



# MSB HEALTH AND SOCIAL SERVICES BOARD

Kathryn Johns Swartz (1)	Amy Gorn (2)	Linda Reimer (3)	Leslie Berberich (4)
Vacant (5)	Mary Hoyle (6)	Michelle Sturgeon (7)	Vacant (Alternate)

**Location:** *In Person* - Lower Level Conference Room  
350 E. Dahlia Ave., Palmer AK 99645  
*Virtual VIA TEAMS* - TEAMS CALL IN INFORMATION  
+1 907-290-7880 - Conference ID: 693 841 588#

**Date:** August 19, 2021

**Time:** 1:00PM – 3:00PM

## AGENDA

- I. Call to Order/Determination of Quorum (4 needed) and Roll
  - II. Approval of Minutes
    - A. June 23, 2021
  - III. New Business
    - A. Staff Updates
      1. Planning Staff
      2. Board Staff
    - B. Human Services Matching Grant -
  - IV. Old Business
  - V. Public Comments
  - VI. Member Announcements: 2 minutes each please
  - VII. Next Board Meeting date: November 18, 2021
  - VIII. Adjourn
-

**Mat-Su Borough Health and Social Services Board Meeting**

**June 23, 2021**

**1:00 p.m. – 3:00 p.m.**

**Microsoft Teams**

**MINUTES**

**Attendees:**

Pam Graham, MSB Staff  
Amy Gorn, Member  
Leslie Berberich, Secretary  
Leda Borys, MSB Staff  
Linda Reimer, Member  
Mary Hoyle, Member

**Board Members Not Present:**

Michelle Sturgeon, Member

**Quorum established**

Meeting called to order at 1:10 p.m.

**Nominations and Elections**

**Chair:** Linda Reimer made a motion to elect Mary Hoyle as Chair. Amy Gorn seconded.

5 Yeas

0 Nay

No further discussion.

**Motion passes.**

**Vice-Chair:** Amy Gorn motioned to elect Linda Reimer to serve as Vice-Chair. Mary Hoyle Seconded.

5 Yeas

0 Nay

No further discussion.

**Motion passes.**

**Secretary:** Linda Reimer nominated Leslie Berberich as secondary. Mary Hoyle Seconded.

5 Yeas

0 Nay

No further discussion.

**Motion passes.**

**Approval of Minutes:** Mary Hoyle made a motion to approve minutes from September, 2020 meeting. Seconded by Leslie Berberich. Minutes approved.

**New Business:** Leda Borys reported that the Mat-Su Borough are in the early phases of writing a scope and bid for contracting work for the Active Transportation Plan. She reported that she is engaged in discussion and planning to improve transportation in the Mat-Su Valley. She will continue to share updates with the HSS Board.

**Staff Updates:** Pam Graham reported that this board oversees and manages the Grant Management Program. We will develop the criteria for the next cycle in March of next year. We will look at options to move the application to electronic. COVID funding was released to food banks. The Borough will get 20 million of funding from the American Rescue Plan.

Pam Graham reported that the Mat-Su Borough will get a portion of funding from the Community Development Block Grant Disaster Recovery Program from the 2018 earthquake. The focus will be on low to moderate income housing. The Borough is looking at partnering with housing developers and may want input from this Board on developing criteria.

Pam Graham reported that the Human Services Grant will be issued based on last years award recipients. The State of AK system was hacked which impacted reporting. The Borough is expecting to have additional information soon.

Linda Reimer requested that the Borough Attorney give a presentation to this Board. Mary Hoyle expressed agreement and Pam Graham will work with the Attorney to have him present at our next meeting.

**Central Dispatch Group:** Transit Dispatch Services is a pilot program that will begin soon and information will be on Borough's website. Mat-Su Senior Center, Chickaloon, and Sunshine will work together.

**Next Meeting:** Future meetings can be in person and Microsoft Teams.

**No Public Attendees:**

**Agency Updates:** Mat-Su Health Services has rapid COVID-19 Testing available. They are also doing vaccines and all services are in-person for counseling, behavioral health, dental, psychiatric.

Linda Reimer and Mary Hoyle expressed gratitude to Pam Graham for her work on the Board.

Amy Gorn expressed gratitude to be on the Board and to learn more.

There are two positions currently open on this Board. Two will expire at the end of this year; Michelle Sturgeon and Mary Hoyle. Alternate Seat and Member 5.

Pam Graham reported that there is a new place on the website for access to Board information.

Meeting Adjourned: 1:45pm

Respectfully Submitted,

Leslie Berberich

FY2022 Sub-Grantee Awards

Agency name	Sub-Project	Grant Funds Awarded to Agency	% of Total Amount of Grant Awards	MSB Match to be Distributed	State Pass Thru Grant Award	Total Amount = MSB Match + State Pass Through Grant
Mat-Su Senior Services	5501	\$ 47,975.00	11%	\$ 14,390.00	\$ 33,585.00	\$ 47,975.00
My House	5502	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
Valley Transit	5503	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
CCS Early Learning	5504	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
Wasilla Area Seniors	5505	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
Access Alaska	5506	\$ 14,360.00	3%	\$ 4,309.00	\$ 10,051.00	\$ 14,360.00
AK Legal Services	5507	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
Mat-Su Health Services	5508	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
Salvation Army	5509	\$ 33,503.00	8%	\$ 10,049.00	\$ 23,454.00	\$ 33,503.00
Boys & Girls Club	5510	\$ 47,865.00	11%	\$ 14,360.00	\$ 33,505.00	\$ 47,865.00
<b>TOTALS</b>		<b>\$ 430,893.00</b>		<b>\$ 129,268.00</b>	<b>\$ 301,625.00</b>	<b>\$ 430,893.00</b>

Overall increase of roughly 1.6233%

FY 2021 Sub-Grantee Awards

Agency name	Sub-Project	Grant Funds Awarded to Agency	% of Total Amount of Grant Awards	MSB Match to be Distributed	State Pass Thru Grant Award	Total Amount = MSB Match + State Pass Through Grant
Mat-Su Senior Services	5501	\$ 47,210.00	11%	\$ 14,163.00	\$ 33,047.00	\$ 47,210.00
My House	5502	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
Valley Transit	5503	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
CCS Early Learning	5504	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
Wasilla Area Seniors	5505	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
Access Alaska	5506	\$ 14,130.00	3%	\$ 4,239.00	\$ 9,891.00	\$ 14,130.00
AK Legal Services	5507	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
Mat-Su Health Services	5508	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
Salvation Army	5509	\$ 32,970.00	8%	\$ 9,891.00	\$ 23,079.00	\$ 32,970.00
Boys & Girls Club	5510	\$ 47,100.00	11%	\$ 14,130.00	\$ 32,970.00	\$ 47,100.00
<b>TOTALS</b>		<b>\$ 424,010.00</b>		<b>\$ 127,203.00</b>	<b>\$ 296,807.00</b>	<b>\$ 424,010.00</b>





# MATANUSKA-SUSITNA BOROUGH

## Planning and Land Use Department

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7833

[www.matsugov.us](http://www.matsugov.us)

August 9, 2021

Dear interested agency representative:

Beginning on **March 9, 2020**, the Matanuska-Susitna Borough will be soliciting applications from non-profit agencies for the FY2021/2022 Human Services Community Matching Grant Program. Funding of the borough Human Services Community Matching Grant program is based on the availability of state funding. If the State of Alaska Human Services Community Matching Grant program is not funded there will be no funding for this program. The Borough will not know how much funding, or if funding will be available until the end of June 2020, or later.

The amount that may be requested for this program is limited to \$50,000 per agency, per year. Applicants should be prepared to accept fewer dollars than requested, and should keep in mind that if the state does not fund the program then no sub-grants will be awarded.

The Mat-Su Human Services Matching Grant is on a two year cycle. What this means is for the FY2021/2022 grant all non-profits with a qualifying program will be allowed to submit an application. In FY2022, those agencies funded in FY2021 will receive a second year of funding. By using this two-year cycle, the borough grant program will allow those agencies to plan on this funding to leverage additional funds during that second year.

The goal of the HSCMG program is to provide high quality, cost efficient and community-driven health and human services to residents of the Matanuska-Susitna Borough. Grant funds may only be used for services which are necessary to prevent or alleviate serious mental or physical hardship. How the program meets this requirement **MUST** be clearly indicated in the application.

Applications will be scored and funding allocation recommendations made based on the new process that is attached to this email. The MSB Health and Social Services Board will meet on May 21, 2020 beginning at 1-5pm to determine the funding allocation. Applicant are invited to attend if they wish to. Please check the Borough Calendar for meeting location.

Recipients must agree to comply with all state, local, and federal requirements for the use of Human Services Community Matching Grant funds. All year one grant funds must be expended before June 30, 2021. The FY2021/2022 application will be an electronic submission using forms located on the Borough website at: **Insert the website link here**

**Proposals must be submitted no later than 5:00 p.m. FRIDAY, April 17, 2020.**

If you need additional information or if you have any questions or comments on the Matanuska-Susitna Borough Human Services Community Matching Grant program, or this grant application please contact:

Pamela Graham, Planner I; Phone: (907) 861-8525; E-mail: [Pam.Graham@matsugov.us](mailto:Pam.Graham@matsugov.us)

**Matanuska-Susitna Borough  
Human Services Community Matching Grant**

**GENERAL APPLICATION GUIDELINES AND SCORING CRITERIA**

The goal of the Matanuska-Susitna Borough Human Services Community Matching Grant program is to fund programs that provide direct critically needed essential health and social services. Applications that request funding for Capital (i.e., equipment, etc.) purchases of any sort will be considered ineligible.

To apply for the Matanuska-Susitna Borough Human Services Community Matching Grant the applicant agency MUST complete the attached forms and provide a written narrative that addresses the following items:

**PROGRAM INFORMATION:**

1. Program Name;
2. Program Scope;
3. Selects and Describes how the proposed program addresses one or more Mat-Su Human Services Matching Grant priority: Behavioral Health: Substance abuse, Mental Health, Depression, Suicide; Child abuse and neglect; Senior services; Family support services; Emergency/crisis services.

**COMMUNITY NEED:**

4. The community need that will be addressed through the proposed program, including statistics regarding the identified issue as well as a description of the existing resources and gaps in the system.
5. The impact of program services to the community.
6. Explains how this is a critically needed essential human service that is necessary to prevent serious mental or physical hardship as required by AS 29.60.650 & AS 29.60.610(a)1.
7. Explains how is the agency coordinating and collaborating with community partners in order to avoid duplication and to provide a continuum of care whenever possible.

**PROGRAM OBJECTIVES AND EVALUATION:**

8. Explains the administrative and financial management systems/procedures that will be used to manage this program.
9. Provides details on how the program will be accomplished, including a timeline for service/program delivery, project staffing, .
10. Identifies the selection criteria for individuals/families to participate in the program.
11. Describes the strategies that will be utilized, the rationale for the selected strategies and the agency's experience delivering these strategies.
12. Provides an evaluation plan for the program. Objectives may indicate type of change, how much change will occur, and how the change will be measured.
13. Describes how the program will be sustained to meet long-term goals.

**BUDGET:**

14. As part of your grant narrative, please provide a budget narrative of your program budget identifying specific revenue sources, indicating if the source is pending or secured, as well as specific program expenses needed to successfully deliver the program. Provide information on how the agency has or would leverage borough funds if the grant were awarded. Provide any additional information that will assist community volunteers to understand the program budget and/or requested amount of funding.



**Matanuska-Susitna Borough  
Human Services Community Matching Grant**

***The following items MUST BE attached to your application – if they are not attached your application will be deemed incomplete and removed from the scoring process.***

1. First two (2) pages of the most recent 990; and
2. Most recent Financial Audit, in its entirety; OR
3. Most recent Financial Statement, provided from an outside source. We understand that some agencies are not required to have an annual audit. A full financial statement will be accepted, however, it must be the actual financial statement and not just the cover letter or summary provided to the board.

To support requests for funds, applicants may use information from the most current *Community Health Needs Assessment*, in addition to other relevant materials. The Community Health Needs Assessment is available online and can be found on the Mat-Su Health Foundation website at <http://www.healthymatsu.org/Learning/mshf-reports>

**APPLICATION SCORING & SCORING CRITERIA**

***PROGRAM INFORMATION - 25 points***

To receive full points in this section the applicant must include all required documents, including the three forms attached to this document. It must also include a detailed description of the program, the program scope, including details on how the grant funds will be utilized, and how the proposed program addresses one or more Mat-Su Human Services Matching Grant priorities. Applicants should be sure to include sufficient information to provide community volunteers a clear understanding of the proposed program.

***COMMUNITY NEED- 40 points***

To receive full points in this section the applicant must clearly describe the agency's community function by including the Agency's mission statement. In addition, the narrative must clearly provide sufficient information to provide community volunteers a clear understanding of the community need this program provides by addressing each of the items under this category on page 1 of this packet.

***PROGRAM OBJECTIVES AND EVALUATION - 25 points***

To receive full points in this section the applicant must clearly describe the agency's program objectives and evaluation methods. The narrative must clearly provide sufficient information for community volunteers to develop a clear understanding of what the applicant's program objectives and evaluation methods are by addressing each of the items under this category on page 1 of this packet.

***BUDGET - 10 points***

To receive full points in this section the applicant must clearly describe the program budget as described on page 1 of this packet. The budget narrative must clearly provide sufficient information for community volunteers to develop an understanding of the program budget

**FY2021/FY2022  
Human Services Community Matching Grant - Cover Sheet**

**Agency Name:** \_\_\_\_\_

**Primary Address:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Grant Contact:** \_\_\_\_\_

**Grant Contact Email & Phone:** \_\_\_\_\_

**Alaska Business License#:** \_\_\_\_\_ **Date of Next Renewal:** \_\_\_\_\_

**Mat-Su Borough Business License #:** \_\_\_\_\_ **Date of Next Renewal:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**ELIGIBILITY & COMPLIANCE:**

Please answer every question.	YES	NO
1. Does your agency have a policy regarding discrimination, sexual harassment, confidentiality and/or privacy and is your agency able to comply with all aspects of 7 AAC 78.120 Equal Employment Opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your agency able to comply with all aspects of 7 AAC 78.170 Administrative Policies of grantees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your agency able to comply with all other relevant sections of the State Statute as they pertain to the Human Services Community Matching Grant program?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your agency able to comply with all sections of the grant agreement as written in the provided sample?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your organization comply with all applicable legal, local, state and federal operating and reporting requirements (e.g. nondiscrimination, biennial report for the State of Alaska Dept. of Commerce)?	<input type="checkbox"/>	<input type="checkbox"/>
6. In the last 12 months, have there been any governmental agency led investigations of your agency for violations of local, state or federal laws?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your agency comply with provisions of Sarbanes-Oxley applicable to non-profit corporations (whistleblower protection and implementation of document retention and destruction policies)?	<input type="checkbox"/>	<input type="checkbox"/>

**Funding Request (\$50,000 max. per year/agency):** FY2021: \_\_\_\_\_ FY2022: \_\_\_\_\_

**Please select the Mat-Su Borough Human Services Matching Grant priority this program focuses on:**

- Behavioral Health: Substance abuse, Mental Health, Depression, Suicide
- Child abuse and neglect
- Senior services
- Family support services
- Emergency/crisis services

**FY2021/FY2022**  
**Human Services Community Matching Grant - Program Budget**

**Program Budget FY21 & FY22**

*Please complete the following budget template for your specific project or program for FY2021 & FY2022. This is not your agency budget unless this is your only program or project.*

**Revenue**

	FY2021	FY2022	Secured/Unsecured
MSB Grant			Choose from Drop Down
State/Federal Grants			Choose from Drop Down
Foundation Grants			Choose from Drop Down
Individual Donations			Choose from Drop Down
Earned Income			Choose from Drop Down
Other Income (itemize)			Choose from Drop Down
Total			

**Expenses**

	FY2021	FY2022
Salaries/Wages		
Benefits		
Taxes		
Supplies		
Equipment		
Telephone/Utilities		
Postage/Shipping		
Rent/Occupancy		
Conferences/Training		
Travel		
Other Expenses		
Total		

**Please refer to the general application guidelines for the Budget Narrative information.**

**FY2021/FY2022**  
**Human Services Community Matching Grant - Program Demographics**

**Program Demographics**

*Please list the number of program participants served during FY 2020 if this is an existing program and the number of program participants anticipated in FY2021 and FY2022. If you do not have all the data requested, please approximate to the best of your ability. Please indicate if your numbers will be duplicated or unduplicated:*

**Duplicated**  **Unduplicated**

**In indicate the total number of participants served by this program.**

	FY20 (July-June)	FY21 (July-June)	FY22 (July-June)
Individuals			
Total			
Percent Change			

**Indicate the total participants to the following vulnerable populations:**

	FY20 (July-June)	FY21 (July-June)	FY22 (July-June)
At-Risk Youth			
Homeless			
Low-Income			
Disabled			
Unemployed			
Seniors			
Totals			

**Please indicate other demographic information you may be collecting for the program:**

	FY20 (July-June)	FY21 (July-June)	FY22 (July-June)
Click here to add			
Click here to add			
Totals			