

Date Presented to Council: November 10, 2021
 Verified By: [Signature]
 Clerk's Note: Velock absent

**City of Wasilla
 Informational Memorandum No. 21-18**

Grant Programs And Projects Funded By Coronavirus Relief Funds (CARES Act).

Originator: City Clerk for Council Member Sullivan-Leonard
 Date: 11/4/2021

Agenda of: 11/10/2021

Route to:	Department Head	Signature	Date
X	Finance Director		11-4-21
X	Deputy Administrator		11/4/21
X	City Clerk		11/4/2021
X	Mayor		

- Attachments:** Email Response from City of Wasilla Finance Director Tankersley (2 pages)
 City of Kenai Establishing City of Kenai COVID-19 Relief and Recovery Grant Programs (15 pages)
 City of Kenai Relief and Recovery Grants (5 pages)
 City of Kenai Small Business Grant Program (2 pages)
 City of Kenai Small Business and Nonprofit Relief and Recovery Grants, Round 2 – Frequently Asked Questions (4 pages)
 City of Soldotna – Summary of COVID Relief Projects & Programs (9 pages)
 Matanuska-Susitna Borough IM 20-241 (10 pages)

Summary Statement: Pursuant to WMC 2.04.060(B), Council Members Harvey and Sullivan-Leonard called tonight's Special Meeting to discuss, consider, and possibly act on the disbursement of remaining CARES Act funds.

Attached are examples of various programs adopted by other municipalities in which CARES Act funds were used to finance the programs.

Jamie Newman

From: Troy Tankersley
Sent: Monday, November 1, 2021 12:19 PM
To: Jamie Newman
Cc: Glenda Ledford; Crystal Nygard; Lisa Bartgis; Sarah Stanifer
Subject: RE: Cares Act Funds | Information Request CSL

In response to Council Member Colleen Sullivan-Leonard, the following questions are asked:

1. How much did the city receive for Cares Act Funding? (I believe Troy said \$18 million)

The City received a total of \$18,690,897.67

2. Please provide a breakdown of how the funding was disbursed and to whom.

a) Small Business economic recovery grants:

1) 4 separate offerings (phases), 152 recipients, \$2,534,727 disbursed (including direct expenses)

b) PPE (Personal Protective Equipment/Supplies):

1) 5 separate offerings (phases), 160 recipients, \$907,754 disbursed (including direct expenses)

c) Alaska Housing Finance Corporation (directly administered by AHFC):

1) Rental & Mortgage assistance, 187 qualifying applications, 432 applications received \$720,000.

This program provided up to 4 months of assistance for 272 households. In total, these payments delivered 1,089 months of assistance that averaged \$721.

d) Utility Relief through Enstar and Matanuska Electric Association:

1) Enstar - \$50,000 allotted, \$14,330 assisted

2) MEA - \$50,000 allotted, \$20,924 assisted

e) City Mitigation –

1) this has directly reimbursed the city and all facilities with items such as PPE, cleaning, spraying (fogging), signage, touchless faucets, etc.

Total spent as of 10/25/2021 = \$471,055 plus \$20,100 committed = \$491,155

f) City Resiliency & Recovery –

1) direct reimbursement to the City for public safety payroll expenditures relating to COVID-19 –

Total spent through 9/30/2021 = \$9,799,110

2) direct reimbursement to the City for mitigation items such as software enhancements (i.e., MuniRevs online sales tax system, BOLDPlanning, Council Chambers Sound Decision, etc.)

Total spent as of \$135,013 plus \$65,130 committed = \$200,143

3. What is the present balance of the Cares Act Fund and what can it be used for? What are the perimeters on what it may be used for?

1) The city has spent and committed a total of \$14,689,228 of the \$18,690,897, leaving a balance of 4,001,669.

2) Estimated police personnel expenditures from October 2021 through December 2021 = \$1,650,000

3) Estimated software expenditures from October through December 2021 = \$25,000

4) Estimated remaining balance available as of November 1, 2021 = \$2,326,669.

5) The CARES Act funding requires expenditures to be completed by December 31, 2021.

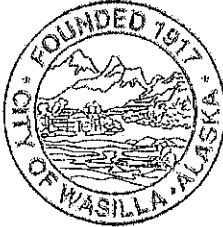
NOTE: There may be anticipated expenditures that I am not aware of or have yet to be recorded that could lower the amount available.

The parameters behind the CARES Act funding is to mitigate COVID-19 through economic recovery, mitigation and provide resiliency. There must be a “needs based” requirement such as a state or local mandate the causes hardship to the local economy or safety.

I know there is a lot of information in the above and hope I have addressed all of the questions, but if not do not hesitate to reach out to me.

Regards,

Troy Tankersley, CGFP
Director of Finance



TROY TANKERSLEY
DIRECTOR OF FINANCE

CITY OF WASILLA

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From: Jamie Newman <jnewman@ci.wasilla.ak.us>
Sent: Monday, November 01, 2021 9:23 AM
To: Troy Tankersley <ttankersley@ci.wasilla.ak.us>
Cc: Glenda Ledford <gledford@ci.wasilla.ak.us>; Crystal Nygard <cnygard@ci.wasilla.ak.us>; Lisa Bartgis <lbartgis@ci.wasilla.ak.us>; Sarah Stanifer <sstanifer@ci.wasilla.ak.us>
Subject: FW: Cares Act Funds | Information Request CSL

Good morning, Tory,

Please see the questions below from Council Member Colleen Sullivan-Leonard.

From: Colleen Leonard <cmsleo@gmail.com>
Sent: Friday, October 29, 2021 6:04 PM
To: Jamie Newman <jnewman@ci.wasilla.ak.us>
Subject: Cares Act Funds

Jamie,

During the last council meeting there was a brief comment regarding Cares Act Funding which prompted me to inquire about the account. Please ask Troy the following questions.

1. How much did the city receive for Cares Act Funding? (I believe Troy said \$18 million)
2. Please provide a breakdown of how the funding was disbursed and to whom.
3. What is the present balance of the Cares Act Fund and what can it be used for? What are the perimeters on what it may be used for?

Thanks,
Colleen



KENAI

Establishing City of Kenai COVID-19 Relief and Recovery Grant Programs

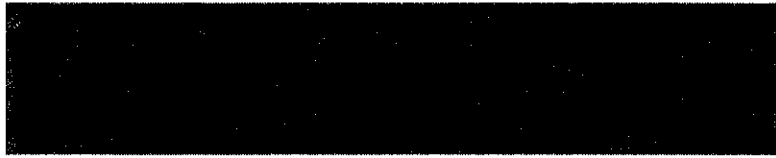


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Revised October 7, 2020



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Introduction

The Kenai City Council on May 20 approved an approach to distributing CARES Act funds received by the City- identifying broad categories, governmental, private, and nonprofit - to help provide economic relief due to the public health emergency. The Administration focused on developing the grant programs outlined in this document to provide meaningful impact in the community in an expeditious manner.

We're focused on getting relief funds into the community we serve



410
small businesses in Kenai*



106
nonprofits serving the community



3,117
individual households

*Businesses with more than \$50,000 in gross revenues reported on 2019 sales tax returns

Along with myself, the team included Project Lead Larry Persily (hired as a temporary employee for this effort), Finance Director Terry Eubank, City Attorney Scott Bloom, and Assistant to City Manager Christine Cunningham. We considered a wide range of programs and guidance along with the need for timely relief support with as few restrictions as possible to ensure relief funds can be spent as needed, balanced with accountability, and a simplified process that is in the best interests of both the City and applicant.

I believe we have assessed the requirements and needs of the City soundly, producing a set of responsive programs to ensure we, as a City, succeed in expending funds to best serve the citizens of Kenai with responsible management.

Paul Osth



Overview

The City of Kenai expects to receive \$7,700,832 from the Federal Government passed through the State of Alaska for expenditures in response to and to aid in the economic recovery from the COVID-19 Public Health Emergency. The City will also receive \$2,675,524 from the Kenai Peninsula Borough, which is distributing Federal funds it received from the State of Alaska to municipalities on the Peninsula, for a total of \$10,376,356 received by the City for COVID-19 response and economic recovery.

The Administration has evaluated an approach to distributing the economic recovery funds identifying how to best support the long-term recovery of our local economy. This approach includes an allocation plan for expenditure of these funds approved by City Council and designed to identify broad categories – governmental, private, and nonprofit – where help is needed due to impacts associated with the COVID-19 Public Health Emergency.

\$3,822,356 – First Responder and Incident Management Team Payroll. This allocation includes a reimbursement of City payroll expenses for Fire Department, Police Department, Public Safety Dispatch, and Incident Management Team.

\$4,880,000 – Business and Nonprofit Entity Recovery Grants. This allocation includes grant awards to qualifying City of Kenai businesses or nonprofits affected by COVID-19 to offset impacts or to provide mitigation. The City will administer grant programs to determine eligibility and requirements that may apply. The grant program guidelines are included in this document.

\$420,000 – CARES Act Administration & Non-Payroll Expenditures. This allocation includes reimbursement of City expenses related to COVID-19, which have been documented. These expenses include City purchases to ensure the health and safety of City employees and residents due to the disaster. All expenditures from this department will follow all City code requirements.

\$1,254,000 – Individual Assistance Grants. This allocation will include grants to assist Kenai households impacted by COVID-19. The City will administer the grant programs to determine eligibility restrictions and requirements that may apply. The grant program guidelines are included in this document.

Small Business



Round 1 Small Business Grants

The grant categories for small businesses were divided into four levels, based on each business' 2019 total gross sales for four quarters as reported on their tax returns to the Borough:

- Up to \$2,500 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$5,000 for businesses with 2019 revenues of \$100,000 to \$250,000
- Up to \$7,500 for businesses with 2019 revenues of \$250,000 to \$500,000
- Up to \$10,000 for businesses with 2019 revenues of more than \$500,000

This first round of small business grants closed to applications on July 17, 2020. The City Council directed that any funds left over after all eligible business and nonprofit applicants are paid shall be distributed through a second grant program to businesses. (See Page 5)

A business must have been in existence as of January 1, 2020, to qualify. That would not exclude an existing business with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (such as a seasonal business).

For purposes of determining eligibility for a new business without a full year's tax returns for 2019, the City would take gross sales reported for any quarters in 2019 or the first quarter 2020 and

extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award they might qualify to receive.

The business must be located within the City of Kenai, with a valid state business license and be current in its sales tax registration with the Kenai Peninsula Borough. The business owner(s) does not have to be a resident of the City of Kenai.

The program was open to all qualifying businesses, regardless of whether they have applied for or have obtained any other state or federal COVID-19-related assistance.

The program excluded from eligibility:

- C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation
- National chains that own and operate their premises in Kenai; franchise owned-and-operated businesses in Kenai would be eligible
- Businesses with a City lien or are in violation of a payment agreement with the City
- Businesses with a Borough lien for unpaid sales taxes. A sales tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted

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Small Business

- Businesses currently in bankruptcy proceedings
- Businesses that lack a permanent physical presence in the City for the sale of goods or the provision of services, with at least one worker assigned to that facility
- Marijuana businesses licensed under Alaska Statute 17.38.

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located businesses.

Applicants were required to self-certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. The intent of the federally funded CARES Act program is to assist communities and businesses that suffered economic harm from the public health emergency. Impacts could include, though are not limited to, loss of sales due to mandatory shutdown, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Businesses were not required to detail specifically (in dollars) how they were affected.

Business were asked how they might use the money, making clear that the application question is voluntary and for informational purposes only to gauge community need and effectiveness of the program.

Applicants were required to check a box that states they intend to remain in business into 2021. The grant funds must be fully expended by December 30, 2020.

The applicant must certify that the information provided is true and accurate and that they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

The application period was initially open for two weeks, June 5 to June 19, 2020, and re-opened from July 10 to July 17 to allow additional businesses to apply.

The City review committee determined whether the application was complete and the business was eligible under the program requirements. The committee did not judge the need or use of the money.

An applicant denied by the review committee may appeal to the City Manager (in writing). Any appeal must be filed in writing by 5 p.m. the 10th calendar day after the day the applicant received notice from the City.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive grants and the amount each receives will be considered a public record.

The City reserves the right to amend any criteria or procedures as may be required if new state or federal guidelines are issued.

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Small Business

Round 2 Small Business Grants

The City is offering a second round of grants to Kenai businesses that provides larger grant amounts than Round 1, so that the total grant funds available for each eligible business in the City of Kenai is equal to the size of the grants offered by the Kenai Peninsula Borough to businesses located outside of City limits.

Round 2 also lowers the minimum revenues a business needs to be eligible to receive a grant to \$20,000, consistent with the Borough's program. Businesses that received grants in Round 1 of the City program will need to reapply for Round 2 — the application form will request additional information. Also, businesses that did not apply in Round 1 will be eligible to apply in Round 2 to receive the maximum allowed under both programs.

The City will begin accepting applications on October 1 for Round 2 of its COVID-19 Relief and Recovery Grant Program for businesses.

The Round 2 grant categories will be divided into five levels based on each business' 2019 total gross sales for four quarters as reported on their tax returns to the Borough:

These amounts are in addition to the amount the business was eligible to receive in Round 1.

- Up to \$750 for businesses with 2019 revenues of \$20,000 to \$50,000
- Up to \$1,000 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$3,750 for businesses with 2019 revenues of \$100,000 to \$250,000:
- Up to \$10,000 for businesses with 2019 revenues of \$250,000 to \$500,000
- Up to \$25,000 for businesses with 2019 revenues of over \$500,000

NOTE: If the Borough grant levels are increased, the City of Kenai grant levels will be increased to match the Borough levels.

Similar to Round 1, a business must have been in existence as of January 1, 2020, to qualify. That would not exclude an existing business with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (such as a seasonal business).

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The City of Kenai is matching the size of individual business grants available for Borough businesses as follows:

Business Revenues	Round 1 Grant Amount	Round 2 Grant Amount	Total Grant Amounts
\$20K - \$50K	\$1,000	\$750	\$1,750
\$50K - \$100K	\$2,500	\$1,000	\$3,500
\$100K - \$250K	\$5,000	\$3,750	\$8,750
\$250K - \$500K	\$7,500	\$10,000	\$17,500
>\$500K	\$10,000	\$25,000	\$35,000

✓ Round 1 Grant Amount

✓ Round 2 Grant Amount

Small Business

For purposes of determining eligibility for a new business without a full year's tax returns for 2019, the City would take gross sales reported for any quarters in 2019 and the first quarter 2020 and extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award they might qualify to receive.

The amount of the grant for businesses with locations inside and outside the City will be based solely on their revenues from the business location within the City of Kenai.

The business must be located within the City of Kenai, with a valid state business license and be current in its sales tax registration with the Kenai Peninsula Borough. That could be an office, warehouse, shop or other premise owned, leased or rented and operated by the applicant. The business owner(s) does not have to be a resident of the City of Kenai.

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located businesses. Such so-located businesses under the same owner will be eligible for one grant.

Businesses that have applied for or have obtained any other state or federal COVID-19-related assistance are not necessarily disqualified from the City program.

The program will exclude from eligibility the same list of businesses excluded in Round 1, including:

- C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation
- National chains that own and operate their premises in Kenai; franchise owned-and-operated businesses in Kenai would be eligible
- Businesses with a City lien or are in violation of a payment agreement with the City
- Businesses with a Borough lien for unpaid sales taxes. A sales tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted

Applicants will be required to certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. Because the grants in Round 2 are significantly larger than in Round 1, the City will ask for additional information of applicants:

- Additional information on economic hardship suffered by the business, either lost revenue or additional costs of operations.
- Additional information on other similar financial assistance received from the Borough or other cities on the Kenai Peninsula.

As with Round 1 grants, the funds in Round 2 must be fully expended by December 30, 2020.

If the demand for grants in the second round exceeds the City's available funds, the City reserves the right to prorate the grants to stay within available funding.

Nonprofits



The grants for nonprofits were divided into three levels to help meet the needs of repairing the economic damage to nonprofits caused by the COVID-19 public health emergency:

- Up to \$10,000 for nonprofits of less than \$50,000 in annual revenue
- Up to \$25,000 for nonprofits of between \$50,000 and \$250,000 in annual revenue
- Up to \$50,000 for nonprofits of more than \$250,000 in annual revenue

This application period for nonprofit grants closed on July 17, 2020. The initial application period for grants was open for two weeks, June 5, 2020 to June 19, 2020, and the City Council re-opened the application period from July 10, 2020 to July 17, 2020 to allow additional nonprofits to apply that did not apply in the first round.

Annual income was determined by the nonprofit's most recent IRS Form 990 from 2018 or 2019. For those nonprofits that do not file with the IRS, the City accepted an audited financial statement or an unaudited statement by a third-party preparer.

The program was open to nonprofits that provide services to residents of the City, regardless of where the nonprofit has its main office — though the nonprofit must have a physical or service presence within the City of Kenai — and regardless of whether the local chapter or affiliate is part of a larger statewide or national organization.

Additional eligibility rules:

- The grants were available only to IRS-certified 501 nonprofits (the full list of IRS 501 nonprofit categories were on the application)
- The nonprofit must have been in operation serving City of Kenai residents since at least January 1, 2019
- A majority of the group's local board of directors or local advisory board and its officers must be Alaska residents. A local affiliate of a national organization must have a local advisory or governing board
- Faith-based nonprofits are eligible, so long as they provide services which are promoted and available to the general public without regard to religious affiliation
- Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible (as per 13 CFR § 120.110(k) in the Code of Federal Regulations)

The grant funds must be fully expended by December 30, 2020.

The program was limited to nonprofits economically damaged by the COVID-19 public health emergency. The nonprofit was required to certify and briefly describe how it and/or its work has been affected, but was not required to provide financial statements, budgets, receipts or other records detailing the financial damages.

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Nonprofits

The program was open to all qualifying nonprofits, regardless of whether they applied or obtained any other state or federal COVID-19-related assistance.

Applicants were asked to provide a brief report to the City no later than one year after receipt of the grant funds, reviewing the use of the money. This is voluntary and is requested to assist the City in evaluating the impact of the program.

A nonprofit cannot obtain a grant through the City's CARES Act-funded grant program for nonprofits while also receiving a grant as a small business, even if the nonprofit also operates a business enterprise in Kenai.

The applicant needed to certify that the information provided is true and accurate, and they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

The review committee determined whether the application was complete and the nonprofit was eligible under the program requirements. The committee did not judge the need or use of the money.

An applicant denied by the review committee may appeal to the City Manager (in writing). Any appeal must be filed in writing by 5 p.m. the 10th calendar day after the day the applicant received notice from the City.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive grants and the amount each receives will be considered a public record.

The City reserves the right to amend any criteria or procedures as may be required if new state or federal guidelines are issued.

Individual Assistance



The City of Kenai has worked to establish several grant programs to provide individual financial assistance to the community's smaller businesses that did not qualify for Round 1 of the City's Small Business Grant program, for commercial fishers, and for renters and homeowners. The City continues to look into a program to assist residents in need of mental health services in the months ahead as the emotional strains of the COVID-19 public health emergency continue to weigh on the community. It has also established a program to assist the business community with professional marketing support in light of decreased customer demand.

The specifics of the programs are:

Individual Assistance to Small Business

The program provided grants of \$1,000 each to small businesses with 2019 reported gross revenues (as per sales tax records or other acceptable forms of proof of revenues) of between \$25,000 and \$50,000. The eligibility requirements were similar to Round 1 of the City's Small Business grant program that provided funds for business with revenues above \$50,000 a year.

The application period for this program closed on Monday, August 31.

To qualify for the program, the smaller business:

- Must certify it was impacted by the COVID-19 public health emergency.
- Must be physically located in Kenai, with a valid state business license showing a Kenai address for the business (a home-based business would be eligible).
- Must not be in violation of a payment plan on a debt to the City.
- Must not be under a borough lien for unpaid sales taxes.
- Must not be in bankruptcy proceedings.

Businesses must have been in existence in Kenai as of January 1, 2020, to qualify.

Applicants were required to briefly describe how the COVID-19 public health emergency has affected their operations but were not required to provide detailed financial information on lost revenues due to shutdowns or additional expenses of reopening under public health guidelines.

The City initially set aside \$150,000 for this program, subject to demand.

NOTE: The Round 2 business grants opened up the program to businesses with a minimum of \$20,000 in annual revenues. (See also p. 5)

Individual Assistance to Commercial Fishers

The summer program provided grants of \$1,000 each to Alaska Commercial Fisheries Entry Commission permit holders who reside in the City of Kenai and reported at least \$10,000 in landings in 2019. The application period closed August 31. The City Council on October 7 reopened the commercial fishers grant program for new applicants, October 8 through October 30, and increased the grant to \$2,000 for eligible commercial fisheries permit holders.

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Individual Assistance

Individual Assistance to Commercial Fishers (Con't)

Applicants must certify their fishing income was affected by the COVID-19 public health emergency (such as lower prices due to reduced market demand) and will be asked to briefly describe how the public health emergency has affected their finances and operations but will not be required to provide detailed financial information on lost revenues due to shutdowns or decreased customer demand, or additional expenses of operating under public health guidelines.

Recipients of the \$1,000 grant will automatically receive a second check for \$1,000 under the expanded program. First-time applications may be submitted online at the City website, by mail to or dropped off at City Hall. The City intends to review the applications and distribute the funds as quickly as possible. The City of Kenai has set aside \$75,000 for this program, subject to actual demand.

The program is open to commercial fisheries permit holders but not crew members.

Rental and Mortgage Relief

The City of Kenai executed a Memorandum of Understanding with the Alaska Housing Finance Corporation (AHFC) to extend for City of Kenai residents by four months (September through December) the rental assistance and mortgage relief program the State funded for July. Using a portion of the State's share of federal CARES Act funds, AHFC provided up to \$1,200 in rental assistance or mortgage relief for one month for Alaska households.

The City of Kenai and several other municipalities around the State contacted AHFC to extend the assistance program at each city's expense. Working with AHFC provides an efficient and cost effective method to handle the online applications, income verification and payment distribution, rather than the City of Kenai setting up its own operation. In addition, AHFC has agreed to handle the work at no cost to the City. The City of Kenai will reimburse AHFC only for the actual rental assistance and mortgage relief payments it sends out each month on behalf of eligible Kenai residents to their landlords or mortgage holders.

The payments can only go toward rent or a mortgage payment, at a maximum \$1,200 per household per month. The program has a household income cap, and the maximum household income in Kenai to qualify for the program is \$71,760 a year. The application will ask residents to verify their loss of income due to the COVID-19 public health emergency and to verify the information to remain eligible each month.

Applicants to this summer's AHFC program will be notified to apply for the City-funded assistance program, and the City will publicize the CARES Act assistance to ensure that anyone who did not apply for the AHFC payments in July has the opportunity to apply for the City's four-month program.

The City has set aside \$1,000,000 for this program, subject to available funding and demand.

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Individual Assistance

Mental Health Services

The City continues to look into contracting with mental health professionals in Kenai to provide counseling for individual residents affected by the COVID-19 public health emergency and in need of mental health services. The program would cover a resident's out-of-pocket expenses after any insurance or if they lack insurance coverage for the services. There would be no income limit for participating in the program.

If the City determines this program is feasible, it will announce the service provider after a procurement process and will publicize the availability of the service to the public. The intent is that the City would issue a contract for an amount not to exceed \$50,000 for mental health counseling services, with individuals limited to no more than six counseling sessions to ensure that as many people as possible can participate.

The contractor would bill the City for its services without identifying the individuals. The identity of individuals would be held confidential by the service provider, the same as any other doctor-patient relationship. Individuals would inquire about the services and make appointments directly with the mental health provider; the City would not be involved in anything more than payments to the provider.

The service would be provided prior to December 30, 2020, subject available funding and demand. The City expects to have the program available to the public in September.

Small Business Development/ Marketing Services

The City of Kenai has contracted with a marketing service provider to assist local businesses that reported gross revenues of at least \$10,000 in 2019 (as per sales tax records or other acceptable forms of proof of revenues) in their marketing, social media and online presence, as businesses focus on repairing the economic damage suffered during the COVID-19-related shutdown and restructuring their business to operate under the new rules of commerce and social activity.

The City issued a contract for an amount not to exceed \$50,000 to provide a \$1,000 credit to each eligible business in Kenai that can be used with the marketing service provider.

The eligibility requirements are similar to the City Small Business Grant and Individual Assistance for Small Business programs. The business must certify it was impacted by the COVID-19 public health emergency and be physically located in Kenai. Once the business has been approved for the program, the marketing service provider will provide an assessment and customize marketing services for each participating business limited to \$1,000 in services covered by the City funding.

The application period opened August 13, and will close at 5 p.m. on November 6. Applications may be submitted online at the City website, by mail to or dropped off at City Hall. The City intends to review the applications and distribute the funds as quickly as possible.

The service would be provided prior to December 30, 2020, subject available funding and demand.

(Continued on next page)

Individual Assistance

09/24/2020

Food Assistance Services

The City issued a grant to the Kenai Peninsula Food Bank to purchase and distribute food boxes at sites in the City of Kenai weekly for September through December. The grant requires the organization to distribute 150 food boxes a week for 16 weeks to City of Kenai residents, comparable to the number of households that have participated in recent food distribution events organized by the Food Bank and one of its volunteer partners in the City of Kenai. Strong demand at those events and at partner food pantry sites in the community indicates a substantial need for food assistance for many Kenai households. The program assists Kenai families experiencing financial strain due to the COVID-19 public health emergency in the months ahead.

The \$65,000 grant ensures an assortment of healthy foods each week, delivered to convenient locations in the City for easy pickup by City of Kenai residents. To the extent that other foods are available from federal surplus programs, those items would be added to the City of Kenai distribution at no additional cost to the City.

The City and the Food Bank will actively publicize this temporary assistance program to ensure maximum participation by City of Kenai residents who need the assistance.

The service will be provided prior to December 30, 2020, subject available funding and demand. The City expects to have the program available to the public by early September.



Conclusion

The City of Kenai will administer the grant programs without incurring the additional cost of an outside group or foundation to screen, process or assist in administration of the grant program, except for programs in with the City contracts with a service provider for individual assistance programs.

In order to reach the small businesses and nonprofit organizations and individuals in the City that may be eligible, a successful community outreach strategy is necessary. This strategy will include the following:

- Press Releases to local media
- Direct mail to small businesses, nonprofits, permit holders or other groups
- Coordination with the Kenai Peninsula Economic Development District (KPEDD), Kenai Chamber of Commerce and Visitor Center (KCCVC), and Small Business Development Center (SBDC)
- Social Media posts

Information about the programs as well as application forms, FAQs, a summary of the program and application process, and timetable will be provided on the City's website at www.kenai.city as well as a direct contact email and phone number for inquiries.



City Manager

City of Kenai Relief and Recovery Grants

The City of Kenai received \$7,700,832 from the federal government, passed through the State of Alaska, to assist in responding to and aiding in the economic recovery from the COVID-19 public health emergency. The City also received \$2,675,524 from the Kenai Peninsula Borough, which shared some of the federal funds it received from the State of Alaska, with municipalities on the Peninsula. The two allocations total \$10,376,356.

2021 Business Grants - Expired

The Kenai City Council on February 17, 2021 established third grant opportunity for small businesses that did not previously apply for full assistance from the City through its Relief and Recovery grant programs in 2020. Businesses that received grants in Round 1 but did not apply for Round 2 of the City program needed to reapply to be eligible for this program. Businesses

that did not apply in Round 1 or Round 2 were eligible to apply for this program to receive the maximum grant amount. The City accepted applications through March 22, 2021, and that program is now closed.



Establishing City of Kenai COVID-19
Relief and Recovery Grant Programs

Business Grants - Expired

The Kenai City Council on June 3, 2020 established an initial grant program to distribute \$3 million in CARES Act funding to businesses and nonprofits. That program is now closed, and the City Council authorized additional funding for a second round of business grants. The application period for the second round of grants closed at 5 p.m. October 30, 2020.

The grants in Round 2 were larger than in the first round, so that each eligible business in the City of Kenai, in total from the two rounds, could have received an amount equal to the grants offered by the Kenai Peninsula Borough to businesses located outside City limits. The total grant for each eligible business in the City of Kenai ranged from \$1,750 to \$35,000.



Marketing Grants - Expired

The City of Kenai also used its CARES Act funds to offer professional marketing support for businesses located inside city limits. Eligible businesses each received a credit of \$1,000 to use with the City's contractor for marketing services, including enhanced e-commerce services, to cope with changes in customer demand due to COVID-19. The application period for marketing grants closed at 5 p.m. November 6, 2020.

Commercial Fishing Grants - Expired




The City offered financial aid to Kenai residents who hold Alaska Commercial Fisheries Entry Commission permits, and who had at least \$10,000 in landings in 2019. The application period for the grants closed 5 p.m. October 30th. The original City program provided grants of \$1,000 per fisher. The City Council on October 7th increased the grant to \$2,000. New applicants received \$2,000, while fishers who participated in the first round of the program this summer and received \$1,000 at that time automatically received a second \$1,000 payment from the City.

Housing Assistance - Expired

The City of Kenai also is using its CARES Act funds to provide housing assistance for residents hurt financially by COVID-19. The City is working with the Alaska Housing Finance Corp., which offered a similar program statewide this past summer. Under the City program, Kenai households can be eligible for up to \$1,200 a month through December to help with their rent or mortgage payments. Applicants were asked to verify their income loss and cost of housing. The application period for housing assistance closed at 5 p.m. Monday, November 30, 2020.

For more information on the City's CARES Act programs, email Christine Cunningham for more information, at ccunningham@kenai.city, or call (907) 283-8223.

Supporting Documents

-  [2021 Small Business Grant Program - Program Expired \(305 KB\)](#)
-  [Round 2 Business Grant Program FAQ's - Program Expired \(110 KB\)](#)
-  [Rental Assistance / Mortgage Relief Program FAQs - Program Expired \(167 KB\)](#)

- [Business and Nonprofit Grant FAQs - Program Expired \(149 KB\)](#)
- [Marketing Services Grant FAQs - Program Expired \(154 KB\)](#)
- [Commercial Fishers Grant FAQs Updated October 7, 2020 - Expired \(101 KB\)](#)
- [Grant Program Guide Updated October 7, 2020 - Expired \(4 MB\)](#)

Contact Information

210 Fidalgo Ave.
Kenai, AK 99611

ASSISTANT TO THE CITY MANAGER
Christine Cunningham
Phone (907) 283-8223
Email: ccunningham@kenai.city

[View Full Contact Details](#)

Upcoming Events

City Offices Closed
11/11/2021 (All day)

City Offices Closed
11/25/2021 (All day)

City Offices Closed
12/24/2021 (All day)

[View the City Manager Calendar](#)

[Home](#) | [Staff Login](#) | [KMC](#)
210 Fidalgo Ave. Kenai, AK 99611 (907) 283-7535

Small Business Grant

Small Business Grant Program

The City is offering an additional grant opportunity for small businesses that did not previously apply for the maximum amount of grant funding they were eligible to receive from the City through its Relief and Recovery grant programs in 2020. The total grant funds available for each eligible business in the City of Kenai is equal to the size of the grants offered by the Kenai Peninsula Borough to businesses located outside of City limits.

The minimum revenues a business needs to be eligible to receive a grant is \$20,000, consistent with the Borough's program. Businesses that received grants in Round 1 but did not apply for Round 2 of the City program will need to reapply for this program — the application form will request additional information. Businesses that did not apply in Round 1 or Round 2 will be eligible to apply for this program to receive the maximum grant amount.

The City will begin accepting applications on February 22, 2021 and the application period will close on March 22, 2021.

The grant categories will be divided into five levels based on each business' 2019 total gross sales for four quarters as reported on their tax returns to the Borough.

These amounts are the maximum a qualifying business was eligible to receive from the City through its Relief and Recovery Grant Program in 2020 in Round 1 and Round 2:

- Up to \$1,750 for businesses with 2019 revenues of \$20,000 to \$50,000
- Up to \$3,500 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$8,750 for businesses with 2019 revenues of \$100,000 to \$250,000
- Up to \$17,500 for businesses with 2019 revenues of \$250,000 to \$500,000
- Up to \$35,000 for businesses with 2019 revenues of over \$500,000

Similar to Round 1 and Round 2 of the City's Relief and Recovery Grant Program, a business must have been in existence as of January 1, 2020, to qualify. That would not exclude an existing business with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (such as a seasonal business).

(continued on next page)

The City is offering a grant for small businesses that did not previously apply for the maximum amount of grant funding they were eligible to receive in Round 1 and Round 2:

Business Revenues	Round 1 Grant Amount	Round 2 Grant Amount	Total Grant Amounts
\$20K - \$50K	\$1,000	\$750	\$1,750
\$50K - \$100K	\$2,500	\$1,000	\$3,500
\$100K - \$250K	\$5,000	\$3,750	\$8,750
\$250K - \$500K	\$7,500	\$10,000	\$17,500
>\$500K	\$10,000	\$25,000	\$35,000

✓ Round 1 Grant Amount

✓ Round 2 Grant Amount

Small Business Grant

For purposes of determining eligibility for a new business without a full year's tax returns for 2019, the City would take gross sales reported for any quarters in 2019 and the first quarter 2020 and extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award they might qualify to receive.

The amount of the grant for businesses with locations inside and outside the City will be based solely on their revenues from the business location within the City of Kenai.

The business must be located within the City of Kenai, with a valid state business license and be current in its sales tax registration with the Kenai Peninsula Borough. That could be an office, warehouse, shop or other premise owned, leased or rented and operated by the applicant. The business owner(s) does not have to be a resident of the City of Kenai.

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located businesses. Such so-located businesses under the same owner will be eligible for one grant.

Businesses that have applied for or have obtained any other state or federal COVID-19-related assistance are not necessarily disqualified from the City program.

The program will exclude from eligibility the same list of businesses excluded in the previous program, including:

- C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation
- National chains that own and operate their premises in Kenai; franchise owned-and-operated businesses in Kenai would be eligible
- Businesses with a City lien or are in violation of a payment agreement with the City
- Businesses with a Borough lien for unpaid sales taxes. A sales tax delinquency would not disqualify a business from the grant program unless the Borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted

Applicants will be required to certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. Because the grants in Round 2 were significantly larger than in Round 1, the City will ask for additional information of applicants for this program as well. This includes information on economic hardship suffered by the business, either lost revenue or additional costs of operations; and information on other similar financial assistance received from the Borough or other cities on the Kenai Peninsula.

If the demand for grants for this program exceeds the City's available funds, the City reserves the right to prorate the grants to stay within available funding.



Small Business and Nonprofit Relief and Recovery Grants Round 2 – Frequently Asked Questions

My business received a City grant in Round 1 this summer. Can I also receive a Round 2 grant?

Yes, they are two separate programs to provide financial assistance to businesses in the City of Kenai.

If my business received a Round 1 grant, do I need to apply again for Round 2?

Yes, the questions on the application form for Round 2 are slightly different, and the City wants to ensure it has the most current information.

If I did not apply for a City grant in Round 1, can I still receive the money I would have received in Round 1 if I apply for Round 2?

Yes, businesses that did not apply in Round 1 may apply for the second round and, if they are eligible, will receive a grant equal to the total of the two rounds for their business size.

Has the City changed the minimum size for a business to qualify for the grant?

Yes, in the first round, grants were limited to businesses that had at least \$25,000 in gross sales in 2019. The threshold has been lowered for this new round, and grants are available to businesses with 2019 sales of at least \$20,000.

Does the business owner(s) have to be a resident of the City of Kenai?

No, but the business must own or lease or rent a physical location in Kenai, such as an office, shop or warehouse, and operate out of those premises.

What if I have a business location inside the City of Kenai and another outside the City?

The amount of your grant will be based solely on the revenues from the location in the City of Kenai.

How can I apply?

Applications may be completed online at www.kenai.city or submitted by email to: grantsadmin@kenai.city, or hand-delivered or mailed to City of Kenai City Hall at 210 Fidalgo Ave., Kenai, AK 99611, Attn: Grant Review Committee.

Do I have to provide records to prove my economic loss from the public health emergency?

The City does not require invoices, receipts, bank statements, financial spreadsheets or other records. Applicants are required, however, to confirm their business was affected by the COVID-19 public health emergency and resulting economic impacts, and provide an explanation of those impacts. Applicants are required to provide an estimated dollar amount of total lost revenue or additional expenses. Because the City of Kenai wants to ensure that businesses get as much grant funding as they are qualified to receive but without exceeding their actual COVID-19 impacts, the City review committee may request from businesses additional information on lost revenues, expenses or other CARES Act grant funds.

What expenses can the grant money cover?

Loss of income due to mandatory shutdowns; inventory loss; additional operating expenses of reopening or resuming services; costs of protecting staff, customers or clients; or other economic impacts due to the public health emergency. The grant funds may be used for future expenses or to cover for funds already spent.

Will receipt of this grant make me ineligible for other grant programs?

Receipt of a grant from a different state or federal program does not disqualify an applicant from the City program. But if you are going to apply for other federal or state grant or loan programs, the City advises applicants to check the eligibility rules for those programs.

Do I have to keep receipts for my spending?

No, the City is not asking for proof of the spending after the fact, though businesses are advised to keep records for their own tax return.

Are the grant funds subject to federal income taxes?

The City advises applicants to contact their tax preparer for professional advice.

Is there a deadline to spend the grant money?

Yes, the grant funds must be fully expended by Dec. 30, 2020. That is a federal requirement.

Since 2019 gross sales will be used to determine the value of a business grant, what if a business did not report sales for every quarter in 2019?

For businesses — such as seasonal operations — the City will take whatever gross revenues were reported in 2019, look at 2018 and 2020 sales tax returns, and determine an appropriate estimate for annual revenues.

What if my business is not required to file sales tax returns with the borough?

The City will accept a copy of the most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award the business might qualify to receive. The applicant can choose to request that a review committee member come to their office to review the documents rather than submit them at City Hall.

Can a business that is behind in its sales taxes qualify for the City grant?

Yes, so long as the business is not under a tax lien issued by the borough. Businesses that have entered into a payment plan with the borough and are adhering to that plan would be eligible for a grant. A business that owes money to the City of Kenai may be eligible to receive a grant, so long as it is not in violation of a payment agreement with the City or under a City lien.

What if my business shares physical quarters with other businesses? Can each business apply and qualify for its own grant?

Yes, so long as each business has its own state business license, files its own separate sales tax returns under its own name and does not share the same ownership with the other co-located businesses. Such co-located businesses, owned by the same entity, will be treated as one applicant for the City grant program, the same as in the first round.

Will the City of Kenai mail out checks or send the funds electronically to bank accounts?

The City will mail out checks.

How will the City notify me if my application is accepted or denied?

The City will mail you a letter to let you know the decision on your application.

What if the City of Kenai receives more applications than it has funds to distribute?

If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.

Will the names of grant recipients be public record?

Yes, the names and amounts of the grants are public record.



Summary of COVID Relief Projects & Programs

AUGUST 2021



OVERVIEW

In January of 2020, the first case of Coronavirus Disease 2019 (COVID-19) was reported in the United States, and on March 12, 2020 the first case was reported in Alaska.

The State of Alaska issued Public Health Mandates, intended to slow the spread of COVID-19, in mid-March 2020. This resulted in a statewide closure of all public schools, suspension of visitation at public institutions, the closure of all bars, restaurants, and entertainment facilities to in-person services, and eventually the temporary closure of all non-essential businesses in Alaska. The social distancing or 'hunker down' mandate, requiring all residents not engaged in essential healthcare, government, or business activities to remain at their place of residence for a period of two weeks was in effect from March 28-April 11. Similar measures were enacted around the country.

Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020, which established the \$150 billion Coronavirus Relief Fund. The Fund provided disbursements to state and local governments for necessary expenditures incurred due to the COVID-19 public health emergency.

On May 27, 2020, the City of Soldotna received \$7.38 million dollars from the State of Alaska under the CARES Act, and in October 2020 the City received an additional \$2.56 million in CARES funds as a sub-recipient to the Kenai Peninsula Borough. In total, the City received \$9.94 million in Coronavirus Relief Funds to respond to the pandemic.

Anticipating massive impacts to local businesses, residents, and community organizations, City administration worked with community leaders and convened two stakeholder groups to advise on the strategic use of these grant funds. From May 2020 through April 2021, the City Council enacted four separate ordinances and adopted 15 resolutions related to the CARES Act funds. City staff carried out 4 business grant programs, 2 nonprofit grant programs, 3 programs for direct relief to residents, and 10 subrecipient agreements with community partners who aided in getting resources to those most in need.

In an effort to best address local needs and lessen the economic impacts of the pandemic, the City prioritized getting COVID relief funds out into the community, rather than using them on eligible municipal expenses. As of July 2021, the City of Soldotna has expended or assigned all of Coronavirus Relief Funds, with more than \$7.4 million (75%) going directly to businesses, nonprofits, and residents as grants.

This report summarizes the City of Soldotna's CARES spending, and highlights a few of the City's innovative efforts to utilize these funds in ways that responded to the immediate impacts of the pandemic, while also creating the framework for a strong recovery and long lasting positive effects for our community.

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GUIDING PRINCIPLES

TRANSPARENCY & FINANCIAL MANAGEMENT

In developing CARES grant programs, the City sought to balance the urgency of the need in our community, with a process to ensure transparency, efficiency, and responsible management of grant funds. Throughout this process, City administration provided regular updates and sought input at public meetings regarding the CARES spending plan.

LOCALIZED RESPONSE WITH STAKEHOLDER INPUT

Shortly after receiving federal CARES funds, the City of Soldotna convened two ad hoc working groups, comprised of business owners, educators, healthcare professionals, community resource professionals, financiers, and nonprofit professionals, in addition to the Mayor and several City Council Members. These working groups helped the City better understand the local impacts of the public health emergency, identified potential gaps in state and federal relief programs, and helped develop relief programs that directed the City's CARES funds to the areas of greatest need in our community.

BROAD EARLY RELIEF

A key theme that emerged from the work group meetings, was the universal impact of the public health emergency. Early efforts to slow the spread of COVID-19 left most businesses and organizations closed for a period of time. Many were scrambling to redesign processes and service delivery methods to continue providing services, while also keeping staff and community members safe. While the economic impacts of COVID did hit some areas of the economy harder than others, there was a recognition that all sectors of the community had been impacted in some way. As a result, Soldotna's early CARES grant programs were designed with a simple, straightforward application, broad eligibility requirements, and minimal barriers to access relief funds.

FOCUS ON CRITICAL NEEDS

As the pandemic continued through the summer and fall of 2020, the City identified specific sectors of the economy that were most impacted, and worked with community partners to identify the most pressing areas of need. Many issues that have long existed in our community, were compounded by the impacts of the public health emergency, and the nonprofit working group identified key areas of need, including food security, mental health services, housing and homelessness, childcare and youth services, and transportation. The second round of Soldotna's COVID relief programming included subgrant agreements with local organizations, allowing them to expand or adapt services to address these key areas of need. In addition, the second round of business grants, specifically targeted those that had been most heavily impacted by the pandemic, and awarded grants calculated based on actual losses.

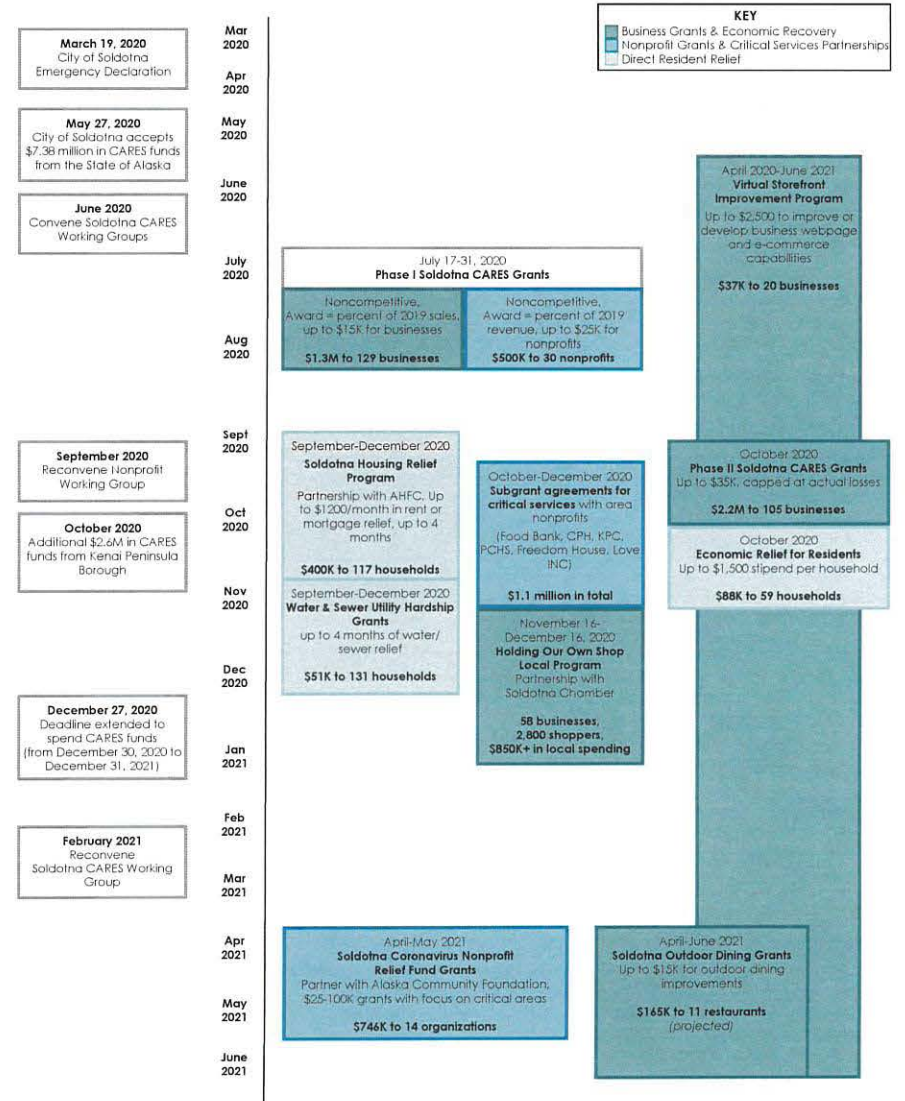
COMMUNITY PARTNERSHIPS

An essential component of the City's response to COVID was a strong working relationships and cooperation with community partners. The City collaborated with public health agencies responding to the immediate impacts of the public health emergency, and with community organizations and nonprofits working to respond to second order effects of the pandemic. Other municipalities around the state were willing to share best practices and lessons learned, as we all worked to navigate through an ever-changing set of circumstances and community needs. These partnerships allowed the City to leverage our resources, by building on existing capacity in our community to respond to emerging challenges.

LONG LASTING IMPACTS

The City worked to identify programs that would not only address the immediate impacts of the public health emergency, but also create opportunities for investments in infrastructure and innovation that will have long lasting impacts for local businesses and residents of Soldotna. Prime examples of these investments include the outdoor dining grant program, which enabled local eateries to establish, expand, or enhance safe outdoor dining spaces, and the virtual storefront improvement program, which offered financial support to small businesses looking to create or improve their online presence and e-commerce capabilities. CARES-funded investments in City facilities will have impacts that last beyond the pandemic, including the addition of book lockers and self check out capabilities at the public library, and investments in parks & recreation to expand and improve outdoor recreation opportunities.

TIMELINE

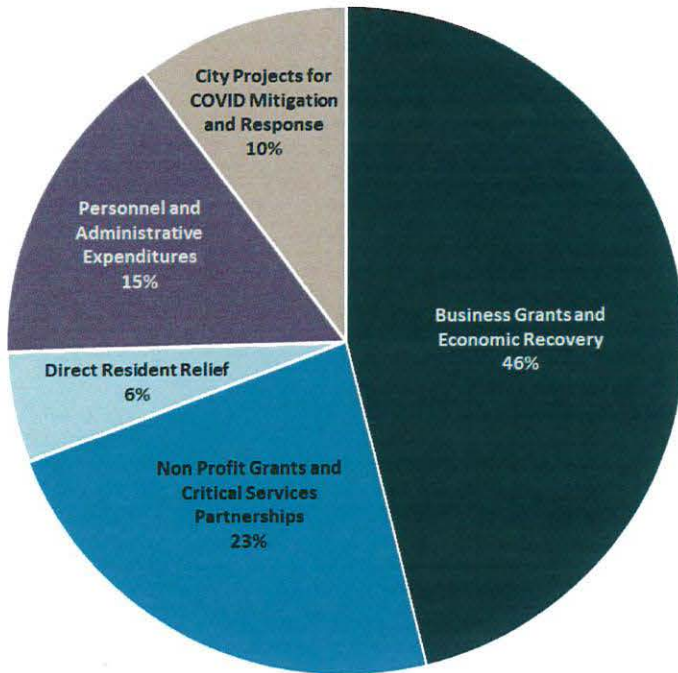


SUMMARY

The majority of Soldotna's COVID relief funds went back into the community in the form of grants to small businesses and nonprofits, direct support to residents, and critical service partnerships with local organizations. A smaller portion of Soldotna's CARES grant expenditures covered personnel and administrative costs related to responding to the pandemic, as well as materials and projects at City facilities to redesign services where necessary, and implement practices to keep staff and residents safe.

\$9.9 MILLION
TOTAL CARES
FUNDS RECEIVED

75%
DISTRIBUTED TO
THE COMMUNITY



TOTAL CARES EXPENDITURES AS OF JUNE 24, 2021

	Total Expended / Projected
Business Grants and Economic Recovery	\$4,586,627
Non-competitive Grants to Businesses (169 businesses, 2020)	\$3,483,747
Reserve Funds for 2nd Shop Local Program, Nov/Dec 2021*	\$350,000
Soldotna Chamber - Holding Our Own Shop Local Program (58 businesses and 2,800 shoppers participated)	\$316,166
Destination Marketing for In-State Tourism (Chamber, 2021)	\$250,000
Outdoor Dining Grants (10 Restaurants, 2021)*	\$150,000
Virtual Storefront Improvement Program - Website Upgrades (20 businesses)	\$36,714
Non Profit Grants and Critical Services Partnerships	\$2,313,200
Alaska Community Foundation Grants to Nonprofits (see page 10)	\$746,263
Non-Competitive Grants to Non-profit Organizations (30 Area Nonprofits, 2020)	\$475,169
Kenai Peninsula Food Bank - Weekly Food Bags (15,082 bags distributed = 216,032 pounds of food)	\$452,221
Central Peninsula Hospital (CPH) - Mobile UV Disinfectant Units	\$220,000
Kenai Peninsula College (KPC) - Remote Teaching/Learning, Virtual Health & Wellness, Tuition Assistance	\$185,097
Peninsula Community Health Services (PCHS) - Access to Mental Health Services	\$144,914
Freedom House - Housing Stipends for Residents	\$32,550
Love INC - Homelessness Prevention Services and Cold Weather Shelter Supplies	\$31,986
Personnel and Administrative Expenditures	\$1,490,078
Payroll: Public Safety (SPD), Emergency Operations Team, CARES Act Grant Administration, Vaccine Clinic Support	\$1,251,604
Emergency Leave for Employees (COVID-19 related illness, quarantine, facility closures, etc.)	\$188,400
COVID-19 Marketing and Communications (radio, social media, mailers, and signage)	\$29,106
Attorney / Legal Review Fees	\$28,995
Federal Audit Fees Related to CARES Act Grant Expenditures (FY20 and FY21)*	\$10,000
Unemployment Reimbursement	\$6,973
City Projects for COVID Mitigation and Response	\$1,011,140
Portable Restroom / Shower Trailer to improve hygiene at parks & campgrounds	\$189,359
Chlorine Generator at Well E	\$170,414
Fiber Optic Communications Cable for emergency preparedness and public wi-fi at Soldotna Regional Sports Center	\$118,396
Utility & Infrastructure Upgrades to Accommodate Portable Restroom / Shower Trailer at Centennial Campground*	\$100,000
Materials and Supplies to Mitigate COVID Risk at City Facilities (e.g. masks, plexiglass, sanitation supplies, etc.)	\$69,736
Fiber Optic Communications Cable to enable public wi-fi at Soldotna Creek Park	\$56,373
Telework Equipment & Remote Meeting Software for City staff	\$51,499
Council Chamber A/V Upgrades for remote meeting attendance	\$48,075
Pipe and Drape for Pop-up Vaccination Clinics, Mass Shelter / Alternate Care Facility Preparedness	\$44,909
Library Mitigation Measures (book lockers, self check out, low touch scanner/copier, etc.)	\$42,725
Outdoor Recreation Equipment during SRSC Closure (light towers for ARC Lake, winter trail grooming equipment)	\$29,989
Sanitation and Physical Distancing for Parks & Recreation Events and Facilities*	\$25,407
Portable LED Message Sign*	\$27,000
Other Misc.	\$14,211
Pay Station at Centennial Campground	\$9,136
Touchless Fixtures at SRSC (faucets, flushers, and soap & paper towel dispensers)	\$8,795
Sleeves Up for Summer Vaccination Event at Soldotna Creek Park	\$2,983
UV Disinfection for Police Vehicles	\$2,131
Direct Resident Relief	\$539,901
Housing: Mortgage / Rent Relief, Partnership with AHFC (117 households)	\$400,000
Economic Relief for Residents - \$1,500 stipend (59 households)	\$88,399
Water & Sewer Utility Hardship Grants (131 households)	\$51,502
TOTAL EXPENDITURES (ACTUAL AND PROJECTED)	\$9,940,945
TOTAL CARES ACT GRANT REVENUES	\$9,940,945

*Project ongoing or not yet initiated

BUSINESS GRANTS AND

Support for local businesses and economic recovery was the largest single category of CARES expenditures. Several of the City's programs to support small businesses in Soldotna are highlighted below. Early on, the City moved to get funding out to local businesses quickly and broadly, recognizing that the impacts of the pandemic touched every sector of our economy.



SMALL BUSINESS GRANTS

In July of 2020, guided by the input of a local working group, the City rolled out its first round of COVID relief grants for businesses and nonprofits. The program was intended to get funding out into the community quickly, with a simple application process and broad eligibility criteria.

Phase I of Soldotna CARES Business Grants awarded a total of \$1.3 million to 129 businesses in Soldotna, with individual awards calculated as 5% of 2019 gross sales. Individual awards were capped at a maximum of \$15,000 per business in Phase I.

In October, a second round of business grants were awarded, with Phase II specifically targeting businesses that experienced a loss in revenue related to the pandemic. The Phase II grant program distributed a total \$2.2 million to 105 businesses, with individual awards calculated as 15% of 2019 sales. Awards were capped at the lesser of \$35,000 or the actual loss in revenue by comparing 2019 and 2020 gross sales.



HOLDING OUR OWN SHOP LOCAL PROGRAM

The Holding Our Own Shop Local program, modeled after a similar effort in Haines, Alaska, was a wildly successful program to encourage residents to shop local during the 2020 holiday season. The program was administered by the Soldotna Chamber of Commerce, and rewarded shoppers who spent at least \$200 on discretionary items in Soldotna, with an additional \$100 in vouchers to spend at local establishments. "Discretionary" spending was broadly defined, and only excluded items such as groceries, gas, and utilities.

58 Soldotna businesses and more than 2,800 shoppers from across Southcentral Alaska participated in the program. The City initially allocated \$100,000 for the program, and that amount was quickly doubled to keep up with demand. Ultimately, \$289,400 in vouchers were distributed over the course of the program. The shop local campaign generated more than \$850,000 in local spending in one month, and received very positive feedback from business owners and members of the community. The City has allocated \$350,000 in remaining CARES funds to carry out another shop local program during the 2021 holiday shopping season.

ECONOMIC RECOVERY

Later efforts were more targeted, with an intent to reach those businesses most negatively impacted by the pandemic, and to stand up programs that would address immediate impacts of COVID-19, while also making investments with long lasting benefits for grant recipients and the Soldotna community as a whole.



VIRTUAL STOREFRONT IMPROVEMENT PROGRAM

The Virtual Storefront Improvement Program (VSIP) built on the past success of the City's traditional Storefront Improvement Program, which provides matching funds for investments in physical improvements to building facades. The Virtual Storefront program aimed to increase resiliency of Soldotna's small businesses by providing grants to help cover the cost of establishing or improving an online presence and e-commerce capabilities.

CARES-funded VSIP grants provided up to \$2,500 to each business for costs related to the development of a business webpage, or the improved functionality of an existing webpage. Eligible expenses include hiring a web designer to assist with design, installation or maintenance of a webpage; creating or modifying a website to make it 'mobile friendly'; adding e-commerce functionality; and integrating social media and other marketing tools into a website.

20 businesses were awarded VSIP grants using CARES funds, for a total of \$36,417. The VSIP program continues to accept applications for grants of up to \$1,000, funded with City general funds.



OUTDOOR DINING GRANTS

In an effort to expand safe outdoor dining opportunities at Soldotna restaurants, the City provided individual grants of up to \$15,000 to help Soldotna eateries establish, expand, or enhance outdoor dining areas. The goal of the program was to improve comfort and safety for both diners and restaurant staff, and ultimately to attract more locals and visitors to dine at Soldotna restaurants.

Outdoor Dining Grant awards were disbursed as reimbursements for actual expenditures. Allowable expenses included the purchase of tables, chairs and cushions; barricades and traffic separation; umbrellas, awnings, canopies, and other features to protect customers from the elements; heating; landscaping; lighting; and planning, design, and labor fees. The program is ongoing, and 11 restaurants were approved for outdoor dining grants, totaling \$165,000.

The impacts of this program are just beginning to be realized, and will have long-lasting positive effects.

NONPROFIT GRANTS AND

In July 2020, the City administered an initial round of non-competitive grants to local nonprofits, distributing just under \$500,000 to 29 organizations. This early effort recognized that nearly every local organization had been impacted by the pandemic, either through interruptions to services and programming, a reduction in fundraising capacity, or a need to expand services to address community needs arising from and compounded by the pandemic.

For a second round of support to nonprofits, the City worked directly with organizations providing services that address critical needs. Specific projects that would be eligible for reimbursement with CARES Act funds were identified, and larger grants were administered through subrecipient agreements. These programs are detailed further below.



Throughout the course of the pandemic, the **Kenai Peninsula Food Bank** dramatically scaled up their efforts to increase food security for members of the community who were economically impacted by the pandemic. The City provided \$452,221 in CARES funds to support these efforts. In cooperation with local churches and many volunteers, the Food Bank distributed more than 200,000 pounds of food, on top of their regular operations, between October 2020 and April 2021.



Central Peninsula Hospital received \$220,000 in CARES funds for the purchase of four mobile UV disinfectant units to prevent the spread of COVID-19 at our local hospital.



\$185,097 in CARES funds went to support **Kenai Peninsula College** in providing remote teaching and learning opportunities, including a dramatically redesigned paramedic training program; the development of a virtual health and wellness clinic for all students; and direct tuition assistance for Soldotna residents attending KPC.



The City partnered with **Peninsula Community Health Services** to support access to mental health services during the pandemic, including new technology to facilitate telehealth services, and funding to provide transportation to and from behavioral health appointments and other essential services and community resources.



Freedom House, a sober living facility for people in recovery, received \$32,550 in CARES funds to provide housing stipends for its residents, many of whom were not able to work to earn their regular housing fees during the pandemic.



Love INC of the Kenai Peninsula was granted \$31,986 for homelessness prevention services and emergency cold weather shelter supplies to assist individuals experiencing or at risk of homelessness in Soldotna.

SOCIAL SERVICE PARTNERSHIPS

In the spring of 2021, the City partnered with the Alaska Community Foundation to administer the Soldotna Coronavirus Nonprofit Response Fund. This competitive program awarded grants to nonprofits providing essential services to Soldotna and the surrounding area. These grants prioritized six key areas identified by the community as most critical: food security, childcare and youth services, mental health, housing and homelessness, transportation, and COVID-19 vaccination efforts. Individual grant awards were capped at \$100,000 and the total budget for the Soldotna Coronavirus Nonprofit Response Fund was \$750,000.

Organization	Grant Amount	Description
Alaska Children's Institute for the Performing Arts (Triumvirate Theatre)	\$55,110	Free, outdoor community theatre production at Soldotna Creek Park in late July/early August, cast to include 50-100 youth & adults, production aims to bring the community together and help mitigate the mental health impacts of the pandemic
Boys & Girls Club of the Kenai Peninsula	\$95,000	Cover increased cost of providing safe spaces for youth, including additional staffing, supplies, food services, and an increase in youth registered for programming, especially those in need of academic and social-emotional support
Central Area Rural Transit System Inc. (CARTS)	\$65,000	Cover expenses related to reduced vehicle capacity to accommodate social distancing for public transportation services
Choosing Our Roots	\$8,000	Fund outreach to new volunteers and host homes to provide housing for LGBTQ+ youth who experience homelessness, increase stipends and provide training for host homes
Chosen	\$26,682	Provide additional space and staffing for supervised visitation center for children and families in foster care
Freedom House	\$86,800	Provide additional staffing to meet increased demand for services due to pandemic, and purchase new vehicle to transport participants to mental health treatment, medical appointments, work, outpatient treatments, volunteer opportunities, etc.
Hospice of the Central Peninsula	\$16,700	Cover salary and IT equipment for summer employee to coordinate Camp Mend-a-Heart. This position is typically covered by an ExxonMobil sponsorship, which was canceled due to the pandemic
Ionia Inc.	\$29,400	Increased mental health supports including peer-to-peer health and wellness support group held in Soldotna; youth peer support via phone, text, and FaceTime to young people in Soldotna; and medical support coordination including free rides for vaccines and other medical appointments
Kenai Local Food Connection	\$27,000	Food Support Service to provide subsidized weekly box of fresh local foods, procured from local farms and food businesses, for 24 low income households; Includes recipes, educational materials for health and cooking, and a pressure cooker or crock pot for cooking nutritious whole foods ingredients
Kenai Peninsula Food Bank	\$100,000	Continue to meet increased demand for food assistance and expand meal options in soup kitchen, including reopening indoor seating; creating safe outdoor dining space, and continue "to go" meal program
Love INC of the Kenai Peninsula	\$51,835	Provide support for households with past due utilities, rent, or mortgage bills, with a focus on applicants who do not qualify for other relief programs
New Hope Counseling Center	\$35,000	Update technology to provide tele-behavioral health services. New Hope Counseling Center offers 75% of its services to people of the Kenai Peninsula, and 25% to students of Alaska Christian College
Rural Alaska Community Action Program, Inc (RurAL CAP)	\$100,000	Help offset the 208% increase in prices of lumber and materials for Mutual Self-Help Housing program. Currently 9 low- and very-low-income families in Soldotna are working to complete the construction of their homes through this program
VFW Auxiliary, Jerry V Horn Memorial, Post #10046	\$28,000	Reinstate donation-only lunchtime meal service for veterans and family members, including expansion of outdoor kitchen and dining area; Expand direct assistance programs such as rent and utility assistance, cab tokens, gas cards, car insurance assistance, and food cards
Total Grant Awards	\$724,527	
Total Program Cost	\$746,263	<i>Includes grant awards and 3% administrative fee to Alaska Community Foundation</i>



DIRECT RELIEF TO RESIDENTS

Three CARES funded programs delivered direct relief to residents of Soldotna who were impacted by the pandemic.

Mortgage and Rent Relief: The largest of these programs was the Soldotna Housing Relief program, which was administered through a partnership with the Alaska Housing Finance Corporation (AHFC). Soldotna Housing Relief provided up to \$1,200 per month in rent or mortgage relief to households in Soldotna from September through December 2020.

In the summer of 2020, AHFC administered a similar statewide program. The City of Soldotna reached out to AHFC to partner on a continuation of the program for Soldotna residents, utilizing a portion of the City's CARES funds. Similar programs were implemented in the City of Kenai and Kenai Peninsula Borough.

Water & Sewer Relief: Soldotna also provided Water and Sewer Utility Hardship Grants to cover the cost of residents' utility services from September through December 2020. All utility customers were mailed a simple application form to verify financial impact from the public health emergency, and to opt into the program. 131 households in Soldotna were provided with relief in the form of an automatic credit on their City water and/or sewer account to cover actual charges. A total of \$51,5102 was distributed through this program.

Direct Economic Relief: The Economic Relief for Residents (ERR) program, provided direct stipends of up to \$1,500 to offset the economic injury and hardship that some members of our community experienced due to the COVID-19 pandemic. ERR grants were available to cover necessary living expenses such as utilities, groceries, household needs, insurance, medical expenses, and childcare. 59 Soldotna households received assistance through the program, for a total of \$88,399.

All three resident relief programs were publicized via direct mailers, radio ads, local media coverage and social media posts. Staff at City Hall and the Soldotna Public Library were available to assist applicants.



In partnership with the Alaska Housing Finance Corporation, the Soldotna Housing Relief program provided up to four months of rent or mortgage relief for 117 households in Soldotna, for a total of \$400,000 in housing relief.



A portion of the City's CARES funds were utilized to cover payroll for public safety staff, and for employees who were substantially dedicated to responding to the pandemic. This included the City's Emergency Operations Team, staff working on CARES Act grant administration, and legal fees for coordination with the City's attorneys on the development of grant programs and personnel policies related to COVID.

CARES monies also funded efforts to keep employees safe and whole throughout the pandemic, by covering the cost of emergency leave related to COVID-19 illness, quarantine, and facility closures. In total, \$188,400 in CARES funds were used to cover emergency leave for City employees.

To help get the word out about CARES grants programs and funding opportunities, and to share important information to keep residents and staff safe, the City utilized marketing and communications strategies including radio announcements, boosted social media posts, direct mailers to city residents, and signage throughout City facilities. \$29,106 was spend on these public outreach efforts.

In partnership with the Kenai Peninsula Borough, local medical providers, and Alaska Division of Public Health staff, the City provided staff to assist with non-medical roles at mass vaccination clinics in Soldotna. The City also coordinated with the Kenai Peninsula Borough, Public Health, and neighboring municipalities to help spread the word about vaccine availability on the Central Peninsula.



Photo courtesy of Kenai Peninsula Borough School District

CITY PROJECTS FOR COVID MITIGATION & RESPONSE

Throughout the pandemic, City staff worked diligently to ensure that employees and residents remained safe and that City facilities remained open as much as possible. With a focus on continuing to provide essential services, staff quickly pivoted to re-imagine delivery methods, develop new programs, and minimize interruptions in services.

SANITIZATION & PROTECTIVE EQUIPMENT

City staff ramped up efforts to keep employees, residents, and visitors safe by implementing ongoing touch-point sanitization, and purchasing materials and supplies, such as masks, plexiglass barriers and contact free pay stations, to help prevent the spread of COVID-19 at City facilities.

Parks & Recreation acquired five electrostatic fogger machines, and during peak seasons staff conducted around-the-clock sanitization at public facilities.



REDESIGNED SERVICES



Many City services were re-imagined during the pandemic. Most public meetings, including City Council, board, and commission meetings, were held via two-way video conference. Zoom meetings allowed for remote participation by Council and Board members, and members of the public.

The Soldotna Library also shifted to digital platforms to continue offering programming, including story time, STEM experiments, DIY tutorials, and the summer reading program via Zoom and Facebook Live videos. More than 11,000 people participated in library programs during 2020.

Outdoor activities became a vital outlet for community members to gather safely, and stay active and connected, especially during winter months. Parks & Recreation expanded winter trail maintenance, added outdoor lighting to create additional skating opportunities at ARC lake, and hosted weekly outdoor 'Family Skates' in December and January, seeing an average attendance of 250 people each week.

INNOVATION & 'CAN DO' ATTITUDE

With disruptions in supply chains around the globe, Parks & Recreation staff got creative, building custom hand wash stations out of 5-gallon buckets and outboard motor priming bulbs. Library staff offered four different services models, including contact-free, curbside pickup which served more than 2,000 individuals and families in 2020. The library also purchased an outdoor holds locker, which allows library patrons 24/7 access to pick up library materials, and will continue to benefit the community for many years.

Across all departments, many employees stepped outside of their typical duties to take on new roles. It is worth noting that the distribution of nearly \$10 million in CARES funds, an amount close to the City's total operating expenditures in a typical year, was carried out almost entirely by existing City staff in addition to maintaining regular municipal services.



ACKNOWLEDGMENTS

The City of Soldotna's response to the COVID-19 pandemic would not have been possible without many critical partnerships. The City would like to thank the organizations and members of our community that came together to support each other during a most-difficult year.

The **City Council** and **Mayors Sprague and Whitney** provided consistent leadership and vision, taking a comprehensive approach to tackling the public health, social, and economic impacts to the community. Their leadership enabled Soldotna to lead the way in implementing many innovative programs to assist local businesses and residents.

City Staff added a personal touch to customer service throughout the pandemic, and were creative and responsive to the needs of the community. Thanks to the hard work of our Finance department, the City's process for distributing CARES funds was both transparent and efficient. Many employees stepped outside of their typical roles to take on new responsibilities, and tackle necessary challenges to respond to community needs. The hard work of many employees allowed the City to continue providing essential services throughout the course of the pandemic.

Thank you to the members of our **Business and Nonprofit Working Groups**, who played an invaluable role in helping the City understand the local impacts of the pandemic, and develop relief programs that were most impactful.

The **Soldotna Chamber of Commerce** was an incredible partner and resource in helping the City implement programs like the Holding Our Own Shop Local campaign, and in-state tourism marketing efforts. The Chamber also assisted with outreach out to members of the local business community to connect them with resources.

The **Kenai Peninsula Borough** took action to redistribute a portion of its CARES funds to the incorporated cities in the borough to respond to needs within the cities' boundaries. In addition, the borough's **Office of Emergency Management (OEM)** led efforts to coordinate the emergency response across the borough, and led the way in local efforts to quickly distribute COVID vaccines in Soldotna and across the borough.

The **City of Kenai** was an early leader in implementing their own CARES grant programming, and was generous in sharing ideas and lessons learned.

The **Alaska Housing Finance Corporation** and their community

partners played an essential role in sharing their expertise and reach to distribute housing relief to renters and homeowners in Soldotna and across the state.

The **Alaska Community Foundation** was generous in sharing their experience as a grant making agency and assisting the City with its final round of nonprofit grants.

The **Kenai Peninsula Food Bank** dramatically scaled up its operations to tackle community need for food security, demonstrating their ability to pull together necessary partners and mobilize resources quickly and effectively.

The **Kenai Peninsula Economic Development District** and the local office of the **Alaska Small Business Development Center** offered early guidance as the City developed its grant programs, and played a vital role in connecting local businesses with resources and assistance.

Thank you to our Federal delegation, **Senator Murkowski, Senator Sullivan and Representative Young**, who along with others in Congress acted quickly to pass the CARES Act, and ensure that states and local governments had the resources necessary to respond to the local impacts of the pandemic.



SOLDOTNA
City of Soldotna, Alaska

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Soldotna, Alaska 99669
907-262-9107
www.Soldotna.org

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY TO ALLOCATE AN ADDITIONAL \$4,997,399 IN CARES ACT MONEY FOR CAPITAL AND OPERATING EXPENDITURES AND AMEND THE SCOPE OF WORK.

AGENDA OF: December 15, 2020

Assembly Action:
adopted as amended. KBJ 12.15.20

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *[Signature]*

Route To:	Department/Individual	Initials	Remarks
	Originator	<i>CX</i>	
	Finance Director	<i>CX</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>JMM 12/7/20</i>	<i>KBJ</i>

ATTACHMENT(S): Fiscal Note: YES X NO _____
 Resolution Serial No. 20-122 (2 pp)
 Attachment: CARES Act Funding Request List & Justifications (4 pg)

SUMMARY STATEMENT:

BACKGROUND

On June 2, 2020, the Matanuska-Susitna Borough Assembly approved Resolution Serial No. 20-060 and Informational Memorandum No. 20-119 to authorize a grant agreement with the State of Alaska for the Coronavirus Relief Fund. Through this grant, the State of Alaska allocated \$38,032,471.79 in in Coronavirus Aid, Relief and Economic Security Act (CARES ACT) funds to the Matanuska-Susitna Borough in order to fund expenditures incurred in responding to the public health emergency of COVID-19.

On July 14, 2020, the Assembly approved Resolution Serial No. 20-069 and Informational Memorandum No. 20-139 to appropriate \$23,732,472 for Capital and Operating expenditures related to COVID-19.

On October 6, 2020, the Assembly adopted Resolution Serial No. 20-099 and Informational Memorandum No. 20-193 to appropriate an additional \$831,536 for Capital and Operating expenditures related to COVID-19.

On October 19, 2020, the Treasury Department issued guidance that invalidated the \$100 payment to our citizens. This item has been zeroed out for the spending plan.

On November 17, 2020, the Assembly adopted Resolution Serial No. 20-108 and Informational Memorandum No. 20-220 to appropriate an additional \$6,430,268 for Capital and Operating expenditures related to COVID-19. The last round of business grants have been processed. This line item has been reduced to \$11,000,000. There is currently \$6,698,546 in unallocated funds available.

Attached to this legislation is a list of additional proposed expenditures in the amount of \$4,997,399. These additional expenditures follow both the federal guidance and the provisions of the state grant agreement.

Guidance issued on April 22, 2020:

- expenses for disinfection of public areas and other facilities
- expenses for public safety measures undertaken in response to COVID-19
- expenses to facilitate compliance with COVID-19 related public health measures
- expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
- expenses of providing paid sick leave and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions

Guidance issued May 4, 2020

- the Borough may presume that payroll costs for public health and public safety employed are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency

Guidance issued May 28, 2020

- expenses for measures to improve mitigation measures, including related construction costs
- administrative expenses incurred with respect to a new grant program established to disburse amounts received from the fund

RECOMMENDATION OF ADMINISTRATION: Adoption of legislation.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: December 15, 2020

Subject: A Resolution of the Matanuska-Susitna Borough Assembly To Allocate An Additional \$4,997,399 in Cares Act Money For Capital And Operating Expenditures and Amend The Scope Of Work.

ORIGINATOR: Cheyenne Heindel

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT (YES) NO
AMOUNT REQUESTED \$4,997,399	FUNDING SOURCE CARES Act
FROM ACCOUNT # 475.000.000 4xx,xxx	PROJECT # 47532
TO ACCOUNT :	PROJECT #
VERIFIED BY: Cheyenne Heindel	CERTIFIED BY:
DATE: 12/03/2020	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	4,997.4					
---------	---------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds	4,997.4					
Other						
TOTAL	4,997.4					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: Cheyenne Heindel DATE: 12/3/2020

Costs funded with CARES Act Grant

Total CARES Allocation from State

38,032,472

Proposed Capital Removed from the FY 2021 Budget

1 Cyber Security Enhancements	300,000
2 Workstation Replacements	150,000
3 Network Infrastructure Refresh	370,000
4 DSJ Accessibility Upgrades	50,000
5 Sapphire Intravenous Pumps	50,000
6 Zoll X Series Cardiac Monitor	65,000
7 High Fidelity Trauma Manikins	105,000
8 High Fidelity Simulation Birthing Manikins	70,000
9 Ambulance Replacement/Refurbish(3)	504,400
10 Sunshine Creek Campground additional space - Phase I	40,000
11 Matanuska River Park Master Plan - additional spacing	50,000
12 Automatic Gate - Alcantra	50,000
13 Parks Vehicle	55,000
Total Removed from the proposed budget	1,859,400

Unbudgeted CARES Related Operating and Capital Costs

14 Election Requirements	500,000
15 MSCVB	1,500,000
16 Temporary Barriers at counters in Borough Facilities	15,000
17 Retro fit Borough Facilities with permanent barriers	250,000
18 Additional on-call staff to clean Facilities	100,000
19 Credit Card Fees for On-Line Tax payments July - Dec 31	150,000
20 Cost of increase bandwidth and WIFI to accommodate Work from home	91,610
21 Additional laptops	100,000
22 DSJ Meeting room enhancement	30,000
23 Additional cleaning supplies	10,000
24 Locker Room Wasilla Pool	500,000
10 Sunshine Creek Campground - additional space Phase II	60,000
25 Settlers Bay Park upgrades - additional space	140,000
12 Automatic Gate - Alcantra second gate	50,000
13 Additional parks vehicles	110,000
26 Stryker Lucas 3 Cardiac Compression Devices	303,000
27 Assessment workstation redo	23,715
28 Planning workstations	19,000
29 Permit Center Reconfiguration	30,000
30 On-line Public Engagment tools	25,000
31 Sutton & Talkeetna Trapper Creek Library Access	50,000

Total Borough direct costs 5,916,725

Operating Expenditures that potentially may be covered

32 Wages and Benefits Rescue/Ambulance 7/1-12/30 5,747,097

Economic Development Grant

33 Small Business Grants - up to \$10,000 per applicant 11,000,000

34 Chambers of Commerce 191,000 300,000

35 Impact Aid Grant to residents - \$100 per applicant - Can not have program
Treasury Guidance 10-19-2020 0

36 Administration of Direct Aid and Business Grants 150,000

37 Big Lake Lions 40,000

38 Iditarod 297,000

39 State Fair 515,000

40 Musk Ox Farm 65,000

Requests Approved 10/6/2020

41 Emergency Protective Equipment & Cleaning Supplies 21,000

42 FFCRA Leave Reimbursement 200,000

43 Powered Air Purifying Respirators 113,500

44 Anderson EOGas Sterilizer 48,100

45 Stryker Lucas 3 Cardiac Compression Devices 7,459

46 IT Service Desk Counter Redesign 18,846

47 SynDAVER Airway Trainers 22,000

48 O-Two E700 Automatic Transport Ventilator 112,000

49 IV Fluid Warmer - Floor Mount 18,000

50 NAR Quantum Blood & Fluid Warming Systems 60,000

51 Meadow Lakes Community Development 4,091

52 Willow PTA 8,000

53 Susitna Valley High School PTA 3,000

54 Borough Libraries - AEDs & Certification 12,040

55 Trapper Creek Community Council 500

56 Trapper Creek Community Services 13,000

57 Boroughwide Halloween/Fall celebrations 5,000

58 Administration projects- Project Managers, accounting, etc time 100,000

59 Z-Gen Hypochlorous Acid Generator 85,000

60 A/C Sanitation Equipment, Supplies and No-Touch Check-In Equipment for Volunteers 13,700

61 Equipment to Enable Remote Work for ACR Officers 7,600

Requests Approved 11/17/2020

62 Dispatch Contract 7/1-12/30/20	683,710
63 Palmer Fire Service Agreement 7/1-12/30/2020	222,051
64 Cabling in Assessment office as result of workstation redo #27	9,488
65 Mat-Su Miners mitigation supplies	5,000
66 Ultraviolet Apparatus Disinfection System	56,312
67 Purpose Built Trailer, equipment and supplies for Mobile Point of Dispensing	35,000
68 2nd order of Emergency Protective Equipment & Cleaning Supplies	21,000
69 Food Coalition grants	300,000
70 Additional cleaning supplies	300,000
71 Wages and Benefits Fire Service Areas - July - December	3,469,707
72 Additional Credit Card Fees for Tax Payments	30,000
73 Zoll X Series Cardiac Monitors/Defibrillators	120,000
74 Zoll AED Plus Defibrillators	30,000
75 Polymer Material Medical Bags	50,000
76 Vehicles - 3	168,000
77 Utility Assistance	800,000
78 Extended leave with positive COVID result and FFCRA already used	100,000
79 United Way	30,000

Total Approved Requests 31,333,926

Remaining CARES funding 6,698,546

Requests presented 12/15/2020

80 School District	4,975,149
81 HAZMat Team Equipment	7,250
82 Monitors, Scanner, equipment and supplies for remote work	15,000

Total pending requests 4,997,399

Remaining CARES Funding 1,701,147

80. School District \$4,957,149

The Borough is eligible to provide coronavirus relief funding up to \$500/per student as per the U.S. Treasury Coronavirus Relief Fund Frequently Asked Questions, updated October 19, 2020, #53. The aggregate of what the State of Alaska and other local municipalities have provided the MSBSD (District) cannot exceed \$500/per student. The District has indicated that they have received \$3,997,351 from the State of Alaska. The calculation for the amount to be allocated to the District follows:

Student count as provided November 18, 2020	17,909
	<u>X 500</u>
	\$8,954,500
Less Already provided State CARES pass through	<u>\$3,997,351</u>
Eligible to fund School District	\$4,957,149

This amount will reduce the amount provided from the Matanuska-Susitna Borough General Fund but will not reduce the overall FY2021 funding to the District.

81. HAZMat Team Equipment \$7,250

The team responds throughout the Borough to emergencies which include biological threats from pathogens such as COVID-19. This equipment would help the team identify threats, protect responders, and decontaminate crews if exposed. This equipment will provide a safer work environment for these responders.

Dry Decontamination Equipment	2,750
SCBA G-1 adapters	<u>4,500</u>
	7,250

82. Monitors, Scanners, equipment and supplies for remote work \$15,000

Many employees have been provided with laptops to be able to work remotely. However to effectively work monitors, scan snaps, equipment and related supplies are needed.

83. Isolation curtain system \$15,000

As we continue to deal with the SARS-CoV-2 pandemic, MSB-EMS has developed an in-dwelling isolation system for our transport ambulances to help mitigate droplet spread. This system helps to decrease the amount of airborne droplets that are expelled by the patient during transport that could expose our EMS providers to increased amounts of potentially infected COVID- 19 droplets. The system works by safely forming a curtain around the gurney while the patient is in transport, and then utilizes the on

board air-exchange system to draw air from inside the curtain out of the ambulance. We have found that the system is effective in substantially decreasing the amount of particulate/droplets that otherwise would be directly released into the entire compartment/cab of the ambulances. Many of the treatments performed by EMS providers in order to sustain life and decrease morbidity result in increased droplet exhalation. Examples of these necessary life- sustaining treatments include: continuous positive airway pressure systems (CPAP), oxygen administration systems, and nebulized medication delivery systems among others. Many departments around the nation are also developing their own individual containment systems, and in addition to numerous other infection control methods that we employ, we are able to transport suspected COVID-19 patients in as safe a manner as possible.

84. Food Coalition Member Grants (Additional Funding) \$1,599,390

The Borough originally funded \$300,000 to this line item. However, that amount was exhausted quickly. The table below shows the amounts needed to cover the increase in food assistance that these organizations have experience due to the COVID-19 crisis.

Agency	# of meals provided	Total incurred at \$3.50 per meal	Amount Previously Awarded	Potential Additional Award
Willow Food Pantry	117,114	\$409,899.00	\$50,000	\$359,899.00
Upper Susitna Food Pantry	26,993	\$94,475.50	\$29,000	\$65,475.50
Faith Bible Food Pantry	151,042	\$528,647.00	\$50,000	\$478,647.00
Blood and Fire Ministries	28,800	\$100,800.00	\$38,000	\$62,800.00
Kids Kupboard	3,476	\$12,166.00	\$7,014	\$5,152.00
Salvation Army	53,085	\$185,797.50	\$38,000	\$147,797.50
Palmer Christian Center	134,314	\$470,106.00	\$50,000	\$420,106.00
Mat-Su Senior Services	2,791	\$9,768.50	\$9,768	
Sutton Bible Church	25,066	\$87,731.00	\$28,218	\$59,513.00

The Mat Su Food Coalition is composed of fifteen organizations that distribute food in the Mat Su Valley to hundreds of families and individuals that are less fortunate than most. These people comprise those below the poverty level, the now unemployed as well as the working poor. Food coalition members have stepped up and delivered food to at risk citizens in the Borough. These food agencies, pantries, programs and banks have expended much time and effort to get food, food boxes and food box deliveries to at risk individuals, families and seniors as part of the COVID-19 response. The coalition has provided more than 77,177 meals to more than 5,643 Mat Su residents since March 2020, which is well above their average. Originally, grants were provided to these organizations in the amount of \$3.50 per meal provided to residents living outside of the city limits of Palmer, Wasilla and Houston, up to \$50,000. Agencies may

reside within the city limits, but must document meals provided to residents outside those geographic limits.

85. Mat-Su Health Foundation

Not to Exceed \$1,000,000

Mat-Su Health Foundation has partnered with nonprofit organizations serving Mat-Su Borough residents to address unplanned expenses and/or lost revenue relating to the COVID-19 coronavirus pandemic March 12, 2020 through December 30, 2020. This grant will provide Mat-Su Health Foundation with reimbursable funds to cover distributions made to other entities to cover operational funding, supplies, equipment and other program costs associated with limiting exposure for high-risk groups and to address basic needs within the framework of allowable expenditures under the CARES act guidelines.

86. Administrative Reconciliation

If any specific amount of allocation to any project listed above is overfunded or it appears that funds will not be expended on the project by December 30, 2020, the Manager may allocate the amount of overfunding or remaining project funds to the Mat-Su Health Foundation in line 85 up to the limit of the grant approved.