



# AWARD ATTACHMENTS

Alaska Department of Labor & Workforce  
Development

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01497-00

1. 1497 - Financial Assistance Award
2. 1497 - Financial Assistance Award Attachment A

23 June 2016

**Financial Assistance Award Terms and Conditions  
Between the Denali Commission and Alaska Vocational Technical Center  
For Bulk Fuel Demonstration Tank Farm Completion  
Award No. 1497**

**1. Project Summary**

- a. Scope of Work: Construction of a demonstration tank farm at AVTEC's Seward training facility to be used for bulk fuel operator classes.
- b. Deliverables: Completed demonstration tank farm and final project report.
- c. Budget: The Commission is making \$19,800.00 available for the project via this Financial Assistance Award (FAA). This amount includes all direct and indirect costs. All Commission funding is intended to be used for the scope of work identified in this FAA only. Any funds remaining after the full scope of work has been completed shall be returned to the Denali Commission.
- d. Delivery Method: AVTEC will supply the labor for this project.
- e. Performance Period The Period of Performance for this FAA is July 1, 2016 through December 31, 2016. In accordance with 2 CFR 200.309 Recipients can only incur obligations or costs against this FAA during the Period of Performance, unless specifically authorized in the Special Provisions (Section 14 of this document). If a project cannot be completed within the approved Period of Performance, an extension request must be made in accordance with the Commission's *Recipient Guidelines and Requirements* (RGR) document dated July 2015, available at [www.denali.gov](http://www.denali.gov).

More detailed information on scope, deliverables, budget, project delivery method and/or management plan, and schedule are included in Attachment A dated June 23, 2016.

**2. Project Reporting and Commission Site Visits**

Progress reports and a close-out report are required under this FAA. Progress Reports shall be submitted at the frequency stipulated in the Special Provisions. The Closeout Report shall be completed within 90-days of the end of the Period of Performance. All reports must be submitted using the Denali Commission's on-line Project Database System, available at [www.denali.gov/dcpdb](http://www.denali.gov/dcpdb).

Commission staff or agents of the Commission may make visits to the project site and/or home office to monitor progress during and/or after the Period of Performance. The Recipient shall coordinate and make information available as necessary to facilitate any such site visits.

Refer to the *Recipient Guidelines and Requirements* document for further information related to reports and site visits.

### **3. Payments**

Payments under this FAA will be made in accordance with 2 CFR 200.305 by electronic transfer in response to a Standard Form 270 (SF-270) "Request for Advance or Reimbursement", submitted by the Recipient. If Pre-award Costs and/or Advance Payments are authorized under this FAA, the Special Provisions will indicate so. Requests for reimbursements may be made as needed. Refer to the *Recipient Guidelines and Requirements* document for further information about submitting SF-270's.

### **4. Modifications**

In accordance with 2 CFR 200.308, the Recipient shall report deviations in project scope, budget, delivery method, management plan, schedule, or changed site conditions to the Program Manager. The Recipient shall also submit written requests to the Program Manager for the replacement of Key Staff identified in the Special Provisions. Refer to the *Recipient Guidelines and Requirements* document for further information about modifying a Financial Assistance Award.

### **5. Financial Management, Record Keeping, Internal Controls, and Audits**

The Recipient must have financial management and record keeping systems that are consistent with 2 CFR 200.302. If the Recipient is a State organization it must expend and account for FAA funds in accordance with applicable State laws and procedures for expending and accounting for the State's own funds.

The Recipient must establish and maintain effective internal controls with respect to this FAA that are consistent with 2 CFR 200.303.

In accordance with 2 CFR 200.501, Recipients that expend \$750,000 or more of federal funds in a year shall have a single or program-specific audit conducted for that year.

Refer to the *Recipient Guidelines and Requirements* document for further information about financial management, record keeping, internal controls and audits.

### **6. Direct and Indirect Costs**

All direct costs must be allowable and reasonable. Indirect costs must be allocable based on accepted accounting policies and practices. Indirect costs must be specifically included as a line item or identified with appropriate notes in the approved FAA budget. Refer to 2 CFR 200 Subpart E (Cost Principles) and

the *Recipient Guidelines and Requirements* document for further information on direct and indirect costs.

#### **7. Sub-Awards and Contracts**

All sub-awards and contracts issued by the Recipient under this FAA must comply with 2 CFR 200.331 and Appendix II to 2 CFR 200. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

#### **8. Acknowledgement of Support**

The Recipient shall display a sign that acknowledges the Government's support for construction project(s) supported in whole or in part with Denali Commission funds. The Recipient shall include the Denali Commission as a financial contributor and project/program partner in all media correspondence related to all project(s) supported by the Denali Commission. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

#### **9. Real and Personal Property**

In accordance with 2 CFR 200.311, 313, and 316 the Denali Commission may require the Recipient to execute a security interest or other public notice of record to indicate that real or personal property acquired or improved, in whole or in part, with Federal funds is subject to a Federal interest. Any such requirements under this FAA, including post project reporting in accordance with 2 CFR 200.329, will be stipulated in the Special Provisions.

#### **10. Conflict of Interest**

In accordance with 2 CFR 200.112, the Recipient must disclose in writing any potential conflicts of interest to the Commission. In addition, 2 CFR 200.318 requires that Recipients maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

#### **11. Denali Commission Policies**

Recipients may be required to comply with certain published Denali Commission policies. Any such requirements under this FAA will be stipulated in the Special Provisions. Refer to the *Recipient Guidelines and Requirements* document for further information on individual policies.

#### **12. Laws and Regulations**

Recipients are required to comply with all applicable Federal laws and regulations. General categories of potentially applicable laws and regulations are

summarized below. Refer to the *Recipient Guidelines and Requirements* document for further information on specific laws and regulations that may apply.

- a. Debarment and Suspension
- b. Whistle-blower Protection
- c. Non-Discrimination
- d. Lobbying and Propaganda
- e. Environmental
- f. Drug-Free Workplace
- g. Travel
- h. Human Rights
- i. Animal Welfare
- j. Executive Compensation

### **13. Other Provisions**

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient or sub-recipients for the actions of the Recipient or sub-recipients resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this FAA, including sub-awards, contracts, or sub-contracts issued in connection with this FAA.
- b. To the maximum extent practicable, considering applicable laws, the Recipient shall accomplish the project contemplated by this FAA using local Alaska firms and labor.
- c. All terms and conditions contained in this FAA apply to any sub-recipient under this FAA.
- d. Failure to comply with the provisions of this FAA or maintain satisfactory performance may result in additional FAA conditions pursuant to 2 CFR 207. This includes but is not limited to: temporarily withholding of payments pending the correction of the deficiency; disallowance of project costs; wholly or partially suspending or terminating the FAA. In addition, failure to comply with the provisions of this FAA may also have a negative impact on the Recipient's eligibility for future Federal awards.

### **14. Special Provisions**

Progress Reports: Shall be submitted on a quarterly basis. The first reporting period is July 1, 2016 to September 30, 2016, and quarterly thereafter in accordance with the Commission's *Recipient Guidelines and Requirements*.

**15. Program Manager, Financial Manager & Other Contact Information**

<b>Denali Commission</b>	<b>AVTEC</b>
Tom Wolf Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: (907) 271-5232 Fax: (907) 271-1415 E-mail: <a href="mailto:twolf@denali.gov">twolf@denali.gov</a>	Dan Logan Project Manager PO Box 869, 809 2 <sup>nd</sup> Avenue Seward, AK 99664 Phone: (907) 224-6125 Fax: (907) 224-4400 E-mail: dan.logan@avtec.edu
Janet Davis Grants Management Officer 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3036 Fax: 907-271-1415 E-mail: jdavis@denali.gov	Debra Burdick Financial Contact PO Box 869, 809 2 <sup>nd</sup> Avenue Seward, AK 99664 Phone: (907) 224-6140 Fax: (907) 224-4400 E-mail: debra.burdick@avtec.edu

**Financial Assistance Award Terms and Conditions - Attachment A  
Between the Denali Commission and Alaska Vocational Technical Center  
For Bulk Fuel Demonstration Tank Farm Completion  
Award No. 1497**

- a. Scope of Work: This award funds the construction of a demonstration tank farm in Seward to be used by students in AVTEC’s Bulk Fuel Operator training classes. It will consist of four to five installed tanks with a “truck” tank used to simulate a variety of procedures and operations.

This configuration will allow students to perform realistic fuel transfers from tank to tank, receive fuel, dispense fuel, and perform routine fuel inventories, tank farm maintenance, and valve line-up procedures. An appropriate liquid that would not present a significant explosive or environmental hazard will be used, most likely tap water or a water- glycol solution.

- b. Deliverables:
- Demonstration tank farm
  - Final project report
- c. Budget: Project budget and funding information is summarized in the table on page 2. The Commission is making \$19,800.00 available via this Financial Assistance Award (Award). This amount is for materials, construction, and shipping costs.
- d. Delivery Method: AVTEC will construct the tank farm, providing labor as an in-kind contribution.

AVTEC currently has on hand four single wall cylindrical fuel tanks and 1 double wall fuel tank that are in good repair and representative of the type and style of tanks used in large scale bulk fuel storage operations in rural Alaska. The tanks range in capacity from 300 to 500 US gallons. In addition to the tanks, AVTEC has a fuel dispenser and several valves, gauges and miscellaneous components that can be used to complete a tank farm demonstrator. The demonstration tank farm will be constructed as a multi-department class project within AVTEC. No outside contract work is needed.

- e. Schedule: Construction will take place over the Summer and Fall of 2016.

line	ITEM	BUDGET	
		Amount	Note
1	Fuel Tanks (4 single wall 300 gallon, 1 double wall)	n/a	Supplied by AVTEC
2	Stands for Fuel Tanks	n/a	Supplied by AVTEC
3	Tank Mounted Pump and Fuel Dispenser	n/a	Supplied by AVTEC
4	Labor	n/a	Supplied by AVTEC
5	Gaskets, Hose, Couplings, etc	\$1,800	Based on AVTEC estimates
6	Gauges and Metering	\$2,540	Based on AVTEC estimates
7	Valves, Check Valves, Relief Valves, and Overfill Protection	\$4,584	Based on AVTEC estimates
8	Inline Transfer Pump	\$1,285	Based on AVTEC estimates
9	Pipe, 1" and 2" Schedule 80 Welded Steel, and flanges sufficient for a 30ft x 30 ft training area	\$5,800	Based on AVTEC estimates
10	Shipping and transportation costs (estimated)	\$2,000	Based on AVTEC estimates
11	10% for cost variations from budget	\$1,600	
12	<b>Total Cost</b>	<b>\$19,809.00</b>	
13	<b>Rounded Total Cost</b>	<b>\$19,800</b>	

Note: AVTEC does not have an established Federal indirect rate, and has elected to not charge any indirect costs for the work performed under this FAA.