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**RURAL ALASKA COMMUNITY ACTION PROGRAM, INC., (RURAL CAP)  
PROPOSAL TO  
USDA RURAL DEVELOPMENT 533 HOUSING PRESERVATION GRANT  
FOR FISCAL YEAR 2023**

**STATEMENT OF ACTIVIES**

The Native Village of Hooper Bay (NVHB) is a traditional, Alaska Native Yup'ik village located on the Bering Sea coastline of western Alaska in the Yukon-Kuskokwim (Y-K) Delta, one of the most remote, inaccessible regions of the country. Without roads, the community relies solely on boats, snow machines, and small, bush planes for transportation to and from outside destinations. Groceries and small items are shipped year-round by airfreight, while barges deliver bulk supplies and fuel shipments in the summer. Hooper Bay is approximately 500 miles west of Anchorage and 140 miles northwest of Bethel, the nearest center for services accessed by an hour-long plane ride.

In September 2022, a powerful storm hit the western coast of Alaska and led to the Governor's proclamation of a State of Emergency. Typhoon Merbok had a substantial impact on the community in Hooper Bay. Due to extensive flooding and damage done to their homes, nearly 20% of the population had no option but to shelter in the local school and domestic violence shelter (Alaska Public Media 2022; CBS News 2022).

- i. A complete discussion of the type of and conditions for financial assistance for housing preservation, including whether the request for assistance is for a homeowner assistance program, a rental property assistance program, or a cooperative assistance program.**

Rural Alaska Community Action Program, Inc., (RurAL CAP), founded in 1965, is a private, statewide, nonprofit organization working to improve the quality of life for low-income Alaskans. The agency has a long, successful history of working on behalf of marginalized populations for cultural sovereignty, housing as a basic human right, and early education as a foundation for future success. Governed by a 24-member Board of Directors representing the public sector, the private sector, and the different regions of rural Alaska, RurAL CAP is on the leading edge of delivering innovative, community-driven solutions in response to Alaska's most challenging needs.

RurAL CAP has provided Rural Housing services across Alaska for over 45 years. The agency is a Lead-Safe Certified firm, holds a General Contractor License with Residential Contractor Endorsement through the State of Alaska, and is recognized as a Department of Energy Weatherization Contractor.

In March 2022 RurAL CAP initiated the Hooper Bay Home Rehabilitation Program in partnership with the NVHB due to the ongoing and high need for safe, affordable housing in Hooper Bay; this need was only exacerbated by Typhoon Merbok. The Hooper Bay Home Rehabilitation Program is currently underway and accepting applications from very low and low-income Hooper Bay homeowners for USDA 504 home loans and grants and Rural Disaster Home



Repair Grant Programs. Until recently (2022), Western Alaska did not have access to a HUD Certified Credit Counselor, which left eligible families unable to access necessary resources to identify, secure, and/or become eligible for securing permanent housing or rehabilitating their existing housing. As the only HUD Certified Credit Counselor serving Western Alaska, RurAL CAP has received 56 applications from Hooper Bay residents for this program.

With support from the USDA Housing Preservation Grant Program, the Hooper Bay Home Rehabilitation Program will provide approximately 15 direct grants to supplement 504 home repair and disaster relief programs to repair or rehabilitate housing for very low and low-income families in Hooper Bay. To support these program activities, RurAL CAP will partner with USDA Rural Development, US-HUD, Enterprise Section 4, and Denali Commission among others. RurAL CAP will also be working closely with the Native Village of Hooper Bay, Sea Lion Corporation, and Coastal Villages Regional Fund to leverage in-kind resources and funds.

At the close of the program, 15 homes belonging to very low and low-income homeowners in Hooper Bay, Alaska will be rehabilitated. The homes will be safe, energy efficient, accessible and have improved indoor air quality. This project will sustainably preserve existing housing stock in an area that is facing a severe housing shortage, significantly benefiting those living in the Native Village of Hooper Bay.

**ii. The process for selecting recipients for HPG assistance, determining housing preservation needs of the dwelling, performing the necessary work, and monitoring/inspecting work performed.**

The selection process is as follows:

- a) The Native Village of Hooper Bay and Sea Lion Corporation will refer families needing repairs on their homes based on need.
- b) Pre-screening applications are provided to and completed by the applicants for 504 grant/loans and Rural Single-Family Housing Disaster Repair grants. Participants that meet eligibility requirements will move onto full application and determination by USDA RD for funding. Those not eligible for a loan or grant are provided housing counseling surrounding credit and/or income and budgeting and taken through the application process once they are eligible.
- c) Housing assessments are completed with repairs identified, scope of work determined, and materials lists compiled. Full applications and scopes of work are submitted to USDA RD for determination.
- d) Loans and grants are funded, materials are ordered and shipped, and work begins on the rehabilitation/preservation of the homes. RurAL CAP will oversee the project through to completion.



- iii. **The process for identifying potential environmental impacts, see [§ 1944.672](#) and historical places please see RD Instruction 2000-FF, available in any Rural Development Office.**

Minimal to no environmental impacts are anticipated as preservation work will be completed on existing homes in the area. RurAL CAP will verify with SHPO that the homes selected for rehabilitation are not eligible for listing on the National Register of Historic Places. Each HPG proposal shall comply with the provisions of Stipulation I, A-G of the PMOA. If the property(ies) are found to be eligible for listing on the National Register of Historic places, RurAL CAP will work with RHS to develop alternative actions or mitigation measures, as appropriate. RurAL CAP will also verify that the selected homes for rehabilitation are not located in a floodplain, wetland, or the proposed work is not concurred in by the Advisory Council on Historic Preservation under the requirements of 1944.673. If it is determined that any of the homes are located in a floodplain, wetland, or are not concurred by the Advisory Council on Historic Preservation, RurAL CAP will complete and submit an RHS environmental review.

- iv. **The development standard(s) the applicant will use for the housing preservation work; and, if not the Rural Development standards for existing dwellings, the evidence of its acceptance by the jurisdiction where the grant will be implemented.**

RurAL CAP's Hooper Bay Home Rehabilitation Program follows USDA Rural Development's standards for housing preservation work on existing dwellings.

- v. **The time schedule for completing the program.**

*Task 1 – Family and Home Eligibility Assessments - October 1, 2023-December 31, 2023*

Activity – RurAL CAP will review client eligibility for the 504 loan/grant program, assist eligible families by packaging 504 loan/grant applications and rural housing disaster relief grants, and submit them to USDA Rural Development for determination. RurAL CAP will provide credit counseling for families who may require additional assistance in becoming credit eligible for the program. The applicant will carry out these tasks with in-house staff and partner with Sea Lion Corporation for a contracted position, with ties to Hooper Bay, who will assist with gathering necessary documentation and provide translation services between RurAL CAP and the families whose primary language is Yup'ik.

Deliverable(s): 504 loans/grants and rural housing disaster repair grant applications packaged and submitted to USDA RD along with scopes of work and costs for repairs

*Task 2 – Construction – January 1, 2024 - July 31, 2025*

Activity - Material orders will be placed, materials delivered to Hooper Bay via barge, summer 2024 and construction will commence. RurAL CAP staff will travel to oversee construction activities in Hooper Bay as needed in partnership with Coastal Villages Regional Fund who will complete the construction on the homes.

Deliverable(s): Completed scopes of work; home improvements completed on 15 homes

*Task 3 – Quality Control Inspection and Client Close out - August 1, 2025-September 30, 2025*



Activity - When all construction activities are complete, RurAL CAP staff will travel to Hooper Bay and perform quality control inspections as required per USDA Rural Development. All necessary client and loan/grant closeout paperwork will be completed and submitted for approval.

Deliverable(s): Project close out report(s)

**vi. The staffing required to complete the program.**

The delivery method for this program overall will be a mix of in-person, on-site management, distance coordination, and partnerships with the Coastal Village Region Fund., Native Village of Hooper Bay, and Sea Lion Corporation. RurAL CAP's Director of Rural Housing, Mi'shell French, has been RurAL CAP's principal staff person responsible for household eligibility determination for over thirteen years and has performed this task for ten separate projects. She has employed her 29 years of experience in mortgage lending in working through the eligibility requirements with her clients, including credit counseling and budgeting. Mrs. French has conducted this work for over 13 years and will direct and oversee this program.

Shelby Clem, Senior Manager Planning & Construction, has over 20 years of experience with construction and over 12 years of experience leading crews in performing rural construction projects, planning logistics, training local hires, and providing a safe work environment. Mr. Clem received Quality Control Inspector and Healthy Home Evaluator certifications in 2018 and is a certified EPA renovator. He holds an Alaska Residential Endorsement and is a Building Analyst Professional.

Bob Marquez, Senior Rural Housing Planning Manager, has over 10 years of experience working in rural Alaska as a vocational training and workforce development director, while at Coastal Villages Region Fund. Mr. Marquez acquired his a Residential and Endorsement Contractor's license and delivered a privatize alternative housing approach using USDA, HUD 184, AHFC rural loan program, BIA HIP down payment assistance programs to deliver the first mortgage loans for new construction to rural off the road system communities on Alaska native lands.

Mr. Clem and Mr. Marquez will travel to Hooper Bay to conduct in-person assessments. They will work with Coastal Village Region Fund to develop scopes of work, coordinate the logistics of bulk freight shipping materials, and oversee housing preservation activities.

RurAL CAP's robust administrative departments and highly experienced Executive Leadership Team will provide in-kind support and strategic planning to the overall program.

**vii. The estimated number of very low- and low-income minority and nonminority persons the grantee will assist with HPG funds; and, if a rental property or cooperative assistance program, the number of units and the term of restrictive covenants on their use for very low- and low- income.**

The Hooper Bay Home Rehabilitation Program will assist 15 very-low, minority homeowners with FY23 HPG funds to complete housing preservation activities on their homes.



**viii. The geographical area(s) to be served by the HPG program.**

The Native Village of Hooper Bay (NVHB) is a traditional, Alaska Native Yup'ik village located on the Bering Sea coastline of western Alaska in the Yukon-Kuskokwim (Y-K) Delta, one of the most remote, inaccessible regions of the country. Without roads, the community relies solely on boats, snow machines, and small, bush planes for transportation to and from outside destinations. Groceries and small items are shipped year-round by airfreight, while barges deliver bulk supplies and fuel shipments in the summer. Hooper Bay is approximately 500 miles west of Anchorage and 140 miles northwest of Bethel, the nearest center for services. Outside of Bethel, Hooper Bay is the largest community in the Y-K Delta.

- ix. The annual estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal. The budget should include proposed direct and indirect administrative costs; such as personnel, fringe benefits, travel, equipment, supplies, contracts, and other cost categories, detailing those costs for which the grantee proposes to use the HPG grant separately from non-HPG resources, if any. The applicant budget should also include a schedule (with amounts) of how the applicant proposes to draw HPG grant funds, i.e., monthly, quarterly, lump sum for program activities, etc.**

The annual estimated budget for HPG funds:

Year 1 - \$14,575

Year 2 - \$110,425

Please see the sample budget attached below.

- x. A copy of an indirect cost proposal when the applicant has another source of Federal funding in addition to the Rural Development HPG program.**

Please see the attached indirect cost rate agreement.

- xi. A brief description of the accounting system to be used.**

Accounting functions are maintained through RurAL CAP's Accounting Department Sage Intacct financial management system that offers tools and the ability to produce real-time financial reports. The system records expenditures for each grant by approved budget cost categories, records cost-sharing and match for each grant, maintains time distribution records for personnel that identifies each grant, and includes budgetary controls to preclude incurring obligations or costs in excess of total grant funds available or by budget cost category.

- xii. The method of evaluation to be used by the applicant to determine the effectiveness of its program which encompasses the requirements for quarterly reports to Rural Development in accordance with [7 CFR 1944.683\(b\)](#) and the monitoring plan for rental properties and cooperatives (when applicable) according to [7 CFR 1944.689](#).**



RurAL CAP actively uses performance management and continuous improvement strategy, based on Community Action Agency's Results Oriented Management and Accountability (ROMA) Next Generation standards. This strategy aims to improve performance efficiency and quality across all programs and projects while meeting all compliance and reporting requirements. Staff use goals, outcome statements, and performance targets, methods of verification, projected numbers, and product steps, tracking the actual number of customers who achieve a given milestone. Measuring and tracking outcomes allows staff to identify any areas of weakness and becomes a useful management tool when supervisors and staff meet regularly to evaluate outcome measures results and determine service systemic and customer service improvements.

RurAL CAP will submit performance, financial, and annual reports as indicated in 1944 Subpart A to the appropriate Rural Development office. These reports will be reconciled with the grantees' accounting records and final report.

**xiii. The source and estimated amount of other financial resources to be obtained and used by the applicant for both HPG activities and housing development and/or supporting activities.**

Since 2019, RurAL CAP, the Native Village of Hooper Bay (NVHB), and the Sea Lion Corporation have partnered to plan, open, and operate Bay Haven Women's Domestic Violence Shelter. This established working relationship will carry into the Hooper Bay Home Rehabilitation Program.

Advertising for the Hooper Bay Home Rehabilitation Program began in February 2022 and RurAL CAP has received 56 pre-screening applications to date from Hooper Bay residents with homes that need rehabilitation to bring them up to building standards while also assessing each family's needs to assist in making the homes safe, energy efficient, and accessible. Currently, our certified HUD Homeownership Counselor, Mi'shell French and Homeownership Program Coordinator, Dan Burton, are working with the applicants by reviewing their financial information to determine what sources of funding are available for each family according to their eligibility and needs.

RurAL CAP enjoys a longstanding partnership with the State of Alaska and receives a wide spectrum of funding through Alaska Housing Finance Corporation and the Departments of Commerce, Community and Economic Development, Education and Early Development, Health and Social Services, and Labor and Workforce Development. The agency has also received federal U.S. Housing and Urban Development, Departments of Education, Energy, Health & Human Services, US Department of Agriculture Rural Development, Environmental Protection Agency, Substance Abuse and Mental Health Services Administration, among others.

RurAL CAP is working with USDA Rural Development's Acting Housing Director for an MOU to package 504 and rural housing disaster repair grants, to enhance their 502 direct packaging MOU already in place. The HPG will assist in providing additional construction funding to support USDA RD 504 grants/loans and rural housing disaster repair grant funding for on-site housing assessment and rehabilitation, construction materials, and labor. Program activities moving forward will include loan packaging support for families, home assessments to determine the scope of work for each eligible family, and coordination of the rehabilitation



construction work. To support these program activities, RurAL CAP will partner with USDA Rural Development, USD-HUD, Enterprise Section 4, and the Alaska Housing Finance Corporation (AHFC) Operating Expense Assistance (OEA), Denali Commission, Coastal Villages Regional Fund, Native Village of Hooper Bay (NVHB), and Sea Lion Corporation, among others.

NVHB and the Sea Lion Corporation support the efforts of a local Application Coordinator; this individual provides in-kind translation for households interested in receiving RurAL CAP’s housing preservation services in Hooper Bay. This partnership will ensure the project’s success by providing applicants with information in their native language of Yu’pik.

Source	Proposed Amount	Status
Enterprise Section 4	\$40,000.00	Secured
USDA 504 & disaster repair grants	\$478,750.00	Pending
Denali Commission Program Grant	\$249,999.73	Secured
USDA Home Preservation Grant	\$125,000.00	Pending
Congressionally Directed Spending	\$893,800.16	Pending
CARES Act Funding	\$61,696.71	Secured
CSBG	\$101,696.71	Secured
RurAL CAP Packaging Fees	\$58,290.00	Pending
AHFC OEA Grant	\$45,000.00	Secured
<b>Total</b>	<b>2,054,233.31</b>	

**xiv. The use of program income; if any, and the tracking system used for monitoring same.**

Program income will be used to conduct home assessments and grant management; income will be tracked and monitored through RurAL CAP’s Accounting Department’s Sage Intacct financial management system.

**xv. The applicant’s plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss of legal status.**

RurAL CAP’s Hooper Bay Home Rehabilitation Program will not be taking a security interest in any of the homes that will be rehabilitated through this project. Homeowners will maintain their home’s title.



**xvi. Any other information necessary to explain the proposed HPG program.**

For over 40 years, RurAL CAP has partnered with the Native Village of Hooper Bay and other community organizations in the sub-region on wellness initiatives, including operating Head Start Centers in Hooper Bay and Chevak and the Bay Haven Domestic Violence/Sexual Assault shelter in Hooper Bay. Although RurAL CAP's central office is located in Anchorage, the majority of its employees and Board members are tribal members and live and work in rural Alaska. As one of the most diverse nonprofits in the state, RurAL CAP is on the leading edge of delivering innovative, community-driven solutions in response to Alaska's most challenging needs while supporting vulnerable individuals and communities statewide. This uniquely positions the agency to tackle one of the community's most challenging barriers: access to safe housing.

**xvii. The outreach efforts outlined in [7 CFR 1944.671\(b\)](#).**

RurAL CAP adheres to the Fair Housing requirements and the nondiscrimination requirements of Title VI of the Civil rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and adheres to the recommendations of exhibit H. In partnership with Sea Lion Corporation and NVHB, we have targeted very-low income, elderly, native homeowners, many of whom speak English as a second language. RurAL CAP is an Equal Housing Opportunity agency

**PLEASE DIRECT PUBLIC COMMENTS TO MI'SHELL FRENCH, DIRECTOR OF RURAL HOUSING AT MFRENCH@RURALCAP.ORG OR (907)260-3451 BY JUNE 5, 2023.**



**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Section 533 HPG	10.42	\$ 125,000.00	\$	\$	\$	\$ 125,000.00
2. Operating Expense Assistance (OEA)	14.239	45,000.00				45,000.00
3. CSBG Cares/CSBG/CDS/Denali Commission/	93.569	1,398,360.93				1,398,360.93
4. packaging fees/Enterprise/504 & disaster repair grants		577,040.00				577,040.00
<b>5. Totals</b>		\$ 2,145,400.93	\$	\$	\$	\$ 2,145,400.93

**DRAFT**

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Section 533 HPG	(2) Operating Expense Assistance (OEA)	(3) CSBG Cares/CSBG/CDS/Denali Commission/	(4) packaging fees/Enterprise/504 & disaster repair grants	
<b>a. Personnel</b>	\$ 3,005.13	\$ 30,383.07	\$ 713,489.63	\$ 73,257.17	\$ 820,135.00
<b>b. Fringe Benefits</b>		10,451.78	245,440.43	21,330.47	277,222.68
<b>c. Travel</b>			10,000.00		10,000.00
<b>d. Equipment</b>					
<b>e. Supplies</b>			37,500.00		37,500.00
<b>f. Contractual</b>					
<b>g. Construction</b>				478,750.00	478,750.00
<b>h. Other</b>			97,500.00		97,500.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	3,005.13	40,834.85	1,103,930.06	573,337.64	\$ 1,721,107.68
<b>j. Indirect Charges</b>	11,569.87	4,165.15	129,430.87	3,702.36	\$ 148,868.25
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 14,575.00	\$ 45,000.00	\$ 1,233,360.93	\$ 577,040.00	\$ 1,869,975.93
<b>7. Program Income</b>	\$	\$	\$	\$	\$

**DRAFT**

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Section 533 HPG	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Operating Expense Assistance (OEA)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. CSBG Cares/CSBG/CDS/Denali Commission/ packaging fees/Enteprise/504 & disaster repair grants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 424,714.00	\$ 106,178.50	\$ 106,178.50	\$ 106,178.50	\$ 106,178.50
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ 424,714.00	\$ 106,178.50	\$ 106,178.50	\$ 106,178.50	\$ 106,178.50

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Section 533 HPG	\$ 201,453.00	\$ 50,363.00	\$ <input type="text"/>	\$ <input type="text"/>
17. Operating Expense Assistance (OEA)	45,000.00	11,250.00	<input type="text"/>	<input type="text"/>
18. CSBG Cares/CSBG/CDS/Denali Commission/ packaging fees/Enteprise/504 & disaster repair grants	178,261.00	44,565.00	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ 424,714.00	\$ 106,178.00	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: <input type="text" value="building rental,communications, IT"/>	22. Indirect Charges: <input type="text" value="10.2%DHSS Rate"/>
23. Remarks: <input type="text"/>	

**NONPROFIT RATE AGREEMENT**

EIN: 92-0033876

DATE:12/07/2021

ORGANIZATION:

FILING REF.: The preceding agreement was dated 08/04/2020

Rural Alaska Community Action Program, Inc.

731 E. 8th Avenue  
Anchorage, AK 99501

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	10/01/2019	09/30/2020	10.20	All (1)	All Programs
PROV.	10/01/2020	09/30/2023	10.20	All (2)	All Programs

\*BASE

(1) Total direct cost excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), that portion of each subaward in excess of \$50,000 and flow-through funds.

(2) Effective October 1, 2020, total direct cost excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), subawards and flow-through funds.

ORGANIZATION: Rural Alaska Community Action Program, Inc.

AGREEMENT DATE: 12/7/2021

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	10/1/2021	9/30/2022	34.40	All	All Regular Employees
FIXED	10/1/2021	9/30/2022	11.10	All	All Part-Time and Temps
PROV.	10/1/2022	9/30/2025	34.40	All	All Regular Employees
PROV.	10/1/2022	9/30/2025	11.10	All	All Part-Time and Temps

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Rural Alaska Community Action Program, Inc.

AGREEMENT DATE: 12/7/2021

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are included in the fringe benefit rates: FICA, WORKERS COMPENSATION, UNEMPLOYMENT INSURANCE, DISABILITY INSURANCE, HEALTH/DENTAL/VISION/LIFE INSURANCE, RETIREMENT, AND EMPLOYEE ASSISTANCE PROGRAM.

The indirect cost rate(s) has/have been negotiated in compliance with the applicable Administration for Children and Families Program Instructions for the Head Start program (ACYF-PI-HS-05-01 and ACYF-PI-HS-08-03). ACYF-PI-HS-08-03, dated 5/12/2008, specifically defines "compensation" and limited the cost of "compensation" charged to any federally funded program to zero for any staff whose "compensation" exceeded the rate payable for level II of the Executive Schedule. As of January 2020, the Executive Schedule Level II rate is \$197,300.

NEXT PROPOSAL DUE DATE

Indirect cost and fringe benefit proposals based on actual costs for fiscal year ending 09/30/21, will be due no later than 03/31/22.

ORGANIZATION: Rural Alaska Community Action Program, Inc.

AGREEMENT DATE: 12/7/2021

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Rural Alaska Community Action Program, Inc.

(INSTITUTION)



[Sarah Sandbak \(Dec 14, 2021 09:44 AKST\)](#)

(SIGNATURE)

**Sarah Sandbak**

(NAME)

**Chief Financial Officer**

(TITLE)

**12/14/2021**

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

**Arif M. Karim -S**

Digitally signed by Arif M. Karim -S  
Date: 2021.12.10 12:21:40 -06'00'

(SIGNATURE)

**Arif Karim**

(NAME)

**Director, Cost Allocation Services**

(TITLE)

**12/7/2021**

(DATE) 5805

HHS REPRESENTATIVE: **Karen Wong**

Telephone: **(415) 437-7820**






# N5-5805-20 Rural Alaska Comm Action RA1

Final Audit Report

2021-12-14

Created:	2021-12-14
By:	Darrel Behymer (dbehymer@ruralcap.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyTUzRd4bbTDGYJVIGhmWoXRiGx7iQUQx

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