



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

Department of  
Health and Social Services

FINANCE AND MANAGEMENT SERVICES  
Grants, Contracts, and Facilities

P.O. Box 110650  
333 Willoughby Avenue, Suite 760  
Juneau, Alaska 99811-0650  
Main: 907.465.5424  
Fax: 907.465.8678

July 17, 2019

John Moosey, Borough Manager  
Matanuska Susitna Borough  
350 E Dahlia Ave  
Palmer, AK 99645-6411

Via email: john.moosey@matsugov.us; Pam.Graham@matsugov.us

Dear Mr. Moosey,

This letter serves as the Department of Health and Social Service's (DHSS) formal notification that, barring any changes made by the legislature and agreed to by the Governor, the funding for the Human Services Community Matching Grant program (HSCMG) was eliminated in the Fiscal Year 2020 budget. The Borough's HSCMG award 605-231-19003 ended effective June 30, 2019, and will not be continued beyond that date. Some specific actions are necessary with the conclusion of the program.

- The Borough will submit final fiscal and program reports according to the terms and conditions of award. The final fiscal report must include a list of any outstanding encumbrance made under the grant on or before June 30, 2019 and included as expenditures in the fiscal report (7 AAC 78.190(d)).
- The Privacy and Security Procedures for DHSS Grantees is available at the Documents tab in GEMS, <https://gems.dhss.alaska.gov/Home/Documents>. This document provides the regulatory requirements for program record retention, handling, and security. Part 7, Retention of Records and Part 8, Storage and Transfer of Records, outline the necessary actions and all required elements of a *signed* formal plan for record retention. Records will not be transferred to DHSS. Page 6, the Media Disposal Assurance Form, must be completed and returned as confirmation of compliance regarding electronic data.

If you have questions about the program's formal record retention plan, FMS Program Manager Josie Valliant is available at (907) 465-8216.

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A deliverable has been added to your award's Q4 Milestone for upload of the Records Retention Plan. The plan must be submitted with close out reporting for review and approval. Full text of regulation 7 AAC 78.50, Retention of Records, is provided at the deliverable for easy reference.

Thank you for your many years of partnership as a grantee in the HSCMG program. If you have any questions, please do not hesitate to contact me directly at (907) 465-3469, or Grants Administrator Amy O'Mara at (907) 465-4709.

Respectfully,



Donna P. Jones  
Grants Manager

cc: Josie Valliant, DHSS Program Manager  
Amy O'Mara, DHSS Grants Administrator III  
Amy Buke, DHSS Grants, Contracts and Facilities Section Chief  
Eileen Pickett, Matanuska Susitna Borough Financial Technician  
Cheyenne Heindel, Matanuska Susitna Borough Finance Director  
Pam Graham, Matanuska Susitna Borough Project Director