



# AWARD ATTACHMENTS

Alaska Energy Authority

01500-00

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1. Terms and Conditions
2. Attachment A

**Financial Assistance Award Terms and Conditions  
Between the Denali Commission and Alaska Energy Authority  
For Bulk Fuel Operator Training  
Award No. 1500**

**1. Project Summary**

- a. Scope of Work: Provide training for operators of rural Alaska bulk fuel tank farms.
- b. Deliverables: Three classes of approximately 10 students each, at the Alaska Vocational Technical Center (AVTEC) in Seward, Alaska based on the established ten day AVTEC curriculum. Also develop an itinerant training program that follows up in the village for the students trained at AVTEC.
- c. Budget: The Commission is making \$230,000 available for the project via this Financial Assistance Award (FAA). This amount includes all direct, indirect, and pre-award costs (if any) authorized pursuant to 2 CFR 200.458. There are no other partners making direct monetary contributions to this project. 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 consistent with 2 CFR 200.319.
- d. Delivery Method: AEA will identify students and manage travel to/from AVTEC in Seward. AVTEC will conduct the classroom training in Seward under a Reimbursable Services Agreement with AEA. The Denali Commission, AEA and AVTEC will jointly develop a follow-up itinerant training program.
- e. Performance Period The Period of Performance for this FAA is September 1, 2016 through December 31, 2017. 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, funding, project delivery method and/or management plan, schedule and key milestones are included in Attachment A dated September 13, 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. At a minimum, all 270's must include summary cost information on labor, materials, contracts/consultants, and indirect costs. Detailed documentation is required for any single expenditure greater than \$50,000. 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, and request prior approvals from 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 name the Denali Commission as a financial contributor and project/program partner in all media correspondence related to the work supported by this FAA. If Commission funds are used for construction, the Recipient shall also display a sign at the construction site that acknowledges the Commission's support. 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: Quarterly

Pre-award Costs: Back to August 15, 2016

Key Staff: Jed Drolet, AEA

Advance Payments: n/a

Federal Property Interests and Reporting Requirements: n/a

Denali Commission Policies: n/a

Bonds and Insurance: n/a

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

<b>Denali Commission</b>	<b>Alaska Energy Authority</b>
Tom Wolf Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-5232 Fax: 907-271-1415 E-mail: twolf@denali.gov	Jed Drolet Project Manager 813 W. Northern Lights Blvd. Anchorage, AK 99503 Phone: 907-771-3985 Fax: 907-771-3044 E-mail: jdrolet@aidea.org
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	Salina Bearden Senior Accountant 813 W. Northern Lights Blvd. Anchorage, AK 99503 Phone: 907-771-3956 Fax: 907- 771-3044 E-mail: sbearden@aidea.org

**Attachment A**  
**To**  
**Financial Assistance Award**  
**Between the Denali Commission and Alaska Energy Authority**  
**For Bulk Fuel Operator Training**

*September 13, 2016*

**Scope of Work**

Provide bulk fuel operator training for rural Alaska communities in accordance with an established ten day curriculum at the Alaska Vocational Technical Center (AVTEC) in Seward, Alaska. The course shall provide students the knowledge and skills necessary to safely operate and maintain a bulk fuel storage facility while complying with state and federal laws. The curriculum shall include bulk fuel storage facility construction, facility operations, tank farm inspection criteria, facility maintenance, inventory control, tank farm safety, spill detection and spill response planning.

To complement the on-site training provided in Seward, AEA and AVTEC will develop an itinerant training program that follows up in the village for the students trained in Seward.

**Deliverables**

1. Three classes of approximately 10 students each at AVTEC.
2. Itinerant training guidelines.
3. Letter report documenting itinerant training provided.

**Budget**

The Commission is making \$230,000 available to AEA via this Financial Assistance Award (FAA). This FAA covers the cost of administering the program, and instruction, room and board, and required books and supplies for the training provided at AVTEC, and student travel by bus from Anchorage to Seward. It does not cover travel from the students' home communities to Anchorage. This FAA also covers the cost of developing the itinerant training program, and AVTEC instructor travel and itinerant training time in the villages. A more detailed budget summary for the itinerant training program shall be documented via an amendment to this FAA before proceeding with any actual itinerant training.

A portion of the budget will cover AEA staff time for administering the program. A budget summary dated September 9, 2016 is attached.

### **Delivery Method**

AEA will identify students and manage travel to/from AVTEC in Seward. AVTEC will conduct the classroom training in Seward under a Reimbursable Services Agreement with AEA.

This FAA is a Cooperative Agreement between AEA and the Commission. AEA will collaborate with AVTEC and the Commission in developing the follow-up itinerant training program, which will be implemented by AVTEC.

### **Schedule**

The initial performance period for this FAA is 1 September 2016 through 31 December 2017. Initial milestones are summarized below.

AVTEC Training Session 1: September 2016  
AVTEC Training Session 2: April 2017  
AVTEC Training Session 3: May 2017  
Itinerant Training Guidelines: March 2017  
Itinerant Training: April – December 2017  
Award Closeout: March 2018

Line	Item	Provided By	Amount	Basis/Notes
1	Project Management	AEA	\$12,075	175 hrs @ \$69/hr
2	Student Travel	AEA	\$3,500	RT Bus transportation Anchorage to Seward; 3 classes @ 10 students/class; based on recent actual costs
3	Instructor time	AVTEC	\$22,800	3 classes @80 hrs/class @ \$95/hr
4	Student Dorm and Meals	AVTEC	\$28,470	3 classes @ 10 students/class @ 13 on-site days/class @ \$73/student
5	Student Dorm Supplies	AVTEC	\$750	3 classes @ 10 students/class @ \$25/student
6	Student Training Materials	AVTEC	\$1,200	3 classes @ 10 students/class @ \$40/student
7	AEA Indirect Costs <sup>a</sup>		\$3,838	10% of lines 1 & 2, plus 10% on first \$25,000 of line 3
8	AVTEC Indirect Costs <sup>b</sup>		\$1,521	5% of lines 4, 5, 6
9	<b>Subtotal</b>		<b>\$74,154</b>	
10	Allowance for Itinerant Training	AVTEC	\$155,846	Additional budget detail to be provided via amendment
11	<b>Total</b>		<b>\$230,000</b>	

**Additional Notes**

a. AEA does not have a federally negotiated indirect rate; use the 10% de-minimus rate in 2 CFR 200.414

b. AVTEC has a 5% indirect rate established by the US Department of Labor on 30 June 2015