

AR 2002-24

Submitted by: Chair of the Assembly at the Request of the Mayor  
Prepared by: Planning Department  
For Reading: January 15, 2002

CLERK'S OFFICE  
APPROVED

Date: 1-29-02 ANCHORAGE, ALASKA  
AR NO 2002- 24

A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE APPROPRIATING SUPPLEMENTAL AWARD OF THREE HUNDRED TWENTY FOUR THOUSAND FOUR HUNDRED EIGHTY FOUR DOLLARS (\$324,484.00) TO THE STATE CATEGORICAL GRANTS FUND (231) FROM THE ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR THE PY 2001 WORKFORCE INVESTMENT ACT ADMINISTRATIVE GRANT WITHIN THE PLANNING DEPARTMENT.

THE ANCHORAGE ASSEMBLY RESOLVES

Section 1. That the sum of Three Hundred Twenty Four Thousand Four Hundred Eighty Four Dollars (\$324,484.00) is appropriated to the State Categorical Grants Fund (231) from the Alaska Department of Labor and Workforce Development for the PY 2001 Workforce Investment Act Administrative Grant within the Planning Department.

Section 2. This resolution shall take effect immediately upon passage and approval by the Municipal Assembly.

PASSED AND APPROVED by the Anchorage Assembly this 29<sup>th</sup> day of January, 2002.

  
Chair

ATTEST

  
Municipal Clerk

Departmental Supplemental Appropriation  
Planning Department: \$324,484.00



# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

AM No. 75-2002

Meeting Date: January 15, 2002

From: Mayor

Subject: Supplemental Appropriation to the Workforce Investment Act Administrative Grant for Program Year 2001

The Administration requests approval of the attached resolution to appropriate the supplemental funding of Three Hundred Twenty Four Thousand Four Hundred Eighty Four Dollars (\$324,484.00) to the State Categorical Grants Fund (231) from the Alaska Department of Labor and Workforce Development for the PY 2001 Workforce Investment Act Administrative Grant within the Planning Department. The grant will fund administration from July 1, 2001 through June 30, 2002.

These funds will be used for the administrative functions required for the management of the Program Year 2001 WIA Youth Program and the Program Year 2001 and Federal Fiscal Year 2002 Adult and Dislocated Worker Programs. The grant amount represents ten percent (10%) of the amount of funds allocated for the PY2001 Youth Program. Additional grant funds for administrative activities will be provided as an amendment upon the receipt of the Adult and Dislocated Worker federal grants.

Operating under a consortium agreement between the Municipality of Anchorage and the Matanuska-Susitna Borough, administrative activities required for the management and operation of the Youth, Adult, and Dislocated Worker Programs will be provided to the combined service area.

The following budget is presented.

### STATE CATEGORICAL GRANTS FUND (231)

<u>REVENUES</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
231-15701G-9398	Other State Grant Revenues	\$324,484
<u>EXPENDITURES</u>		
231-15701G-1101	Salaries & Wages	25,883
231-15701G-1401	Retirement	2,735
231-15701G-2101	Office Supplies	14,500
231-15701G-2201	Operating Supplies	9,500
231-15701G-3101	Professional Services	41,650
231-15701G-3202	Postage	490
231-15701G-3303	Freight, Express, Messenger	490
231-15701G-3307	Conferences – Outside Alaska	19,000
231-15701G-3308	Conferences – Inside Alaska	4,500
231-15701G-3601	Maintenance Contracts – Equipment	2,290
231-15701G-3611	Maintenance – Computers	4,450
231-15701G-3801	Board Expenses	9,900

AM No. 75-2002 WIA PY 2001 Administrative Grant

Page 2

231-15701G-3802	Advertising	950
231-15701G-3803	Printing & Binding	900
231-15701G-3805	Dues/Subscription/Memberships	500
231-15701G-3806	Tuition and Registration Fees	5,500
231-15701G-3808	Contractual	15,411
231-15701G-5401	Equipment >1000	24,000
231-15701G-5411	Computer Hardware >1000	9,000
231-15701G-5412	Computer Software >1000	9,000
231-15701G-5603	Equipment <1000	9,000
231-15701G-5604	Computer Hardware <1000	500
231-15701G-5605	Computer Software <1000	500
231-15701G-6022	Clerk	1,260
231-15701G-6052	WIA Clearing IGC	5,178
231-15701G-6091	Office of Management & Budget	2,750
231-15701G-6095	Purchasing	14,850
231-15701G-6103	Central Accounting	16,500
231-15701G-6104	Payroll	3,920
231-15701G-6105	Central Processing	28,740
231-15701G-6145	General Liability	606
231-15701G-6147	Workmen's Compensation	585
231-15701G-6151	Planning Administration	33,600
231-15701G-6182	Classification	784
231-15701G-6184	Employee Records	1,210
231-15701G-6185	Employee Benefits	2,038
231-15701G-6194	Employment	1,814

<b>TOTAL</b>	<b>324,484</b>
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WIA Clearing

231-15761G-3201	Communication	5,178
<b>TOTAL</b>	<b>5,178</b>	

231-15761G-7404	Title 1B IGC Other	(5,178)
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<b>TOTAL</b>	<b>(\$5,178)</b>
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APPROPRIATING \$324,484 FROM THE ALASKA DEPARTMENT OF LABOR AND  
WORKFORCE DEVELOPMENT TO THE STATE CATEGORICAL GRANTS FUND (231).

Concur:

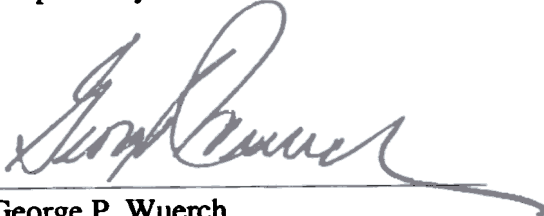
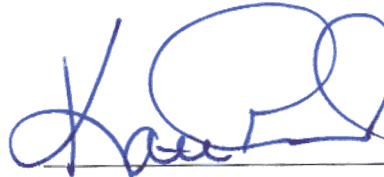
  
\_\_\_\_\_  
Harry J. Kielling, Jr.  
Municipal Manager

Prepared By:

  
\_\_\_\_\_  
Susan R. Fison, Director  
Planning Department

Fund Certification:  
231-15701G-9398 \$324,484  
BY 2001

Respectfully submitted:

  
\_\_\_\_\_  
George P. Wuerch  
Mayor  
\_\_\_\_\_  
Kate H. Giard  
Chief Fiscal Officer

Grant Agreement <sup>FAX NO.</sup>

P. 02



State of Alaska  
Department of Labor and Workforce Development  
Employment Security Division  
Alaska Workforce Investment Office

Grant Encumbrance Number <b>0725007</b>		Grant Description <b>PY 01/FFY 02 WIA Administration</b>	
Grantee Name <b>Municipality of Anchorage</b>		Collocation Code(s) <b>07353260, 07350392, 07351323, 07351392</b>	
Amendment Number <b>One</b>	Effective Date <b>July 1, 2001</b>		
Closeout Amendment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Grant Manager <b>Roger Folsy</b>	Initials/Date  Initials/Date

Effective the date shown above, this grant is hereby amended as follows:

Section I. Budget:

Previous Amount

\$116,672.40

Change

\$324,483.90

Amended

\$441,156.30

Section II. Scope of Work Changes:

See Attachment A of this Grant Amendment.

Section III. Period of Performance: The work to be performed under the Grant Agreement shall begin July 1, 2001 and shall be completed no later than June 30, 2002.

Section IV. This Amendment to the Grant Agreement includes the following revised Attachments and/or Appendices:

ATTACHMENT A: Scope of Work Yes ☒ No ☐

ATTACHMENT B: Financial Consideration/Budget  
Article 1 Total Grant Amount Yes ☒ No ☐  
Article 2 Budget

APPENDICES: Appendix A General Provisions Yes ☐ No ☒  
Appendix B Special Provisions Yes ☐ No ☒

Grantee	Department
Authorized Signature 	Director's Signature 
Printed Name and Title <b>Harry J. Kielling, Jr., Municipal Manager</b>	Director's Name <b>Ed Flanagan, Commissioner</b>
Date <b>12/1</b>	Date <b>12/26/01</b>

This amendment takes effect upon Signature by the Department

9701/11.00 R-12/10  
1/1/02

Municipality of Anchorage WIA Administration  
PY 01/FFY 02  
Amendment One  
En # 0725007  
Page 1

## **ATTACHMENT A SCOPE OF WORK**

### **Article 1. PURPOSE**

This Grant Amendment awards additional formula Workforce Investment Act (WIA) funds to the Municipality of Anchorage Local Workforce Investment Area for administrative functions. The amount of the amendment, \$324,483.90 represents, in part, ten percent (10%) of the amount of funds allocated to the Municipality of Anchorage Local Workforce Investment Area for the Program Year (PY) 2001 and Federal Fiscal Year (FFY) 2002 Adult and Dislocated Worker programs, as specified in Article 7 of Attachment B of this agreement. The amount also represents ten percent (10%) of additional PY 2001 Youth funds made available through modification of the Department's Notice of Obligation. This agreement also provides for the carry-forward of WIA Administrative fund balances from FFY 2001, as also specified in Article 7 of Attachment B.

Due to a shortfall in the Alaska Workforce Investment Office's budget authority, the FFY 02 Adult and Dislocated Worker fund available are reduced by the amount of the FFY 01 Adult and Dislocated Worker carry-in funds. The restricted FFY 02 Administrative Funds will be made available to the local area during State Fiscal Year 2003. The total amount of funds available after the amendment is \$441,156.30.

All other terms and conditions of Attachment A, Scope of Work, of the original agreement are unchanged through this amendment and remain in effect.

Municipality of Anchorage WIA Administration  
PY 01/FFY 02  
Amendment  
En # 0725007  
Page 1

## **ATTACHMENT B FINANCIAL CONSIDERATIONS**

Article 1, Fiscal Requirements, Article 6, Fiscal Requirements, and Article 7, Grant Budget are revised through this Grant Amendment as described in the following. Articles 2 through 5 of the original Grant Agreement are unchanged and remain in effect.

**Article 1. GRANT AWARD, is amended to read as follows:**

In full consideration of the Grantee's satisfactory performance of the services stated in Attachments A and B, and in accordance with the Appendices of this Grant Agreement, the State shall pay the Grantee a sum not to exceed **\$441,156.30** on a cost reimbursable basis.

**Article 6. FISCAL REQUIREMENTS, is amended to include the following new paragraph:**

Federal Fiscal Year 2001 funds are only available through June 30, 2002, at which time any remaining balances will be returned to the Department in accordance with 20 CFR 667.107 (b)(2). Program Year 2001 and Federal Fiscal Year 2002 funds are available through this agreement until June 30, 2002. However, these funds may be carried forward and be made available until June 30, 2003 through a grant close-out and carry-forward process. The restricted FFY 02 Administration funds will be made available to the local area at that time.



GRANT BUDGET, is amended as follows:

The total grant amount shall be based on the budgets listed below:

ALLOCATION CATEGORY	TOTAL AVAILABLE	PY/FFY	ORIGINAL BUDGET	NEW ADMIN. AVAILABLE	COLLO CODE	CC DESCRIPTION	CARRY-IN ADJUSTMENT	AMENDMENT ONE	REVISED BUDGET
Youth	\$1,166,724.00	PY 01	\$116,672.40		7351323	PY 01/SFY 02			\$116,672.40
	N/A - Carry-forward			✓ \$27,344.69				\$27,344.89 <sup>2</sup>	
Adult	\$274,208.00	PY 01		\$27,420.80	7351323	PY 01/SFY 02		\$27,420.80 <sup>1</sup>	\$27,420.80
Adult	\$820,321.00	FFY 02		↑ \$82,032.10	7351392 <sup>3</sup>	FFY 02/SFY 02	(\$27,344.89) <sup>1</sup>	\$54,687.41 <sup>3</sup>	\$54,687.41 <sup>1</sup>
Dislocated Workers	N/A - Carry-forward	FFY 01		✓ \$59,366.11	7350392 <sup>2</sup>	FFY 01/SFY 02		\$59,366.11 <sup>2</sup>	\$59,366.11
Dislocated Workers	\$703,973.00 ✓	PY 01		\$70,397.30	7351323 <sup>1</sup>	PY 01/SFY 02		\$70,397.30 <sup>1</sup>	\$70,397.30
Dislocated Workers	\$1,407,840.00 ✓	FFY 02		✓ \$140,784.00	7351392 <sup>3</sup>	FFY 02/SFY 02	(\$59,366.11) <sup>1</sup>	\$81,417.89 <sup>3</sup>	\$81,417.89 <sup>1</sup>
<b>TOTALS</b>	<b>\$4,411,563.00</b>		<b>\$116,672.40</b>	<b>\$411,194.70</b>			<b>(\$86,710.80)</b>	<b>\$324,483.90</b>	<b>\$441,156.30</b>

LINE ITEM BUDGET	Amounts
Personal Services	\$100,928.30
Travel	\$25,000.00
Contractual	\$232,728.00
Supplies	\$37,500.00
Equipment	\$45,000.00
Grants	\$0.00
<b>TOTAL</b>	<b>\$441,156.30</b>

A) The FFY 02 Adult and Dislocated Workers Administrative Funds are reduced by the amount of the FFY 01 carry-in funds. This reduction is due, in part, the AWIO's shortfall in budget authority resulting from large carry-forward balances and an unanticipated increase in PY 01 and FFY 02 Dislocated Worker funds. These funds will be available during State Fiscal Year 2003.

B) Expenditures and obligations are not to exceed the amounts identified in the Line Item Budget for each cost category. A one-time redistribution of funds among line items may be done with the approval of the Grants Administrator for amounts that do not exceed 20% of the line item. Any other redistribution must be mutually agreed upon and executed through an amendment to this agreement.



INQ-OI: ENCUMBRANCE DETAIL INQUIRY  
 1 SOURCE RD CODE 07241  
 ORIGINAL PLACED 116,672.40  
 ADJUST TO PLACED 0.00  
 TOTAL LIQUIDATIONS 55,437.00-  
 CURRENT BALANCE 61,235.40  
 DESCRIPTION SHORT MUNIC OF ANCHORAGE  
 DESCRIPTION LONG MUNICIPALITY OF ANCHORAGE  
 WIA ADMIN

12/10/2001  
 ENCUMBRANCE NUM 0725007  
 DATE ESTABLISHED 07/01/2001  
 DATE LAST ACTIVITY 11/28/2001  
 DATE DUE 06/30/2002  
 RETENTION? NO  
 LIQ RULE LN  
 DENOM 0

REF	TYPE	NUMBER	AMOUNT	DATE	COMMENTS (TRUNCATED)
1	PVN	MUA84635	116,672.40		
2	GRT	AWIO			
3					
4					
FIN	CURRENT-BALANCE	CA SY CC PGM LC ACCT FY NMR			
1		61,235.40 02 02 7351323			77540 01

FOR LINE DETAIL ENTER==>FIN \_\_\_\_\_ FOR NEXT OI ENTER==> OI TYPE/NUM \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT QUIT ACTVY BASE FINS REFS PFKYS COMNT HELP

ALL RECORDS PROCESSED  
 INQ-OI: OPEN ITEM ACTIVITY REPORT

OPEN ITEM EN-0725007 12/10/2001

PROCESS DATE	TRANS CODE	DESCRIPTION	TRANS AMOUNT	SOURCE RD	DOCUMENT NUMBER
11/28/2001	310-10		55,437.00-	7241	AA15106410002
08/29/2001	110-10	MUNICIPALITY OF ANCH	116,672.40	7241	AA14879530002

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---  
 CONT QUIT PGI PGDN

3,849.70 +  
 27,420.80 +  
 70,397.30 +  
 1323-101,667.80 \*①

0.00

27,344.69 +  
 59,366.11 +  
 0392-86,710.80 \*②

0.00 \*

54,687.41 +  
 81,417.89 +  
 136,105.30 \*③

324,483.90 G\*

Municipality of Anchorage  
MUNICIPAL CLERK'S OFFICE  
**Agenda Document Control Sheet**

*AK 2002 - 29*

(printout on pink paper only)

<b>SUBJECT OF AGENDA DOCUMENT</b> <b>Supplemental Appropriation of PY01 WIA Administrative Grant</b>		<b>DATE PREPARED</b> <b>12/26/2001</b>	
<b>DEPARTMENT NAME</b> <b>2 Planning</b>		<b>DIRECTOR'S NAME</b> Susan R. Fison	
<b>THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY</b> <b>3 Becky C. de Guzman</b>		<b>HIS/HER PHONE NUMBER</b> 343-6572	
<b>4</b>	<b>COORDINATED WITH AND REVIEWED BY</b>	<b>INITIALS</b>	<b>DATE</b>
<b>6</b>	<b>Mayor</b>		
	Heritage Land Bank		
	Merrill Field Airport		
	Municipal Light & Power		
	Port of Anchorage		
	Solid Waste Services		
	Water & Wastewater Utility		
<b>5</b>	<b>Municipal Manager</b>		
	Cultural & Recreational Services		
	Employee Relations		
<b>4</b>	Finance, Chief Fiscal Officer	<i>[Signature]</i>	<i>1/9/02</i>
	Fire		
	Health & Human Services		
<b>3</b>	Office of Management & Budget	<i>OF</i>	<i>1/8/02</i>
	Management Information Systems		
	Police		
	<b>Police</b>		
<b>2</b>	<b>Planning, Development &amp; Public Works</b>	<i>Ca</i>	<i>01/03/02</i>
	Development Services		
	Facility Management		
<b>1</b>	Planning	<i>SHZ</i>	<i>12-27-01</i>
	Project Management & Engineering		
	Street Maintenance		
	Traffic		
	Public Transportation Department		
	Purchasing		
	<b>Municipal Attorney</b>		
	<b>Municipal Clerk</b>		
	<b>Other</b>		
<b>5</b>	<b>Special Instructions/Comments:</b> <i>G.F. Antrodactis</i>		
<b>Assembly Hearing Requested</b> <i>1/15/02</i>		<b>7</b>	<b>Public Hearing Date Requested</b> <i>1/29/02</i> <i>ASAP</i>

