 Cost Principles for State, Local, and Indian Tribal Governments, A-102 Grants and Cooperative Agreements With State and Local Governments, A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, A-122 Cost Principles for Nonprofit Organizations, A-133 Audits of States, Local Governments, and Non-Profit Organizations, Ex. Order 12372 (intergovernmental review of federal programs); and 28 CFR pts. 66 or 70 (administrative requirements for grants and cooperative agreements); as well as all lawful requirements imposed by the awarding agency. The applicant also specifically assures the following:

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, (45 CFR Part 93), the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. CONFLICT OF INTEREST

It 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.

3. ACCESS TO RECORDS

It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the granting agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

APPENDIX E
FEDERAL ASSURANCES & CERTIFICATIONS for SUBRECIPIENTS

(g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check here if there are workplaces on file that are not identified.

4. Cntd. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the granting agency.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994(ACT), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or imposition of administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

6. NONDISCRIMINATION

The Applicant assures and certifies that:

It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789D); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); The Civil Rights Act of 1964, (42 U.S.C. § 2000d); The Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07; see Ex Order 13279 (equal protection of the laws for faith-based and community organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

It will provide an Equal Opportunity Program if required to maintain one. For grantee agencies receiving less than \$25,000; or grantee agencies with less than 50 employees, regardless of the amount of award, no EEOP is required. Information on civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

7. NATIONAL HISTORIC PRESERVATION

It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

8. If a governmental entity –

- a. it will comply with requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4604 et seq.), and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

APPENDIX E
FEDERAL ASSURANCES & CERTIFICATIONS for SUBRECIPIENTS

9. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The applicant certifies that it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

10. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees to comply with all the terms and conditions of award if a grant is awarded as a result of this application.

1. Grantee Name and Address:

2. Application Number and/ or Project Name

3. Grantee IRS/Vendor Number

3. Typed Name and Title of Authorized Representative

5. Signature

6. Date

CERTIFICATION FORM

Recipient Name and Address: _____

Grant Title: _____ Grant Number: _____ Award Amount: _____

Contact Person Name and Title: _____ Phone Number: () _____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply.*

- | | |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that the _____ [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: _____ [organization], at _____ [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Print or type Name and Title	Signature	Date
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STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER
FINANCE AND MANAGEMENT SERVICES
GRANTS & CONTRACTS SUPPORT TEAM

FRANK H. MURKOWSKI, GOVERNOR

P.O. Box 110650
Juneau, AK 99811-0650
Phone: (907) 465-3082
Fax: (907) 465-2499

Dear Applicant,

The Department of Health & Social Services (DHSS) asks for certain documents to ensure compliance with the DHSS grant regulations. Your Agency's Travel Policy and Procedures may be noncompliant with restrictions imposed on payment for travel in the DHSS Grant Regulations 7 AAC 78.160, in paragraphs (h) and (i) which state:

"(h) Subject to (i) of this section, a grantee may pay for travel expenses as follows:

- (1) for air travel, the expenses may not include first-class seating or travel on a carrier other than a United States carrier unless no other form of air travel is available; and*
- (2) payment for travel expenses may not exceed the greatest of*
 - (A) the basic reimbursement for travel expenses and the basic per diem and meal allowances allowed under AS 39.20.110-39.20.190;*
 - (B) the actual costs, not including gratuities, of moderately-priced accommodations and meals; or*
 - (C) for a project that includes money under a federal grant to the grantee or federal contract with the grantee, the travel costs allowable under the federal grant.*

(i) If the grantee has a written travel policy that is more restrictive than the limitations set out in (h) of this section, the grantee may pay no more for the travel expenses under (h) of this section than the amount that is allowed under the grantee's policy."

Although we do not expect you to amend your organization's overall travel policy and procedures, we do seek assurance that your organization will comply with this regulation when utilizing Department grant money (as defined in 7 AAC 78.950) for travel. If your organization agrees, please indicate below and sign and return this letter to the address contained in the Letterhead of this document.

(Enter Name of Grant Applicant Organization or Grantee Organization)

agrees to conform to the requirements of Department of Health & Social Services Grant Regulation 7 AAC 78.160 when utilizing Department grant money.

Printed Name & Title of Authorized Grant Applicant or Grantee Representative

Date _____

Signature of Authorized Grant Applicant or Grantee Representative

STATE OF ALASKA

FRANK H. MURKOWSKI, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES

**OFFICE OF THE COMMISSIONER
FINANCE AND MANAGEMENT SERVICES
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P.O. Box 110650
Juneau, AK 99811-0650
Phone: (907) 465-3082
Fax: (907) 465-2499

Dear Applicant,

The Department of Health & Social Services (DHSS) asks for certain documents to ensure grantee compliance with the DHSS grant regulations. Your Agency's Purchasing Practices and Procedures may be noncompliant with 7 AAC 78.270, which states:

7AAC 78.270. Purchasing practices and procedures.

"A grantee shall establish uniform purchasing practices and procedures that are approved by the department for the procurement of goods and services. The practices and procedures must provide that

(1) for a purchase of nonexpendable personal property, with a value of \$5,000 or more, or for the award of a contract or subcontract with a value of \$5,000 or more¹, the grantee will request, if feasible, at least three competitive price quotations from potential suppliers;

(2) the grantee will retain written records of price quotations in accordance with 7AAC 78.250 and will include in the written records

(A) specifications;

(B) the suppliers' names and addresses; and

(C) the prices quoted; and

(3) if obtaining competitive price quotations is not feasible, the grantee will document and retain a written record justifying not following a competitive process."

Although we do not expect you to amend your organization's overall purchasing procedures, we do seek assurance that your organization will comply with this regulation when utilizing Department grant money (as defined in 7 AAC 78.950), for the procurement of goods and services. If your organization agrees, please indicate below and sign and return this letter to the address in the Letterhead of this document.

(Enter Name of Grant Applicant Organization or Grantee Organization)

agrees to conform to the purchasing practices and procedures as stated in Department of Health & Social Services Grant Regulation 7 AAC 78.270 when utilizing Department grant money for the procurement of goods or services.

Printed Name & Title of Authorized Grant Applicant or Grantee Representative

Date _____

Signature of Authorized Grant Applicant or Grantee Representative

¹ See 7 AAC 78.180 Subcontracts, for other requirements pertaining to subcontracting for performance of an activity required by the grant project.

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

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FINANCE AND MANAGEMENT SERVICES**

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*P.O. Box 110650
Juneau, AK 99811-0650
Phone: (907) 465-3082
Fax: (907) 465-2499*

Appendix G NOTICE OF INTENT TO APPLY

Under 7 AAC 78, the following organization gives notice of its intent to submit a proposal in response to the Request for Proposals (RFP) for Tobacco Prevention and Control Community Grants Program.

Name of Organization	
Name & Title of Contact Person	
Address	
City	
FAX Number	Phone Number
Email Address	

NOTE: "Notices of Intent to Apply" may be submitted by fax or email. Only applicants who have submitted a "Notice of Intent to Apply" to the contact person listed below by March 20, 2006 will be notified of changes or amendments to the RFP. Applicants should also call the contact person below to verify receipt of this form.

Send to: Nancy Cooperrider, Grants Administrator
Grants & Contracts Support Team
Fax #: 465-8678
Email: nancy_cooperrider@health.state.ak.us
Phone #: 465-4738

Relay Alaska provides assisted communication services at the numbers below:
From a TT Phone: 1 800 770-8973
From a Voice Phone: 1 800 770-8255

APPENDIX H
RESOLUTION FOR TRIBAL ENTITIES
RESOLUTION NO. _____

WHEREAS, the _____ (Name of Grant Recipient Entity) wishes to receive grant funds under the Department of Health & Social Services Tobacco Prevention & Control Grant Program; in State Fiscal Year 2007 and

WHEREAS, the State of Alaska, Department of Health & Social Services requires under 7 AAC 78.030 (e), a resolution approved by the entity's governing body that waives the entity's sovereign immunity from suit with respect to claims by the state arising out of the activities related to the grant; and

THEREFORE, BE IT RESOLVED THAT, in the event that a Tobacco Prevention & Control Grant is awarded in State Fiscal Year 2007, the _____, (Name of Grant Recipient Entity) hereby waives its sovereign immunity and consents to suit in the Alaska Superior Court or a state administrative agency proceeding for any cause of action (including any allowable interest, costs and attorneys fees) or claim filed by the state arising out of or related to the grant, to enforcement of any court or agency order entered in such action or agency proceeding and to levy and execution of any judgment entered in any such lawsuit or agency proceeding against all property and funds of the _____, (Name of Grant Recipient Entity) however held and wherever located..

BE IT FURTHER RESOLVED THAT: _____ (Chief Administrative Officer, Chief, President) is hereby authorized to negotiate, execute, and administer any and all documents and contracts required for granting funds to the _____ (Name of Grant Recipient Entity) and managing funds on behalf of this entity, including any subsequent amendments to said agreement.

BE IT FURTHER RESOLVED THAT: This resolution shall remain in effect until the expiration of the statute of limitations on any cause of action or claim arising out of or related to the grant, including any cause of action or claim related to a demand for reimbursement of grant funds following an audit.

This resolution was adopted at a duly convened meeting of the _____
_____ (Name of Grant Recipient Entity) on _____, 20____ and complies with all current requirements necessary for the _____ (Name of Grant Recipient Entity) to validly waive its sovereign immunity.

IN WITNESS THERETO:

By; _____
Signature Chief Administrative Officer Title

Attest; _____
Signature Clerk or Secretary of Organization Title

APPENDIX I
Match Requirement Guidelines
And Certification of Matching Funds

All grants proposals are judged competitively based upon the total amount of grant funds available. A key factor in this competition is the value of the local financial contribution to the total project cost.

As noted in Section A, Item 1 (d) of the FY2007 Title V Delinquency Prevention Program RFP, each proposal must offer a minimum 50% match of the requested grant cash or in-kind, or a combination.

Proposed Match

Grant Request x 50% = Match Requirement

Use the attached "Certification of Matching Funds" form No. 06-5427-A to confirm the required match. No part of the match may be from other state grants.

Also, a Third Party Certification of Contribution (form attached) will be required of third party organizations or individuals that have agreed to donate funds, materials or services to the applicant agency for the purpose of the proposed project. (Form No. 5427-B)

Cash match must fall within those cost categories considered allowable as outlined in the grant regulations 7 AAC 78.160.

In-kind costs are usually defined as those costs that have a calculable value to the project, but do not result in an expense to the applicant agency; such as donated space or materials, or volunteer workers. Discounts on purchases (i.e. equipment and supplies) are not considered an allowable in-kind match. The contribution must be specifically identifiable and verifiable from grantee records, and must be useful in attaining the goals and objectives proposed in the application. An In-kind match must also fall within those cost categories considered allowable as outlined the grant regulations 7 AAC 78.160.

APPENDIX I – APPLICANT CERTIFICATION OF MATCHING FUNDS		
1. Name of Proposed Project		2. Fiscal Year
3. Name of DHSS Program for which Application is being made		
4. Name of Organization (Applicant Agency)		5. Dates - Duration of Project
6. Total Match Required	7. Total Match Proposed	8. Percent of Total Project Cost
9. Matching Cash Support – Source(s) and Amount(s)		
10. In-Kind Match - Source(s) and Amount(s)		
11. Certification Statement As an authorized representative of the organization making application for this grant, I hereby certify that matching funds in the amount identified above are available for the exclusive use of this proposed project. I further certify that the cash funds designated for this purpose are not derived from state grants; and that materials and equipment have been procured with other than state grants and have not been used to provide match for other grants or contracts.		
12. Name of Authorized Representative		13. Title of Authorized Representative
14. Contact Phone		15. Contact Email
16. Signature of Authorized Representative		17. Date Signed

APPENDIX I - THIRD PARTY CERTIFICATION OF CONTRIBUTION	
1. Contributing Organization/Individual (Third Party Name, Title & Address)	
2. Name of Applicant Organization and Proposed Project Name for which this contribution is agreed to be provided.	
3. Name of DHSS Program	
4. Description of Contribution (Identify whether contribution is Cash or In-Kind and provide detailed computation to support item 5-Value, as indicated below.)	
5. Value (must be supported by description above) \$	6. Dates - Duration of Project supported by this contribution
7. Certification Statement I hereby certify that the funds, items, or services identified above will be contributed to support the above named project upon the award of a grant for the DHSS Program identified in item 3.	
8. Name of Authorized Representative	9. Title of Authorized Representative
10. Contact Phone	11. Contact Email
12. Signature of Authorized Representative	13. Date Signed

Statement of Assurance – Refusal of Tobacco Industry Funds

This page must be signed and dated by an official authorized to bind the proposer. By signing this page, the official verifies that the following statements are true:

Neither the proposer nor any subcontractor of the proposer is accepting funding from the tobacco industry and will not accept funding from the tobacco industry during the project period of performance. The term “tobacco industry” includes individuals, companies or organizations involved in any way in the production, processing, distribution, promotion or sale of tobacco products.

Any past funding relationships with the tobacco industry are disclosed as noted below.
Additional information (if any):

Signature: _____ Date: _____
(Official Authorized to Bind the Proposer)

Printed Name and Title: _____

Long-Term Policy Objectives Plan Form

Goal Area: _____ Community: _____

Long-Term Policy Objectives: 5-10 years (Must have at least one)	Indicators (Progress Measures)	Data Source	Baseline Results (Current Status)	Follow-Up Results
Intermediate Policy Objectives: 3-5 years (Must have at least one)				
Short-Term Policy Objectives: 1-2 years (Must have at least one; Write an Action Plan for each one)				

FY 2007 Action Plan Form

Goal Area: _____ **Community:** _____

Short-Term Policy Objective #1: _____

Strategy A:									
Activity	Target Group(s)	Lead Role(s)	Timeline				Desired Result	Quarter Actual Result	Next Steps
			Q1	Q2	Q3	Q4			
Strategy B:									
Activity	Target Group(s)	Lead Role(s)	Timeline				Desired Result	Quarter Actual Result	Next Steps
			Q1	Q2	Q3	Q4			

Policy Area: _____
 Short-Term Policy Objective #2:

Strategy A:									
Activity	Target Group(s)	Lead Role(s)	Timeline				Desired Result	Quarter _____ Actual Result	Next Steps
			Q1	Q2	Q3	Q4			
Strategy B:									
Activity	Target Group(s)	Lead Role(s)	Timeline				Desired Result	Quarter _____ Actual Result	Next Steps
			Q1	Q2	Q3	Q4			