



## **Fairbanks North Star Borough Health & Social Services Commission**

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# **FY 2022 MATCH ASSISTANCE GRANT REQUEST FOR APPLICATION**

**RFA NUMBER: 22016**

Date of Issue: September 2, 2021

Submittal Deadline

**ROUND 1 4:00pm., October 7, 2021**

**ROUND 2 4:00pm., December 2, 2021**

**ROUND 3 4:00pm., April 7, 2022**

**Submit application electronically at:**

**<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>**

**(Please submit the entire application document in one upload if possible)**

For questions regarding the RFA or process, please contact David Bates at (907) 459-1293  
or [david.bates@fnsb.gov](mailto:david.bates@fnsb.gov)

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The Fairbanks North Star Borough (the Borough) announces the availability of Match Assistance Grants for FY22. The purpose of the FNSB Match Assistance Grant is to increase the amount and types of available funds to agencies by providing a local source of matching funds to meet the requirements of other grant sources.

In 1993, voters in the Fairbanks North Star Borough approved a proposition that would allow the borough to exercise limited area-wide health and social services powers, to receive and pass-through health and social services grants and assist in raising any required community match. The language of that proposition limits any health and social services grant issued by the borough to a required match to a primary grant.

In 2004, the Borough Assembly approved an ordinance giving the Health and Social Services Commission the authority to allocate and award local matching funds (now called the Match Assistance Grant), based on the 1993 voter-approved powers.

**There are no material changes to the RFA from the prior year.**

Match Assistance Grant requirements include:

- Match Assistance Grant funds may only be used as a **required match** to a primary grant from another source.
- All projects funded must be for essential human services, that is, those services whose unavailability would subject persons needing the services to serious mental or physical hardship.
- Services must be provided within the borough.
- The maximum award amount is \$25,000.
- The amount of funding available for Health and Social Services grants is \$275,303.82; including \$200,000.00 appropriated for FY22 and \$75,303.82 in remaining appropriations from prior years.

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Requirements are detailed in body of this RFA.

The Fairbanks North Star Borough Health and Social Services Commission will determine funding allocations. Funds will be allocated in three rounds.

- Health and Social Services grants:  
The first round will allocate up to 100% of available funds, or \$275,303; the second and third rounds will allocate any funds that were unused or that lapsed from prior rounds.

**Agencies may apply for the Match Assistance Grant prior to securing the primary grant.** This is especially important for grantees considering applying for the third round, because there may not be funds available. Money allocated to an agency will be set aside for six months from the date of the scoring meeting in order for the agency to provide a copy of the signed grant agreement with the primary grantor to the Borough.

After the six months, or if the primary grantor denies the grant, the funds will lapse for reallocation. An agency who does not receive the primary grant paperwork within the six-month timeframe may reapply in the next round.

For FY21 the lapsing dates are:

- Round 1: April 7, 2021
- Round 2: June 2, 2021
- Round 3: October 7, 2021

For questions about the RFA or the process please contact David Bates at 907-459-1293 or at [david.bates@fnsb.gov](mailto:david.bates@fnsb.gov)

Please note that if an application does not meet the definition of “essential human services” (see General Instructions #2) or requests more funding than allowable (see General Instructions #6), it will NOT be scored.

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**Section I**

Timeline

September 2, 2021      The RFA is available online from BidNet at

<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>

**(Please submit the entire application document in one upload if possible)**

**Round 1**

October 7, 2021

Grant applications due electronically no later than 4:00 PM at:

<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>

October 13, 2021

Round 1 scoring and allocation during regularly scheduled H&SS Commission Meeting (12:30 pm, Assembly Chambers, Juanita Helms Administration Center). Information about connecting to this meeting will be available at:

<http://www.fnsb.us/Boards/Pages/Health-and-Social-Services-Commission.aspx> at least 5 days before this meeting.

**Round 2**

December 2, 2021

Grant applications due electronically no later than 4:00 pm at:

<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>

December 8, 2021

Round 2 scoring and allocation during regularly scheduled H&SS Commission Meeting (12:30 pm, Assembly Chambers, Juanita Helms Administration Center). Information about connecting to this meeting will be available at:

<http://www.fnsb.us/Boards/Pages/Health-and-Social-Services-Commission.aspx> at least 5 days before this meeting.

**Round 3**

April 7, 2022

Grant applications due electronically no later than 4:00 pm at:

<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>

April 13, 2022

Round 3 scoring and allocation during regularly scheduled H&SS Commission Meeting (12:30 pm, Assembly Chambers, Juanita Helms Administration Center). Information about connecting to this meeting will be available at:

<http://www.fnsb.us/Boards/Pages/Health-and-Social-Services-Commission.aspx> at least 5 days before this meeting.

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**Section II**

General Instructions

1. NON-PROFIT STATUS - All agencies applying for and/or receiving funds from this grant must be non-profit organizations.
2. ESSENTIAL HUMAN SERVICES DEFINED - All applications must be for essential human services. The definition of essential human services is: those services whose unavailability would subject persons needing the services to serious mental or physical hardship.
3. AREA OF SERVICE - All applications must be for services within the Fairbanks North Star Borough. If a local office is required to supply a portion of match required by its statewide organization that would meet the requirement of the required match as long as the services of the local office are performed in the Fairbanks North Star Borough. If the statewide umbrella organization received a grant that requires a match (with the local organization being the grantee), the local organization would be eligible for a match assistance grant for services performed in the borough. The match amount is limited to the proportion of the primary funds used for services within the Borough.

Agencies that provide statewide services should use data applicable to the Fairbanks North Star Borough only when providing information for the proposal.

4. MATCH ASSISTANCE GRANTS – This is an umbrella term that refers to Borough funds awarded for Health and Social Services. Funds awarded under either program must be for “essential human services,” defined as “those services whose unavailability would subject persons needing the services to serious mental or physical hardship.”
5. PRIMARY GRANT REQUIREMENTS - These funds are only available to be used as **required match** to a grant from another grant source, hereinafter referred to as the primary grant or primary grantor. The applicant must submit a copy of the grant solicitation from the primary grantor showing that a match is required. Different grantors may use various words to describe their match requirement. For example, one grantor might state that the primary grant cannot be the only source of funding for the project. Another grantor might state that a specific amount or percent is required for a match.

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6. AWARD AMOUNT - The maximum award is \$25,000 and is limited to the amount of match required by the primary grant. Any application requesting more than \$25,000 will be deemed non-responsive and will not be scored. For example, the primary grantor is awarding an agency \$50,000 but only requires a 10% match. The maximum allowable for a Match Assistance Grant would be \$5,000.
7. LIMITS ON MATCH - For Health and Social Services grants, the funding requested cannot exceed 50% of the primary grant amount. Any application exceeding these match percentages will be deemed non-responsive and will not be scored.
8. AWARD LIMITS - There is no limit on the number of applications an agency may submit. The maximum amount an agency may be awarded in FY21 for the Health and Social Services grants is limited to \$25,000. An agency may apply for and receive more than one match assistance grant as long as the total awarded in the fiscal year (July 1 – June 30) does not exceed \$25,000, regardless of when the funds will be expended.

The organizations who are actually receiving the pass-through dollars, however, will still be held to the \$25,000 per year maximum.

9. NEW FUNDING – Grants that bring in new funding to the applicant agency will receive five additional points in the scoring process. New funding means funds not currently received for this project, i.e. funds from a new source. Grants that bring in increased funding from an established source will receive three points in the scoring process.
10. ALLOWABLE EXPENSES – The grant must be for operational, project or capital uses. Indirect costs are not an allowable use. See Section VI, Conditions of Award, for a list of prohibited uses.
11. REQUIRED DOCUMENTATION – Applicants are required to submit complete applications. All required forms are in Section V, with detailed instructions. All required items are shown on the checklist (Section IV). Applications missing any of the items on the checklist will be notified of the omission by phone, email and/or fax. Applicants will have three (3) business days after attempted notification to submit the item. If the missing items are not submitted in that time period, the application will not be forwarded for scoring.
12. FUNDING ROUNDS – HEALTH AND SOCIAL SERVICES: Funding will be allocated in three rounds. The first round will allocate up to \$275,303; the second and third rounds will allocate any unused or lapsed funds from the prior rounds.

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13. **APPLICATION DEADLINES** – Applications for each round of funding are due as shown on the Timeline, Section I. Late applications will not be considered. Only electronic applications will be accepted at <https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>. Submissions to any other Borough office will be deemed noncompliant.
14. **COMMISSION SCORING** – Commission members will score applications based on the information contained in the applications. Commissioners may also use their individual knowledge of community needs and programs in the scoring process.
15. **POST-SCORING INFORMATION** – Information regarding commissioners’ scoring is available on the individual score sheets prepared by each commissioner for each grant application and in the form of oral comments by commissioners at the scoring sessions. All scoring sessions are recorded and available to the public. All applications are available to the public for review after they are scored.
16. **ALLOCATIONS** – Allocations will be made based on average scores, starting with the highest score, until the amount available is fully allocated. No allocation will be made for an application with an average score of less than 30 points. An individual commissioner score that is 10 points higher or lower than the next highest or lowest score will not be considered in the average score.
17. **LAPSING OF FUNDS** – Once allocated, the funds will be set aside for up to 6 (six) months from the date of scoring (see page 3 for FY22 dates). If the award from the primary grantor has not been received by that time, or if the primary grantor denies the grant, the match funds will lapse for re-allocation. This process supports a reasonable timeframe to acquire confirmed matching funds, given careful planning for the best round to apply. It also allows the commission to make lapsing funds available to other agencies. An agency who does not receive the signed grant agreement from the primary grantor within the six-month timeframe may reapply in the next round.
18. **POST-AWARD DOCUMENTATION** –
  - a) When the applicant agency (to whom matching funds have been allocated) is awarded the primary grant, the applicant must provide further documentation to the Borough. The applicant agency must:
    1. Document their ability to appropriately manage, spend and sufficiently report on local match grant funds;
    2. Show compliance with insurance requirements; and
    3. Provide signature authority for the individual signing the grant.



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b) See Section VI, Conditions of Award, for details. If the applicant is not able to meet these conditions, the Borough will not enter into a grant agreement, and the funds will lapse for re-allocation.

GRANT AGREEMENTS - The Fairbanks North Star Borough will provide a grant agreement upon awarding matching funds. Grant agreements will be processed as quickly as possible: however, **third round agreements may be slowed due to demands of the Borough fiscal year end and audit.** The agreement will specify the administrative process and reporting requirements. Actual release of funds will be contingent on meeting all requirements contained in this RFA and entering into a signed grant agreement with the Borough.

19. APPLICATION RESUBMISSION - If an agency has submitted an application for a prior round of funding in the same fiscal year, but was not allocated funds, they may resubmit the same application, with a cover letter asking that their application be reconsidered.

An agency whose allocation funding lapsed may also resubmit the same application in a subsequent round in the same fiscal year.

20. APPEAL PROCESS - The appeal process is outlined in Section VIII.
21. NUMBER OF COPIES – Applicants must submit one original electronically at <https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>.
22. FORMAT OF PROPOSAL – Please number each and every page in the proposal. Address every requirement listed in Section III, even if it does not apply. (If a requirement does not apply to your agency, note that it is “not applicable”.) Submit only those items required. Use a font no smaller than 12 point.
23. MODIFICATION OR CORRECTION OF PROPOSALS – A proposal may be modified or corrected up until the submittal deadline. Updated and/or corrected proposals may be submitted to BidNet at <https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>, and must be received before the submittal deadline. The modified or corrected proposal will be considered the proposal submitted for scoring. After the deadline, no agency shall be permitted to modify or correct their proposal.
24. WITHDRAWAL OF PROPOSALS - Proposals may be withdrawn from consideration at any time up until scoring begins by notifying the program administrator in writing (e-mail, fax or letter).

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25. AMENDMENT OF RFA - If an amendment is issued, notification will be sent to all who have downloaded the RFA document in BidNet at <https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough> It will also be available on-line on BidNet.
  
26. DISCLOSURE OF PROPOSAL CONTENTS - All proposals and other materials submitted become the property of the Borough and may be returned at the Borough's option. All proposal information will be held in confidence during the screening and evaluation process. After the scoring process, the proposals become public information.

Questions shall be submitted online to  
<https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>

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**Section III**

Application Content Requirements

- A. Complete the Checklist of Required Items. This should be the first page of the application.
- B. Complete the Grant Application Summary (Form 1). See instructions following the form.
- C. Provide a copy of the solicitation from the primary grantor, ***specifically showing that a match is required, and the extent of the required local match.***

If the solicitation from the primary grant source is lengthy, the applicant is not required to submit a full copy of the entire solicitation.

A copy of the following pages will suffice:

- 1. a page that shows the source of the primary grant (such as the cover page)
  - 2. the table of contents, and
  - 3. page(s) that speak directly to the required match, showing that a match is required and the extent of the local match.
- D. Project Narrative (Narrative not to exceed 3 pages. Forms, charts, graphs are not included in page limits.)
    - 1. In narrative form, identify and define the need being addressed in the Fairbanks North Star Borough. When possible, include current local numerical documentation and/or statistics.
    - 2. Explain the “essential human services” this project meets. The definition of essential human services is “those services whose unavailability would subject persons needing the services to serious mental or physical hardship”.
    - 3. Provide a brief description of the project and how services will be provided.
    - 4. Describe the expected impact on the community.
    - 5. Describe the agency’s organizational capacity to carry out the project.

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6. Address how this project is different from others serving the same need.
  7. Describe prior and intended interagency coordination and/or collaboration related to this project.
- E. Project Budget (Narrative not to exceed 2 pages. Forms are not included in page limits.)
1. Budget Summary (Form 2). See instructions following the form.
  2. Provide a narrative addressing the following:
    - a. How the funds will be used.
    - b. The amount and percentage of the local match required by the primary grant organization.
    - c. Is the primary grant a new grant for the agency? If not, has the funding level increased? Is the primary grant from a new source?
    - d. Will this grant support a new, existing, or expanded project? Please describe.
    - e. If the primary grant is a renewal, how did the agency meet the local match in the past?
    - f. What is the long-term sustainability plan for this project after this grant period?
    - g. Describe the specific accountability for meeting project goals the primary grantor(s) requires of the grantee.

F. Non-profit Certification

Provide a copy of current IRS certification of non-profit status (501(c)3) This can be either a copy of the original IRS determination letter or a computer print-out from the IRS that includes the agency name, address and date of approval of non-profit status. If submitting a "pass-through" application, submit the IRS certification of all agencies that will be receiving funds.

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The Checklist of Required Items, the Grant Application Summary (Form 1) and the Budget Summary (Form 2) are available in electronic form on BidNet at <https://www.bidnetdirect.com/alaska/fairbanksnorthstarborough>.

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**Section IV**

Checklist of Required Items

Agency Name:	
<b>THIS LIST WITH PAGE NUMBERS MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION</b>	<b>Enter Page #(s) Here</b>
Application Summary (Form 1)	
Copy of solicitation from primary grant that shows a match is required, and the extent of the required local match.	
Project narrative	
Project budget (Form 2 and narrative)	
IRS certification of non-profit status	

Applications missing any of the items on the checklist will be notified of the omission by phone, email and/or fax. Applications will have three (3) business days after attempted notification to submit the item. If the missing items are not submitted in that time period, the applications will not be forwarded for scoring.



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**Instructions for Form 1: Grant Application Summary**

- Item 1: Enter the name of the agency requesting the grant.
- Item 2: Not currently used.
- Item 3: Enter the official name of the corporation requesting the grant. A difference between the name of the agency and the corporation requesting a grant is commonly seen with large multi-faceted organizations that operate programs with separate identities.
- Items 4-9: Enter the agency's information as noted.
- Item 10: Enter the name by which the program will be or is known to the public.
- Item 11: Enter the phone number at the project location.
- Item 12: Enter the physical address or location of the building or of the space where the project will be housed.
- Item 13: Enter the fax number at the location of project.
- Item 14: Enter mailing address at the physical location of the project.
- Item 15: Enter the email address for the project.
- Item 16: Check the one category that best describes the need the proposed program will address.
- Poverty /Economic: all aspects of physical, mental and social duress caused by a lack of needed financial resources.
  - Health Care: the day to day administration of physical and mental health services, and programs of prevention.
  - Social: those services needed for people to function comfortably, adequately and productively in today's society.
- Item 17: Check yes or no in answer to the question: will this grant bring new funds to the agency? New funding means funds not currently received for this project



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- Item 18: Enter the name of the primary grantor (i.e. the name of the foundation or agency to which the primary grant is being submitted).
- Item 19: Enter the start and end dates for the primary grant.
- Item 20: Enter the start and end dates for the local match grant.
- Item 21: Enter the amount of funds requested from both the primary grantor and the match assistance grant.
- Item 22: Enter the amount requested from the primary grantor.
- Item 23: Enter the amount requested from the match assistance grant.
- Item 24: Enter the match percentage required by the primary grantor.
- Item 25-28: List name, title, address, phone and e-mail of individuals as noted.
- Item 29: The signature(s) of the person who is authorized to sign for the applicant agency.

## FORM 2: Budget Summary

<b>FORM 2: Budget Summary</b>						
<b>Agency:</b>						
<b>FORM 2:</b>	<b>FUNDING SOURCE CATEGORY</b>					
<b>Budget Summary</b>	MATCH GRANT REQUEST	PRIMARY GRANT REQUEST	PROJECT INCOME	OTHER FUNDS	IN-KIND	<b>TOTAL PROJECT</b>
<b>FUNDING SOURCES:</b>						
1. Local Matching Grant Request	\$					\$ -
2. Primary Grant Request		\$				\$ -
3. Project Income (list):						
			\$			\$ -
			\$			\$ -
4. Other Funds						
Public Cash (list):						
				\$		\$ -
				\$		\$ -
Contracts (list):						
				\$		\$ -
				\$		\$ -
Non-Public Cash (list):						
				\$		\$ -
				\$		\$ -
5. Non-Public In-Kind:						
Donated Supplies					\$	\$ -
Donated Services					\$	\$ -
Donated Equipment					\$	\$ -
Other (list):					\$	\$ -
					\$	\$ -
					\$	\$ -
<b>TOTAL FUNDING SOURCES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDING USES:</b>						
6. Personnel						\$ -
7. Commodities						\$ -
8. Contractual						\$ -
9. Capital						\$ -
<b>TOTAL FUNDING USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Note: Total for Funding Sources for each category must match totals for Funding Uses of that same category.*

## Instructions for Form 2: Budget Summary

### Project Funding Sources

List all sources of funds and the value of in-kind support necessary for the successful completion of this project. If request is to fund total agency operations show total agency budget. If request is for a specific project, show that project and any portion of agency support needed for successful completion of the project. Identify each funding source in the "Description" column and note which funding sources are secured and which are not.

1. Match Assistance Grant Request: List the amount of Match Assistance Grant funds requested.
2. Primary Grant Request: List the amount being requested from the Primary Grantor.
3. Project Income: List any project income expected, such as the examples shown below.
  - Client payments – List and describe all sources and amounts of client payments, i.e., collected fees for service.
  - Third party payments – List and describe all sources and amounts of third-party payments such as Medicaid, Medicare, Blue Cross, CHAMPUS, V.A., etc.
  - Other – List and describe any other form of project income that is earned, such as school contracts, military contracts, etc.
4. Other Funds:
  - a) Public Cash: List any grants expected from State, Federal or Local governmental sources. Include all grants and pass-through funds. (Do not duplicate the amount shown under Primary Grantor, if that grant is being requested from a state or federal source.)
  - b) Contracts: list any contracts that will provide funds to this project.
  - c) Nonpublic Cash:

List and describe all sources and amount of cash obtained from private nonpublic sources that will provide goods and services utilized by the project. Include private foundations, corporate and individual donations, revenue from the sale of goods and services that helped the project, fund raisers, etc. (Do not duplicate the amount shown under Primary Grantor, if that grant is being requested from a private source.)

5. Non-Public In-kind: List all services and fair market value of goods or services utilized by the project.

Summary of Funding Uses:

Summarize all uses of funds in the following categories.

Personnel:

Wages, overtime, temporary wages, fringe benefits.

Commodities:

Office supplies, computer supplies, operating supplies, books & periodicals, repair & maintenance supplies, etcetera.

Contractual:

Professional services, communications, travel, dues & meeting expenses, training, advertising, printing & binding, repair and maintenance services for buildings, grounds, equipment, rent, utilities, equipment leases, other contractual services.

Capital:

Individual items with a cost over \$750 dollars and a useful life of one year or more. Includes such items as vehicles, machinery, furniture, equipment, land and land improvements, buildings and building improvements, and leasehold improvements. Does NOT include normal repairs and maintenance and/or major maintenance of existing buildings. DOES include costs to significantly enlarge or improve a existing building, or to totally renovate or rebuild an existing building.

Add all funding uses for this project, both across (by line-item) and down (by funding source category).

Verify that total funding sources for each funding source category equal total funding uses.

Verify that totals on the form match totals on the narrative.

**Note: Disallowed uses of funds are listed in Section VI, Conditions of Award. The primary grantor may have additional restrictions on the use of funds**

## **Section VI**

### Conditions of Award

1. No funds made available through this grant may be used for:
  - a. Indirect charges and/or administrative fees.
  - b. Housing or personal living expenses and/or goods and services for personal use.
  - c. Losses from bad debts.
  - d. Contributions to contingency reserves or any similar provision for unforeseen events.
  - e. Contributions or donations to any organization.
  - f. Entertainment costs and/or cost of alcohol.
  - g. Fines and penalties.
  - h. Interest on borrowing, financing or refinancing costs, related legal or professional fees, or investment management costs.
  - i. Legal fees, except for the direct benefit of service recipients.
  - j. Costs associated with lobbying at local, state, or federal levels or other political activities.
  - k. Costs of promoting or opposing unionization.
  - l. Costs of supporting any religious or anti-religious activities.
  - m. Any other costs prohibited under state or local law.
  - n. Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
  
2. Documentation of fiscal management capacity

Prior to issuing a grant agreement, the Borough will review documentation supporting the applicant's financial management practices to determine what level of financial reporting will be required. The goal is to assure that grant funds are used and accounted for in accordance with the purposes stated in the grant application and in accordance with the grantor's guidelines.

If third party documentation (such as audits and management letters, CPA reviews, financial statement compilations prepared by independent accountants) and internal documentation (such as resumes and job descriptions of financial personnel) show that the organization has sound financial management practices, the reporting requirements of the Borough matching grant will be less rigorous than if the agency has no track record or has a track record suggesting problems with financial accountability.

Requested documentation will include:

**Audits:**

One complete copy of each of the applicants' two most recent audited financial statements and federal/state single audits (if the agency falls under federal/state single audit requirements). If audits are available, provide copies of the two most recent management letters or the communication of internal control related matters prepared in conjunction with the audits. If these were not prepared in conjunction with the audits, provide a statement to that effect. Independent CPA reviews may be substituted if audits do not exist or are not yet available. Applicants who have neither will be asked to complete a questionnaire regarding financial procedures and submit compiled financial statements prepared by an independent accountant or generated internally if an independent accountant has not been engaged.

Applicants whose most recent audit or CPA review is for a fiscal or calendar year ending prior to December 31, 2019 will be asked to submit their most recent audit or CPA review, the questionnaire, and copies of compiled financial statements for fiscal year-end periods ending in 2020 and 2021.

Applicants will be asked to respond to any financial and/or federal/state single audit findings, questioned or disallowed costs, material weaknesses, significant deficiencies, and/or points addressed by independent auditors in communications to the Board of Directors and/or management. The response should describe actions, planned and implemented, to correct the problems cited. If corrective actions have not yet been implemented, provide the date(s) when implementation is expected to occur.

NOTE: Due to the additional expense of meeting American Institute of Certified Public Accountants' SAS 112 change in auditing standards, the Borough has decided to accept, without prejudice, an audit that has an accompanying management letter with a material weakness, or a significant deficiency, in internal control resulting from the auditor assisting in the preparation of the financial statements, including the notes to the financial statements. This acceptance removes the need to engage two accounting firms for an audit. Should an audit have an opinion qualified, as a result of such a weakness, it will also be accepted. For clarity purposes, management letters are required for all audits, and this is the only weakness or deficiency the Borough will accept without prejudice.

**Management and Financial Personnel:**

Applicants will be asked for job descriptions and updated resumes for the following positions: Executive Director, Treasurer of the Board of Directors, Chief Financial Officer (person that directly oversees and takes responsibility for agency fiscal operations), and the Bookkeeper accounting for grant transactions.

If a single person holds one or more of the above positions, the job description should reflect the multiple duties.

If accounting services are contracted out-of-house, the following will be required: a copy of the engagement letter, or services agreement (or written terms) for bookkeeping/accounting services, a description of the work performed, and a copy of the firm profile (list of partners), together with a resume of the accountant or partner responsible for the engagement. These services are intended to be out-of-house firms who provide full charge bookkeeping services and account for the general day-to-day transactions of the agency (this does NOT include accounting services hired for tax preparation only).

The engagement letter (or written terms) should state the time period during which accounting services are to be performed. If out-of-house accounting services change before or during the course of the grant period, the grantee will be required to submit the information listed above on the new accounting service. If a review of the out-of-house accounting firm's information indicates that they may not be able to properly account for the use of borough funds, the borough reserves the right to impose additional grant conditions.

### 3. Insurance Requirements

Upon award of the Match Assistance Grant, the applicant must provide insurance coverage as outlined below.

FY 2022-2023 Limits shall be not less than the amounts below:

1. Commercial General Liability: \$1,000,000 limit per occurrence.
2. Automobile Liability: \$1,000,000 combined single limit for all owned autos. If no autos are owned by the applicant then, hired and non-owned autos must be covered at no less than statutory limits.
3. Workers' Compensation: Statutory with Employers' Liability limits of: \$100,000/accident, \$500,000 disease-policy limit, and \$100,000 disease/employee
4. Professional Liability Insurance: \$500,000 per occurrence

During the term of this agreement, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A.M. Best Company or specifically approved by the Borough's Risk Manager.

Commercial general liability:

The general liability policy must be on an occurrence basis, and the Borough must be listed as an additional insured. The specific entity receiving the grant must be the named insured.

**Automobile liability insurance:**

All automobiles must be insured if used to perform services under the grant agreement. Automobiles owned by the applicant must be insured for no less than the limit listed above. If the applicant does not own any automobiles, the Borough may waive the requirement or reduce the limits for automobile insurance upon receipt of a resolution of the applicant's board of directors that the applicant owns no automobiles. The applicant will be responsible for requiring that all non-owned, rented and hired vehicles are insured per Alaska statutes, or at the levels required by the Borough.

**Workers' Compensation:**

All employees must be covered by workers' compensation insurance during the term of the grant agreement with the Borough. The Borough will waive this requirement upon receipt of a resolution of the applicant's board of directors that the applicant has no employees. Notwithstanding any such waiver, if the applicant hires employees in the future, such employees must be covered.

**Professional liability:**

Professional liability insurance is required only for those services for which such insurance is ordinarily issued, such as doctors, dentists, lawyers, and psychologists. If an applicant does not carry professional liability, but provides professional services, then the applicant must require its professional staff to carry their own insurance and the organization must be listed as an additional insured. The applicant must provide the Borough with a copy of the applicant's written policy requiring professional staff to have such insurance, must maintain the insurance certificate for each such person, and must make certificates available for review by the Borough.

**Alternate coverage:**

A combination of primary and excess or umbrella policies may be used to fulfill the insurance requirements.

**Contractors and Subcontractors:**

All contractors and subcontractors performing any services specifically set out in the proposal must comply with the insurance requirements in this section in the same manner as the applicant. Additionally, Contractor's and Sub-Contractors insurance must list both the applicant and the Borough as additional insureds.

**Certificate of insurance:**

Before any funds are paid to grantees, a certificate of insurance showing that the required coverages are being maintained must be provided in a form acceptable to the Borough.



#### Cancellation:

It is important that the Borough receive notice if the grantee's or its contractor's or subcontractor's insurance is going to be canceled, not renewed, or changed in some important way. The certificate of insurance must say that the insurer will notify Borough in accordance with Alaska Statutes before the insurer cancels, refuses to renew, or materially changes the coverage, and the grantee must ensure that the policies are so endorsed.

#### 5. Signature Authority

Upon award of the Match Assistance Grant, the applicant will need to provide documentation of signature authority of the organization.

If the executive director will be signing the grant, a copy of the board of director's resolution or a copy of the agency by-laws giving the executive director the authority to bind the organization will be required.

If the board president, vice-president or treasurer will be signing the grant, no other form will be required.

## Section VII

### Score Sheet

Agency: \_\_\_\_\_ Project: \_\_\_\_\_

Commission members will score Applications based on the information contained in the Applications. Commissioners may also use their individual knowledge of community needs and programs in the scoring process.

Each commissioner should enter preliminary scores prior to the scoring session. Preliminary scores will be shared and discussed among commissioners during the scoring session. At the end of the discussion, commissioners will enter and submit their final scores.

Does this project meet the definition of essential human services - "those services whose unavailability would subject persons needing the services to serious mental or physical hardship"? .....  Yes  No

*Note: the minimum score to receive funding is 30 points.*

<b>Item being scored</b>	<b>Maximum Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
Project Narrative	25		
Budget/Cost Effectiveness	20		
Funding	5		
Performance	0		
Totals	50		

Commissioner Name: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Project Narrative

- 18-25 points Clearly defines, and documents needs, convincingly shows the ability to effectively implement the project and have a positive impact on the community.
- 9-17 points Moderate deficiencies in defining and documenting needs, shows probable ability to effectively implement the project and to have a positive impact on the community.
- 0-8 points Severe deficiencies in defining and documenting needs, questionable ability to effectively implement the project or to have a positive impact on the community.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Budget/Cost Effectiveness

- 16-20 points Budget supports the goals of the project in a cost-effective manner; has appropriate local match to primary grant; accountability to primary grantor(s); and shows long-term sustainability of the project.
- 6-15 points Budget shows moderate deficiencies in cost effectiveness, local match to primary grant, accountability, and long-term sustainability of the project.
- 0-5 points Budget shows severe deficiencies in cost effectiveness, local match to primary grant, accountability, and long-term sustainability of the project.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) New Funding

- 5 points Funding is from a new source.
- 3 points Funding is not from a new source but is an increase from prior year.
- 0 points Funding is not increased and is not from a new source.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Performance

Score this section ONLY if the applicant has received match assistance grant funds in the current or prior fiscal year, and if deficiencies have been documented. Best possible score is zero. Commissioners must provide written comments if deducting points.

- 3 points Documentation shows mild deficiencies in financial management and/or program delivery.
- 5 points Documentation shows moderate deficiencies in financial management and/or program delivery.
- 7 points Documentation shows severe deficiencies in financial management and/or program delivery.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section VIII**

### Appeals

Applicants who wish to appeal Commission allocations must follow the appeals process as contained in the FNSB code, Chapter 4.48.030, Subsection B.

What can be appealed: The Commission's funding allocations.

Who can appeal: Any private nonprofit agency that applied for an allocation to provide essential human services.

Grounds for appeal: Allocations may be appealed solely on the grounds that a successful applicant does not provide essential human services as defined in A.S. 29.60.600 - 650.

Process: A written appeal must be filed with the borough clerk no later than 15 days after the Commission's final determination of funding allocations. The appeal should address the reasons why the successful applicant does not provide essential human services.

The appeal will be heard by the Assembly.

## **Section IX**

### Post Scoring Steps Necessary for Grant Recipients

After the scores are finalized, a letter will be sent to the agencies who received scores high enough to receive funds. The letter will state the allocated amount and the documentation the agency must provide the Borough. Documentation includes:

1. A complete copy of the fully executed primary grant.
2. Documentation required to determine the level of financial reporting.
3. Proof of compliance with insurance requirements.

Until all of the above documentation is submitted and approved by the Borough's Finance Department, the grant agreement cannot be produced.

In order for the executive director to sign the grant documentation, he/she will need proof of the ability to bind the organization. This can be in the form of a board resolution or in the agency by-laws.

Once the grant agreement is prepared, the agency will be contacted. The agency will sign the grant agreement and it will be forwarded on for other signatures within the Borough. After it has been signed by everyone, the agency will be sent an original copy for their records and can usually expect the first payment within 30 days of receiving the copy (depending on the terms of the agreement).

As the holder of taxpayer funds, the Fairbanks North Star Borough Finance Department holds itself and its grantees to the high standards. Accountability for grant funds is essential. Any reports submitted to the primary grantor must also be submitted to the Borough. Additionally, the Borough requires a final fiscal report before releasing the final payment to the grantee.

Given the wide variety of primary grants, additional information may be required from some grantees.

## **Section X**

### Annual cycle for the Match Assistance Grant

- Summer: RFA Committee meets to review the document and process for improvements and/or revisions.
- August: H&SS Commission discusses, adopts any revisions to RFA at their regularly scheduled meeting. (2<sup>nd</sup> Wednesday of the month)
- August/Sept: The RFA is published, and made available for download on the Borough website, in Government Services, Formal Solicitation.
- September: The HSS Commission hosts a question and answer session on the RFA. (If Requested)

There are 3 rounds of applications; the due dates are published in the RFA. The following process applies to all 3 rounds.

- Applications received by the due date are screened by staff for completeness and forwarded to Commissioners for scoring.
- The HSS Commission scores applications at their next regularly scheduled meeting.
- Staff notifies agencies of their eligibility and requests the necessary information for issuing grant agreements.
- Agency responds with the requested information. (Six months are allowed before the award lapses.)
- Staff prepares the Match Assistance Grant agreement and notifies agency.
- Agency signs grant agreement; staff circulates the agreement for Borough signatures.
- Once fully executed, staff provides one original grant to agency and prepares and submits purchase order for processing.
- When the purchase order has been processed, the first payment is issued according to the schedule in the grant agreement.
- HSS Commission makes monitor visits to grantees, typically in winter.
- Agency submits copies of reports required by primary grantor per the schedule in the grant agreement.
- At the end of the grant period, the agency submits the Financial Report Form A from the grant agreement and any required supporting documentation.
- Staff reviews reports, resolves any issues with the grantee, and issues final payment.

## **Section XI**

### Tips for Grant Writing

1. Before completing a grant application or developing a grant proposal, make sure you read and understand the criteria for eligibility, submission and selection. Be methodical in following ALL of the guidelines and directions provided in the application document and in the grant agreement.
2. Take care to address every question and point raised in the Match Assistance Grant Request for Application. Not doing so, or providing incomplete information, will generally result in a lower score.
3. Grammar, punctuation, formatting and arithmetic accuracy matter! Carefully proof your proposal before you submit it; better still, proof it yourself then have someone else review it too. Use descriptive devices where appropriate, such as graphs, charts, bold headings and underlining; these enhance the readability of your document. Make every effort to ensure that your proposal is visually appealing and user-friendly.
4. Be organized, methodical and logical in your writing. Each part of your proposal should provide a complete response to the question asked, should be easy to read and should flow with and supports all of the other parts. The budget and budget narrative should be clearly linked to the activities described in the proposal. The activities, methods and outcomes should clearly address the essential need (poverty/economic, health care, social) identified in the proposal.
5. The foundation of your proposal is the essential need that your agency proposes to address. Ensure that you adequately describe the reasons why your project is necessary and specifically how it addresses the need(s) you have identified. While anecdotal information can be compelling, independently derived statistical and research data are critical.



