

manifest.txt
Manifest for Grant Application # GRANT12401886

Grant Application XML file (total 1):

1. GrantApplication.xml. (size 19505 bytes)

Forms Included in Zip File(total 5):

1. Form HUD_DisclosureUpdateReport-V1.1.pdf (size 28347 bytes)
2. Form PerformanceSite_2_0-V2.0.pdf (size 22900 bytes)
3. Form SF424_2_1-V2.1.pdf (size 30078 bytes)
4. Form AttachmentForm_1_2-V1.2.pdf (size 26446 bytes)
5. Form SFLLL_1_2-V1.2.pdf (size 26609 bytes)

Attachments Included in Zip File (total 7):

1. AttachmentForm_1_2 AttachmentForm_1_2-ATT6-1239-signed letter of commitment.pdf application/pdf (size 187959 bytes)
2. AttachmentForm_1_2 AttachmentForm_1_2-ATT7-1240-Code of Conduct.pdf application/pdf (size 2818141 bytes)
3. AttachmentForm_1_2 AttachmentForm_1_2-ATT2-1235-HUD-4123 Cost Estimates_Filled Out.pdf application/pdf (size 190299 bytes)
4. AttachmentForm_1_2 AttachmentForm_1_2-ATT3-1236-HUD-4125 Implementation Plan_Completed.pdf application/pdf (size 394664 bytes)
5. AttachmentForm_1_2 AttachmentForm_1_2-ATT4-1237-ICDBG Resolution.pdf application/pdf (size 551407 bytes)
6. AttachmentForm_1_2 AttachmentForm_1_2-ATT5-1238-Narrative ICDBG - Final Draft.pdf application/pdf (size 255459 bytes)
7. AttachmentForm_1_2 AttachmentForm_1_2-ATT1-1234-Citizen Participation.pdf application/pdf (size 152385 bytes)

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Number: 2510-0011
Expiration Date: 01/31/2019

Applicant/Recipient Information

* Duns Number: 0673483830000

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Sitka Tribe of Alaska

* Street1: 456 Katlian Street

Street2:

* City: Sitka

County:

* State: AK: Alaska

* Zip Code: 99835-7505

* Country: USA: UNITED STATES

* Phone: 907-747-7382

2. Social Security Number or Employer ID Number: 92060060383

* 3. HUD Program Name:

Indian Community Development Block Grant Program

* 4. Amount of HUD Assistance Requested/Received: \$ 600,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Expansion and Renovation

* Street1: (b) (6)

Street2:

* City: Sitka

County:

* State: AK: Alaska

* Zip Code: 99835

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

Yes No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880 (3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

* Signature:

* Date: (mm/dd/yyyy)

Rachel Henderson

05/18/2017

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1: 

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 1 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Additional Location(s)

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

05/18/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Sitka Tribe of Alaska

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

92060060383

*** c. Organizational DUNS:**

0673483830000

d. Address:

*** Street1:** 456 Katlian Street

Street2:

*** City:** Sitka

County/Parish:

*** State:**

AK: Alaska

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:** 99835-7505

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Rachel

Middle Name:

*** Last Name:**

Henderson

Suffix:

Title: Grant Administrator

Organizational Affiliation:

Sitka Tribe of Alaska

*** Telephone Number:** 907-747-7382

Fax Number: 907-747-4915

*** Email:** rachel.henderson@sitkatriben-sn.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.862

CFDA Title:

Indian Community Development Block Grant Program

*** 12. Funding Opportunity Number:**

FR-6100-N-23

* Title:

Community Development Block Grant Program for Indian Tribes and Alaska Native Villages

13. Competition Identification Number:

FR-6100-N-23

Title:

Community Development Block Grant Program for Indian Tribes and Alaska Native Villages

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Expansion and Renovation of Sitkans Against Family Violence Shelter in Sitka, AK

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="600,000.00"/>
* b. Applicant	<input type="text" value="820,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,420,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	1234-Citizen Participation.pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	1235-HUD-4123 Cost Estimates	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	1236-HUD-4125 Implementation	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	1237-ICDBG Resolution.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	1238-Narrative ICDBG - Final	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	1239-signed letter of commitm	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	1240-Code of Conduct.pdf	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Sitka Tribe of Alaska * Street 1: 456 Katlian Street Street 2: * City: Sitka State: AK: Alaska Zip: 99835-7505 Congressional District, if known: AK-000		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: US Department of Housing and Urban Devel	7. * Federal Program Name/Description: Indian Community Development Block Grant Program CFDA Number, if applicable: 14.862	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: None Middle Name: * Last Name: None Suffix: * Street 1: None Street 2: * City: None State: Zip:		
b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: None Middle Name: * Last Name: None Suffix: * Street 1: None Street 2: * City: None State: Zip:		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure: * Signature: Rachel Henderson * Name: Prefix: * First Name: Rachel Middle Name: * Last Name: Henderson Suffix: Title: Grant Administrator Telephone No.: 907-747-7382 Date: 05/18/2017		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

SITKANS AGAINST FAMILY VIOLENCE

P.O. Box 6136 • Sitka, Alaska 99835

(907) 747-3370 • Fax 747-3450 • Crisis Line 1-800-478-6511

May 17, 2017

U.S. Department of Housing and Urban Development
451 Seventh Street S.W.
Washington, DC 20410

RE: Letter of Support for the Sitka Tribe of Alaska ICDBG Proposal

To Whom It May Concern:

Sitkans Against Family Violence (SAFV) has been a staple in Sitka, Alaska, for over thirty years to provide temporary shelter and empowerment-based safety and trauma-informed advocacy services for survivors of domestic violence and sexual violence, while promoting a community a nonviolence and respect. In 2016, SAFV provided 4,174 bed nights to 165 women and 86 children, 65% of who were Alaska Native. Despite this high occupancy, the shelter has many safety, security, and building integrity repairs that need to be completed, as well as a need for additional space.

We are glad to partner with the Sitka Tribe of Alaska on this IGCDDB project to expand and renovate the SAFV shelter. In this partnership, we will take the lead concerning the construction details. After the assessment in 2015 that determined our deficiencies, we started working with Foraker to determine our options. With Foraker's help, we determined that renovating and expanding our current location is the most feasible option to reach our objectives. We already have a design team working on the expansion and renovation, and construction administration and project management for the construction phase situated. If funded by ICDBG and once we raise the remaining funds needed this summer, we will be ready to begin construction in the fall of 2017.

SAFV hereby commits resources totaling \$820,000 for the Expansion and Renovation of the Sitkans Against Family Violence Shelter in Sitka, Alaska. SAFV received \$438,000 from the Alaska Community Foundation, which will be used for the design, project management, construction administration, furnishings and equipment, part of the construction, and contingencies. Of this funding, \$289,000 is available as leveraged funds for project management, construction administration, construction, and contingencies. We have also requested an additional \$300,000 from foundations. We are currently raising an additional \$150,000 through a community campaign for the remainder of the construction funds and will supply \$72,000 in SAFV funds. The Alaska Community Foundation resources are available immediately upon approval of HUD 2017 ICDGB funding and notification from the other foundations will be received by November. If funded, we would enter into an MOU with the Sitka Tribe of Alaska for this project.

SAFV has adopted an Operations and Maintenance Plan to maintain the proposed 7,600 square foot shelter and commits the funds to do so. We provide routine and emergency maintenance and repairs through vendors and service providers. Daily upkeep and minor maintenance is performed by SAFV



Member of the Alaska Network on Domestic Violence and Sexual Assault
United Way Member Agency

staff. The additional expenses expected from the expansion will be offset from the savings of the energy-efficiency measures implemented in the renovation of the current facility, and therefore do not anticipate the expenditures for the larger space to be much higher than our current expenditures. Our current budget includes a budget line item for operation and maintenance, and we have set-aside funds for emergencies.

I hope you can see the vital service that SAFV provides to the rural native communities in Southeast Alaska and seriously considers funding the Sitka Tribe of Alaska's 2017 ICDBG proposal.

Sincerely,

(b) (6)

Michelle Mahoney
Acting Director, Sitkans Against Family Violence

*STA Code of Conduct
(01.03)*

Chapter 1 General Provisions

1.01 Purpose

The purpose of this Code of Conduct is to establish ethical standards for the Sitka Tribe of Alaska (STA) Tribal Council, employees, or agents.

1.02 Authority

Under the Sitka Tribe of Alaska Constitution, Article VII, Section 1.d. and f., the Tribal Council shall regulate the internal affairs and procedures of the Tribal Council and authorize or direct subordinate boards, committees, Tribal officials, or Tribal employees to administer the affairs of the Tribe and to carry out the directives of the Tribal Council.

1.03 Statement of Policy

All Tribal Council members, employees, or agents of STA must always conduct themselves in a professional and ethical manner that promotes the best interest of STA.

All persons acting on behalf of STA will be provided with a copy of this Code of Conduct at the time of hire, contracting, or the beginning of his/her term as a Tribal Council Member or committee or commission member. All employees are also subject to the terms and conditions of the STA Employee Handbook.

1.04 Definitions

a. **Agent** means any person or business acting on behalf of STA, including contractors, consultants, committee or commission members, or volunteers.

b. **Calendar Day** means every day of the week, including weekend days and holidays.

c. **Favoritism** means the display of partiality toward a favored person or group.

d. **Immediate Family** means an individual's spouse, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, child (including adopted children and stepchildren).

e. **Nepotism** means favoritism shown or patronage granted to immediate family members or a business owned by immediate family members.

1.05 Severability

The provisions of this Code of Conduct are severable. If a court of competent jurisdiction finds any provision of this Code of Conduct to be invalid, that determination does not affect the validity of any other provision of this Code.

*STA Code of Conduct
(01.03)*

1.06 Computation of Time

A deadline under this Code that falls on a weekend day or holiday shall be met on the regular working day prior to the weekend day or holiday.

Chapter 2 Standards of Conduct

2.01 Conflict of Interest

STA business must be conducted in a professional manner that prohibits real or apparent conflicts of interest. A real or apparent conflict of interest may occur when a Tribal Council member, employee, or agent of STA, or an immediate family member of any of the above, has a financial or personal interest in any of STA's government or business dealings.

1. Disclosure of Conflict of Interest

Any Tribal Council member, employee, or agent who has a financial or personal conflict of interest in a matter before STA must disclose that conflict of interest immediately and disqualify himself or herself from participating in a discussion and/or vote on the matter.

a. Tribal Council Member Failure To Disqualify

If the majority of the Tribal Council determines that a Tribal Council member should have voluntarily disqualified himself or herself from a vote or discussion due to a financial or personal conflict of interest, the Tribal Council may prevent the Tribal Council member from participating in the discussion or the vote.

2. Financial Conflict of Interest

A financial interest means an interest held by the affected person, which is an ownership, income, investment, security, employment or other beneficial interest in a business, government or organization.

3. Personal Conflict of Interest

A personal interest means any situation in which the affected person is in a position to exploit a professional or official capacity in some way for his/her personal benefit.

a. Cultural, Tribal, or Clan Affiliation Conflict of Interest

No Tribal Council member, employee, or agent will place his/her personal cultural, tribal or clan interests above the interests of STA. The best interests of STA must be the highest priority at all times.

b. Organization, Government, Employer, or Board Conflict of Interest

No Tribal Council member, employee, or agent will place his/her personal interest in an organization, government body, employer or board, above the interests of STA.

*STA Code of Conduct
(01.03)*

2.02 Confidential Information

No Tribal Council member, employee, or agent shall disclose or use for his/her own benefit or the benefit of others confidential information that he or she has acquired by reason of his or her office or position.

2.03 Use of STA Property

No Tribal Council member, employee, or agent shall use or permit the use of STA equipment, vehicles, boats, materials, or property for unauthorized activities or personal benefit.

2.04 Public Statements

Only the Tribal Chairman, or in his or her absence, the Presiding Officer, and the STA General Manager are authorized to speak on behalf of STA. Tribal Council members must obtain permission from the Tribal Chairman before speaking with the media or on behalf of STA. Employees or agents of STA must obtain permission from the STA General Manager before speaking with the media or on behalf of STA.

2.05 Use of Alcohol and Controlled Substances

Alcohol or controlled substances must not be abused. No Tribal Council member, employee, or agent of STA shall use alcohol or controlled substances in a manner that results in harm to the reputation of the tribal government or negatively affects the integrity of his/her office or position.

2.06 Gifts or Favors

a. Permitted Gifts

The following gifts are permitted regardless of value:

1. Gifts that are received as an award or honor, customarily and publicly presented in recognition of public service.
2. Gifts that are obviously motivated by family or social relationships, as among immediate family members or family inheritances.

b. Prohibited Gifts

Notwithstanding the permitted gifts listed in Section 2.06(a), all Tribal Council members, employees, or agents are prohibited from soliciting or accepting gifts or gratuities for their personal benefit in excess of \$50.00 in value from any person receiving benefits or services from STA, from any person or entity performing services under contract for STA, or from any person who is otherwise in a position to benefit from the actions of any employee, Tribal Council member, or agent of STA.

2.07 Favoritism and Nepotism

The practice of favoritism or nepotism, as defined in Section 1.4, creates a negative environment where some persons receive preferential treatment at the expense of others. No Tribal Council member, employee, or agent of STA will participate in any action or that could be construed as favoritism or nepotism.

2.08 Timeline For Calling Tribal Council Meetings

*STA Code of Conduct
(01.03)*

Under the STA Constitution, Article IV, Section 5, the Chairman or a majority of the Tribal Council may call a meeting of the Tribal Council. Personal notice must be provided to each Council member no less than forty-eight (48) hours prior to the meeting.

a. Committee Meetings

This provision does not apply to STA committee meetings. However, committee members, employees and agents of STA will make to provide adequate notice to members of scheduled meetings and to not schedule committee meetings at the same time as previously scheduled meetings or obligations of the Tribal Council.

2.09 Special Provisions: Tribal Council Members

1. Tribal Council Members' Meeting Attendance

Tribal Council members must make every effort to attend regular Council meetings, special council meetings, assigned committee or commission meetings, government-to-government meetings, work sessions, and executive sessions, as scheduled.

a. Excused v. Unexcused Absences

Any Tribal Council member, who will not be able to attend a Tribal Council meeting, must notify the Tribal Chairman or the Presiding Officer prior to the start of the meeting and provide an explanation for his/her absence. During the roll call at the Tribal Council meeting, the Chairman or the Presiding Officer will share the absent Council member's reason for the absence, if appropriate, and state whether the absence is excused or unexcused.

b. Consequence For Unexcused Absences

Pursuant to the STA Constitution, Article IV, Section 7, a Tribal Council member who is absent from three (3) successive monthly Tribal Council meetings without being excused by the Tribal Council for good cause, automatically forfeits his/her office. The Chairman will meet with Council members with numerous unexcused absences from meetings and Council obligations other than the regular monthly meeting as necessary.

2. Convictions

Under the STA Constitution, Article IV, Section 7 and the STA Election Ordinance 3.02, a Tribal Council member who is convicted of a felony crime or a misdemeanor involving a sexual offense, automatically forfeits his/her office.

3. Executive Session

No Tribal Council member or staff privy to an executive session will disclose information discussed during that session unless expressly authorized by the Tribal Council.

*STA Code of Conduct
(01.03)*

4. Tribal Council Interaction With Employees and Agents

- a. Tribal Council members shall not threaten or intimidate any employee or agent in retaliation for the employee or agent acting within his/her scope of duties.
- b. Tribal Council members shall not direct employees or agents or assign specific tasks unless specifically authorized by the Tribal Council and the STA General Manager. However, Tribal Council members through their work on STA committees may direct the work of the staff assigned to that committee.

Chapter 3 Ethics Committee & Penalties

3.01 Ethics Committee

1. Alleged Ethics Violations of Tribal Council, Committee or Commission Members, or the General Manager

The Chairman of the Tribal Council will address Tribal Council member, committee or commission member, or General Manager alleged violations of the Code of Conduct. The Chairman will appoint an Ad Hoc Committee consisting of three Tribal Council members to review the allegation and make a recommendation to the full Tribal Council. The full Tribal Council will have the final decision-making authority concerning Tribal Council, committee or commission, and General Manager violations of the Code of Conduct, and there is no further right to appeal.

2. Alleged Ethics Violations of Employees, Contractors or Volunteers

For employee or agent alleged violations of the Code of Conduct, the General Manager will review the allegations and make a determination. The General Manager's decision may be appealed to the Tribal Council for review.

3. Ethics Complaint Process

Ethics complaints must be filed in writing within forty-five (45) calendar days of the date the alleged violation occurred or within forty-five (45) calendar days of the date the alleged violation was discovered. Complaints against Tribal Council members, committee or commission members, or the General Manager, will be filed with the Tribal Chairman. Complaints against the Tribal Chairman will be filed with the Presiding Officer. Complaints against employees, contractors or volunteers will be filed with the General Manager. Complaints will be reviewed and a final decision issued, notwithstanding any appeal, within twenty-one (21) calendar days of receiving the complaint.

3.02 Penalties

Violations of the Code of Conduct may result in a letter of reprimand, repayment of amount of personal gain, demotion, termination of employment or contract, censure, or removal from office, depending on the nature and circumstances of the violation.

***STA Code of Conduct
(01.03)***

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Cost Summary

Indian Community Development Block Grant (ICDBG)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0191
(exp. 4/30/2018)

See Instructions and Public Reporting Statement on back.

1. Name of Applicant (as shown in Item 5, Standard Form 424) Sitka Tribe of Alaska	2. Application/Grant Number (to be assigned by HUD upon submission)
--	---

3. <input checked="" type="checkbox"/> Original (check here if this is the first submission to HUD) <input type="checkbox"/> Revision (check here if submitted with implementation schedule as part of pre-award requirements) <input type="checkbox"/> Amendment (check here if submitted after HUD approval of grant)	Date (mm/dd/yyyy) 05/15/2017
--	--

4. Project Name & Project Category (see instructions on reverse) a	Planned ICDBG Expenditures b	Planned Other Federal Funds Expenditures c	Planned Non-Federal Funds Expenditures d	Total Planned Expenditures e	Source of Other Funds for each Activity f
SAFV Expansion and Renovation: Community Facilities: Domestic Violence Shelter	\$ 0.00	\$ 0.00	\$	\$ 0.00	
Project Management	0.00	0.00	20,000.00	20,000.00	ACF
Construction Administration	0.00	0.00	25,000.00	25,000.00	ACF
Construction	600,000.00	0.00	650,000.00	1,250,000.00	ACF/SAFV/Rasmuson
Contingency	0.00	0.00	125,000.00	125,000.00	ACF/SAFV
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
5. Administration					
a. General Management and Oversight	0.00	0.00	0.00	0.00	
b. Indirect Costs: Enter indirect costs to be charged to the program pursuant to a cost allocation plan	0.00	0.00	0.00	0.00	
c. Audit: Enter estimated cost of Program share of financial audits	0.00	0.00	0.00	0.00	
Administration Total *	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
6. Planning The Project description must address the proposed use of these funds.					
7. Technical Assistance Enter total amount of ICDBG funds requested for technical assistance. **					
8. Sub Total Enter totals of columns b, c, and d.	\$ 600,000.00	\$ 0.00	\$ 820,000.00		
9. Grand Total Enter sum of columns b, c, and d.					\$ 1,420,000.00

* The total of items 5 and 6 cannot exceed 20% of the total ICDBG funds requested.

** No more than 10% of ICDBG funds requested may be used for technical assistance. If funds are requested under this line item, a separate project description must accompany the application to describe the technical assistance the application intends to obtain. Only technical assistance costs associated with the development of a capacity to undertake a specific funded program activity are eligible (24 CFR 1003.206).

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information requires that each eligible applicant submit information to enable HUD to select the best projects for funding during annual competitions for the ICDBG Program. The information will be used by HUD to determine whether applications meet minimum screening eligibility requirements and application submission requirements. Applicants provide general information about the project which is preliminary to the review of the applicant's response to the criteria for rating the application. The information is essential for HUD in monitoring grants to ensure that grantees are making proper use of Federal dollars. Responses to the collection are required by Section 105 of the Department of Housing and Urban Development Reform Act (P.L. 101-235) as amended by the Cranston-Gonzales National Affordable Housing Act of 1990. The information requested does not lend itself to confidentiality.

Instructions for Item 4.

Project Name and Project Category

Column 4.a :

Participants enter the project name and the name of one of the following three categories of activities:

- Housing
- Community Facilities
- Economic Development

Also enter the component name if applicable. Use a separate Cost Summary sheet (form HUD-4123) for each project included in the application.

Examples of categories and/or components including examples of eligible activities are listed below.

Housing

Rehabilitation Component

- Rehabilitation
- Demolition

Land to Support New Housing Component

New Housing Construction Component

Community Facilities

Infrastructure Component

- Water
- Sewer
- Roads and Streets
- Storm Sewers

Buildings Component

- Health Clinic
- Daycare Center
- Community Center
- Multi-purpose Center

Economic Development

- Commercial (wholesale, retail)
- Industrial
- Motel/Hotel
- Restaurant
- Agricultural Development

Column 4.b : Enter the amount of ICDBG funds planned for the project.

Column 4.c : Enter the amount of other Federal funds planned for the project.

Column 4.d : Enter the amount of non-Federal funds planned for the project.

Implementation Schedule
Indian Community Development Block Grant (ICDBG)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0191
(exp. 4/30/2018)

See Instructions and Public Reporting Statement on back.
Submit a separate implementation schedule for each project category.

1. Name of Applicant (as shown in Item 5, Standard Form 424) Sitka Tribe of Alaska	2. Application/Grant Number (to be assigned by HUD)	3. <input checked="" type="checkbox"/> Original (First submission to HUD) <input type="checkbox"/> Pre-Award Submission <input type="checkbox"/> Amendment (submitted after grant approval)	Date (mm/dd/yyyy)
4. Name of Project (as shown on form HUD-4123, Item 4) SAFV Building Improvement: Community Facility: Domestic Violence Shelter	5. Effective Date (mm/dd/yyyy) 09/15/2017	Expected Completion Date (mm/dd/yyyy) 01/31/2019	Expected Closeout Date (mm/dd/yyyy) 03/30/2019
6. Environmental Review Status <input type="checkbox"/> Exempt (As described in 24 CFR 58.34) <input checked="" type="checkbox"/> Under Review (Review underway; findings not yet made) <input type="checkbox"/> Finding of No Significant Impact (Finding made that request for release of funds for project is not an action which may significantly affect the environment) <input type="checkbox"/> EIS Required (Finding that project may significantly affect environment or EIS automatically required by 24 CFR 58.37) <input type="checkbox"/> Not Started (Review not yet begun) <input type="checkbox"/> Certification (Environmental review completed; certification and request for release of funds being prepared for submission.) <input type="checkbox"/> Categorically Excluded (as described in 24 CFR 58.35)			7. Tribal Fiscal Year (mm/dd/yyyy) 01/01/2017

8. Task List (List tasks such as environmental assessment, acquisition, etc.)	9. Schedule. Use Calendar Year (CY) quarters. Fill-in the CY below. See detailed instructions on back.												Date (mm/dd/yyyy) (if exceeds 8th Q tr)													
	CY 17				CY 18																					
	1st Qtr.			2nd Qtr.		3rd Qtr.			4th Qtr.		5th Qtr.			6th Qtr.		7th Qtr.		8th Qtr.								
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Submission of ICDBG Application					X																					
Environmental Assessment						X	X	X																		
Construction Documents Finalized									X																	
Notice of ICDBG Grant Award									X																	
Notice of Other Grant Funding										X																
Bidding of Project											X															
Construction Contract Award												X														
Construction													X	X	X	X	X	X	X	X	X	X	X	X	X	
Construction Leeway Contingency																									X	01/31/2019
Final inspection																										01/31/2019
Closeout																										03/30/2019
10. Planned Drawdowns by Quarter (Enter amounts non-cumulatively)	\$ 0.00			\$ 0.00		\$ 0.00			\$ 0.00		\$ 100,000.00		\$ 200,000.00		\$ 200,000.00		\$ 100,000.00		\$ Total		\$ 600,000.00					
11. Cumulative Drawdown (If more than one page, enter total on last page only)	\$ 0.00			\$ 0.00		\$ 0.00			\$ 0.00		\$ 100,000.00		\$ 300,000.00		\$ 500,000.00		\$ 600,000.00		\$ Total		\$ 600,000.00					

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0191), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information requires that each eligible applicant submit information to enable HUD to select the best projects for funding during annual competitions for the ICDBG Program. The information will be used by HUD to determine whether applications meet minimum screening eligibility requirements and application submission requirements. Applicants provide general information about the project which is preliminary to the review of the applicant's response to the criteria for rating the application. The information is essential for HUD in monitoring grants to ensure that grantees are making proper use of Federal dollars. Responses to the collection are required by Section 105 of the Department of Housing and Urban Development Reform Act (P.L. 101-235) as amended by the Cranston-Gonzales National Affordable Housing Act of 1990. The information requested does not lend itself to confidentiality.

Instructions for Item 9 Schedule: Use Calendar Year (CY) quarters. Fill-in the CY below. If the project begins in May, for example, enter under "1st Qtr." A(April), M(May), J(June). Indicate time period required to complete each activity, e.g., acquisition, by entering "X" under the months it will begin and end. Draw a horizontal line from the first to the second "X". If the completion date will extend beyond the 8th quarter, enter date in the far right column and attach an explanation.

NOTE: Within 90 days of project completion, the grantee shall submit to the Area ONAP a copy of the final status and evaluation report described in §1003.506(a) and a completed Financial Status Report (SF-425). If acceptable reports are not submitted, an audit of the grantee's program activities may be conducted by HUD.



Sitka Tribe of Alaska
456 Katlian Street
Sitka, Alaska 99835

Main:907-747-3207
Fax: 907-747-4915

Tribal Council Resolution 2017-067
2017 ICDBG 24 CFR Requirement

WHEREAS, Sitka Tribe of Alaska is the federally recognized tribal government for more than 4,400 enrolled tribal citizens in Sitka, Alaska, organized under the Indian Reorganization Act of 1934 as amended; and

WHEREAS, Sitka Tribe of Alaska is responsible for the health, safety, welfare, and cultural preservation of its tribal citizens and their use of the Sitka Tribe traditional territory; and

WHEREAS, Sitka Tribe of Alaska's traditional territory reflects the lands and waters historically and presently the stewardship responsibility of the Sheet'ka Kwáan and as such are composed of the western side of Baranof Island, the greater reaches of Peril Strait, southwestern portions of Chichagof Island and the myriad of islands as well as the waters between these locations; and

WHEREAS, Article VII Section 9(1)(h) of the Constitution of Sitka Tribe of Alaska specifically directs the Sitka Tribal Council "to protect and preserve the Tribal property, wildlife, and natural resources within those areas under the jurisdiction of the Tribe;" and

WHEREAS, the purpose of the Community Development Block Grant Program for Indian Tribes and Alaska Native Villages (ICDBG) is the development of viable Indian and Alaska Native communities, including the creation of decent housing, suitable public facilities, and economic opportunities primarily for persons with low and moderate incomes; and

WHEREAS, Sitka Tribe of Alaska held a public meeting with the residents of Sitka on April 17, 2017, to gather and consider comments from the entire tribal community about the possible use of ICDBG funds prior to the submission of the application.

NOW THEREFORE BE IT RESOLVED, that the Tribal Council of Sitka Tribe of Alaska hereby confirms that the requirements of 24 CFR 1003.604(a) have been met, and that all comments have been considered and any modifications to the proposal application have been made.

CERTIFICATION

The foregoing resolution was adopted at a duly convened meeting of the Tribal Council of Sitka Tribe of Alaska, held on April 19, 2017, and at which a quorum was present, by a vote of 7 IN FAVOR, AGAINST, ABSTAINING, and 2 ABSENT.

(b) (6)

KathyHope Erickson, Tribal Chairman

Attest:

(b) (6)

Wilbur Brown, Tribal Secretary

Sitka Tribe of Alaska

**Title: Expansion and Renovation of Sitkans Against Family Violence Shelter in Sitka, AK
Public Facilities and Improvements Project**

Introduction and Single Page Project Summary

Sitka Tribe of Alaska (STA) is a federally-recognized tribe with over 5,000 enrolled tribal citizens. The administrative offices for STA are located in southeast Alaska on Baranof Island in the City and Borough of Sitka, Alaska. Sitka is 95 air miles southwest of Juneau, Alaska, and is accessible only by boat or airplane. STA is requesting assistance from the Department of Housing and Urban Development, Community Development Block Grants for Indian Tribes and Alaska Native Villages, Public Facilities and Improvements, FON FR-6100-N-23, to assist in funding for construction of the expansion and renovation of the Sitkans Against Family Violence (SAFV) shelter in the City and Borough of Sitka, Alaska.

The beneficiaries of this project are from Sitka and the nearby communities of Kake and Angoon. In 2016, SAFV provided 4,174 bed nights to 165 women and 86 children. SAFV also provided supportive services to 251 women, 2 men, and 97 children, and advocacy services to 3,882 individuals. SAFV's Children's Program provided 253 individual activities and 319 group activities for children. Approximately 65% of the residents are Alaska Natives, and all residents are low- or moderate-income. SAFV provides a vital service to the community, but the shelter is inadequate in condition and living space, especially for the number of people seeking services. A condition survey in 2015 identified over \$500,000 in safety, security, and building integrity repairs needed to the existing structure. The expansion needed to improve services doubled the construction costs. The total needed for the expansion and rehabilitation is \$1,420,000. SAFV has already received \$298,000, is requesting funds from other funding agencies, and is conducting a community drive to raise \$150,000. STA is requesting a total of \$600,000 from HUD to make up the remainder of the funds needed.

The SAFV expansion and renovation will result in eight bedrooms, half of which will be family sized; a handicapped accessible bedroom and bathroom; a secure area for pets; kitchens so multiple families can prepare their own meals; improved staff offices; and increased confidentiality and security. STA and SAFV have the necessary managerial and financial capacity to complete this project that is vitally important to the community and essential to women and children who are homeless. The "Expansion and Renovation of Sitkans Against Family Violence Shelter in Sitka, Alaska," project is a priority for the Sitka Tribal Council and Sitka community in general.

Type of Project: Public Facilities and Improvements

1. Capacity of the Applicant

1.1 Managerial, Technical, and Administrative Capacity

1.1.a. Managerial and Technical Staff

Sitka Tribe of Alaska (STA), if funded, will pass through funds to the Sitkans Against Family Violence (SAFV). SAFV supplied the attached letter of commitment and will provide the project management, construction administration, and construction services for this ICDBG project. ICDBG funds will only be used for construction, and SAFV will provide the other services through leveraged funds. If awarded, a Memorandum of Agreement between STA and SAFV will be signed that spells out SAFV's position as a sub-recipient and responsibilities for complying with all the ICDBG requirements and overseeing the project management and construction components with a professional licensed contractor acquired through a procurement process that follows 2 CFR 200 and 24 CFR 1003. The project will be implemented by a team consisting of the STA Grant Administrator, SAFV Deputy Director, MRV Architects, and the Foraker Project Manager consultant.

Project Manager: Chris Kowalczewski is the Director of the Foraker Group Pre-Development Program and is the project manager for SAFV. Ms. Kowalczewski has almost 25 years of experience with planning, designing, and constructing capital projects in Alaska. Ms. Kowalczewski's roles and responsibilities will include:

- Project oversight, providing quarterly progress reports, and coordinating all project related meetings and reporting
- Monitoring the project timeline and budget as approved by HUD
- Preparing revised implementation schedules if necessary
- Supervising and directing the Engineer/Architect and Building Contractor
- Advising and updating the SAFV board and staff on project status
- Working closely with SAFV staff in the decision making process and evaluating project outcomes
- Working with environmental consultant to ensure that Environmental Assessment is completed and filed appropriately before work begins

Engineer/Architect: SAFV has already hired MRV Architects to complete the designs for construction. The firm was selected through a competitive process to provide the design work. The roles and responsibilities include project development; schematic design; design development; and construction drawings. Construction administration will be added to these tasks during the construction phase.

SAFV Point of Contact: Michelle Mahoney is the Deputy Director for SAFV and will be SAFV's point of contact. Ms. Mahoney's roles and responsibilities will include:

- Ensuring performance and financial compliance
- Preparing narrative reports and invoices for STA
- Maintaining documentation of invoices and work for records

STA Grant Manager: Rachel Henderson is STA's Grant Administrator. She is responsible completing the cash transaction reporting, filing the financial and narrative reports, completing accurate drawdowns of funds, and ensuring the sub-recipient is following federal and HUD regulations. Ms. Henderson's knowledge and experience stems for her experience of financial and programmatic management of federal programs, including the Indian Health Services, Bureau of Indian Affairs, Department of Energy, US Forest Service, Bureau of Reclamation, Army Corps of Engineers, Department of Justice,

Administration for Native Americans, and Environmental Protection Agency funds for the past eight years. Her recent and relevant experience includes the ongoing management of STA's grants since her hire in July 2016, and the management and implementation of grants at the Santo Domingo Tribe from 2009 to 2016.

Building Contractor: An Alaska State Licensed General Contractor will be hired by SAFV under STA's adopted procurement guidelines. The building contractor's roles and responsibilities will be to construct the project according to MRV Architect's approved plans and specifications within the time and prices specified in the contract. The Building Contractor has responsibility for achieving the quality level required in the documents and for safety. The Building Contractor will follow all applicable state and federal building codes, be state licensed, and be highly qualified with demonstrated knowledge and experience and provide documentation of completion of similar projects that are recent (past 5 years), relevant, and successful.

Sample Projects from these Team Members within the Past Five Years:

SAFV has been working with the Project Manager on the planning for this project since 2015. Work completed to date includes architectural programming, procurement of design services, development of the schematic design, and development of construction and project cost estimates. Ms. Kowalczewski has worked closely with the SAFV Board and staff to confirm the goals of the project and develop realistic cost estimates and schedules. All work to date has been completed as scheduled.

The Project Manager has worked with the design firm MRV Architects on several projects during the planning phase, including the Sitka Public Library and the Mark Allen Group Home. The following is a list of projects completed by MRV Architects during the last five years with their scheduled and actual completion dates:

- Sitka Public Library: This project consisted of a renovation of 8000 square feet of existing library space and the addition of 4000 square feet of new library space. The \$5.3 million project was scheduled for completion in October of 2015 but encountered a one month suspension due to defective structural items and was finished in December of 2015.
- Mark Allen Group Home: A 4000 square foot home was converted into an accessible group home for disabled residents. The \$740,000 project was scheduled for completion in February of 2016 and was completed on schedule.
- Juneau Housing First Collaborative: This project provides 32 units of small SRO apartments for homeless people in Juneau, virtually all of them suffering from alcoholism and/or mental health issues. This project is scheduled for completion in June of this year and is on schedule.
- UAS Pugh Residence Hall: This dormitory provides 30 suites for freshman students on the UAS campus in Juneau. The \$15 million project was scheduled for completion December of 2014 but was completed in September in time for start of the school year.
- SHI Soboleff Center: This \$16 million office building and museum space in Juneau was completed in December of 2014 for the stipulated Owner move in date.
- Icy Strait Point Visitor Facilities: This project was schedule critical, since the buildings comprise a summer cruise ship visitor destination. First work occurred in September of 2015 and was complete by early May, 2016, before the next season cruise ship sailing commenced, according to the contract.

1.1.b. Project Implementation Plan

Funding from the State of Alaska and the Rasmuson Foundation has allowed SAFV to initiate the design phase of this project. A design team is under contract and the schematic phase has already been completed as of May 2017. As soon as the ICDBG application is submitted work will begin on the Environmental Assessment. Our expectation is that a Finding of No Significant Impact will be issued by September. The project will be implemented as in the attached Implementation Schedule HUD-4125, and in the below plan. The proposed SAFV expansion and renovation activities will begin in September 2017 and will be completed and closed out with HUD within 18 months. Construction documents will be finalized by September 2017. This completion puts STA/SAFV in the position of being able to proceed with bidding as soon as funding for construction is available.

Fundraising for this project is underway and we anticipate notification of the final grant award in November. The project will be bid at that point, with the goal of awarding a construction contract in early January. Construction on site will start in the early spring of 2018 and will be complete in the winter of 2018. The implementation schedule provided by the Project Manager will be reviewed at all the construction meetings. Should circumstances delay the timeline, a revised implementation schedule will be submitted for approval in compliance with the ICDBG program requirements. STA and SAFV will use existing staff resources as well as the consultants to implement the proposed project. Any contract employees or construction services will be procured using STA's procurement policies.

The new building construction will be completed within 9 months, but STA is providing an additional two months leeway as a contingency should unforeseen delays beyond our control take place. The project timeframe is reasonable and realistic based on requested activities, weather patterns in Southeast Alaska, and Project Manager's experience and expertise.

Please see form HUD-4125, Project Implementation Schedule. The below schedule outlines the estimated completion of all tasks by STA and their contractors and identifies milestone.

Task	Benchmark Timeframe	Responsible Party
Completed design	August 2017	MRV Architects
Complete EA	August 2017	Project Manager
Receive notice of award from HUD	September 2017	STA Grant Administrator
Internal review with environmental document sent to HUD	September 2017	STA Grant Administrator
Construction documents finalized	September 2017	Project Manager
HUD's EA Finding	November 2017	HUD
Notice of other grant funding	November 2017	SAFV Deputy Director
Advertise IFB for construction services	December 2017	SAFV Deputy Director
IFB bids closed	January 2018	SAFV Deputy Director
Select and complete contract agreement with building contractor	January 2018	SAFV Deputy Director Project Manager
Building contractor will have 30 days	February 2018 to November	Project Manager

to begin the project and will be required to complete it within 9 months	2018	SAFV Deputy Director
Construction leeway contingency	December 2018 to January 2019	Project Manager
Final SAFV expansion and renovation inspection	January 2019	Project Manager Construction Administrator
Project reporting	Life of the project as required	SAFV Deputy Director STA Grant Administrator
ICDBG closeout documents completed and submitted	Within 90 days past project completion (March 2019)	SAFV Deputy Director STA Grant Administrator

Specific Actions to ensure the project is completed within budget and timeframe:

Owner (SAFV) Actions

- Coordination and communication with the community to ensure they are well informed of the status and progress of the project
- Oversight of MRV Architects to ensure project timelines and milestones are met and project is designed to meet the needs of the program
- Coordination with other organizations, utility companies, etc. to ensure the project will have all the necessary utilities and all necessary permits have been obtained
- Oversight of construction contractor to ensure project is progressing according to the contract
- Periodic site visits and inspections and milestone dates to ensure contractor is in compliance with contract requirements
- Work with the Project Manager, MRV Architects, and Building Contractor to resolve any project issues in a timely manner
- All necessary project reporting and closeout paperwork

Project Manager (Foraker) Actions

- Supervise design team to meet all program parameters, building codes, and owner requirements
- Coordinate design with utility companies to ensure services are available
- Obtain all necessary permits for the project
- Perform an environmental assessment for the project
- Prepare a bid packet that meets all the project requirements
- Assist with selection of contractor
- Review and approve drawings, submittals, and other contractor submissions for the project
- Periodic site visits and inspections to ensure project is built according to contract and design
- Work with SAFV and the contractor to resolve any project issues in a timely manner
- Final and warranty inspections

Building Contractor (TBD) Actions

- Procure materials necessary for the project and have them shipped to the project site
- Mobilize all necessary manpower and equipment for the project

- Work with project manager to finalize submittals
- Coordinate subcontractors to ensure they complete their tasks within the project timeline
- Work with the owner and architect to resolve any project issues in a timely manner
- Construct the project according to the contract
- Perform all necessary punch list and warranty work

1.1.c. Financial Management

STA's fiscal year runs January to December. The most recent audit year available is for 2015. The 2016 audit will be submitted to the Federal Audit Clearinghouse by September 30, 2017. In 2015, STA received approximately \$4.5 million in operating grants and contributions, with about 75% of this money originating from federal sources. The 2015 Single Audit was an unmodified audit opinion with no material weaknesses, significant deficiencies, or material noncompliance found for the federal awards. The accounting policies of STA conform to accounting principles that comply with 2 CFR Part 200 and 24 CFR Part 1003. STA's books and records are maintained on the modified accrual basis of accounting. In the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets and expenditures are recognized when the related funds liability is incurred. STA uses fund accounting, which segregates resources according to intended purpose, such as by individual grants. STA's Finance Department uses MIP software to track revenues and expenditures. Briefly, each independent grant receives an accounting code that is placed on all purchase orders and payroll to track expenditures by the department and is verified by the AP clerk or payroll clerk and ensures that coding and documentation procedures are followed. The Finance Department staff uses the fund code to run the financial reports for the department directors and for the federal financial reports. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise assets, liabilities, fund balances, and expenditures. Cash drawdowns from HUD will be transferred to STA's designated bank, First National Bank Alaska, as a reimbursement for funds already spent or will be dispersed within three days of receipt for upcoming expenditures. All cash disbursements are made by check or credit card that is supported by documentation, such as invoices and expense vouchers. The bank statements are reconciled monthly with STA's internal accounts. STA uses effective internal controls for all assets and ensures those assets are safeguarded and used for authorized purposes. STA keeps financial records stored for a minimum of seven years. With STA's experience in federal awards and our annual audits demonstrates that we are financially viable and capable of managing a federal grant award.

1.1.d. Procurement and Contract Management

STA has set procurement and contract management policies and procedures that meets the requirements of 2 CFR Part 200 and 24 CFR Part 1003 for all procurement and contract management policies and procedures. All the project activities will be monitored to ensure that all procurement and contract management practices are followed. A copy of the procurement policies and procedures is available online or by contacting STA. Briefly, the procurement policy is as follows. For procurements under \$2,500, the staff obtain three verbal quotes from vendors or contractors. For procurements between \$2,500 and \$100,000, staff obtain three written quotes from vendors or contractors that include the price, availability, and delivery costs and timing. Sealed bids (formal advertising) are used when the procurement is over \$100,000 or for procurements less than \$100,000 for services are goods that must be described in detail. Sealed bids are the preferred method for procuring construction. Competitive proposals are used for procurement of services in excess of \$100,000 when sealed bids aren't appropriate and for services under \$100,000 and using evaluation criteria. Procurement by competitive qualifications is used to obtain architectural and engineering services and price is not a consideration.

Procurement by noncompetitive proposals can only be done in limited circumstances, which include the goods or service only being available from a single source; there is a public exigency or emergency that will not permit a delay; only one response if received after soliciting at least three sources; the federal funding agency has authorized noncompetitive negotiations in writing; or maintenance must be done by the original manufacturer. Unless expressly prohibited by applicable law, regulation, or funding agreement, STA will provide Indian or Tribal preference in the solicitation and award of contracts according to the terms of STA's TERO ordinance.

STA's current audit does not contain findings related to procurement and contract management policies and procedures.

2. Need/Extent of the Problem

2.1 Need and Viability

Domestic violence and sexual assault are at epidemic numbers in Alaska, and this especially affects our Alaska Native population. One in three Alaska Native women are sexually assaulted, which is one of the highest rates in the country. The Alaska Victimization Survey conducted in Sitka in 2012 indicated that 47% of adult women in the City and Borough of Sitka have experienced intimate partner violence, sexual violence, or both in their lifetime. One out of every four adult women in the City and Borough of Sitka has experienced sexual violence in their lifetime, and four out of every ten experienced intimate partner violence in their lifetime.

Sitkans Against Family Violence (SAFV) is a nonprofit organization that provides temporary shelter and empowerment-based safety and trauma-informed advocacy services for survivors of domestic and sexual violence, while promoting a community of nonviolence and respect. SAFV incorporated as a non-profit in 1980 and began coordinating safe homes within the City and Borough of Sitka. The City and Borough of Sitka is a remote town on the outer coast of Baranof Island and accessible only by boat or plane. These safe homes were private homes around Sitka that provided victims of domestic violence shelter for three days. Soon, safe homes, education, community awareness, a crisis line, and advocacy trainings were in full swing. SAFV opened the first local shelter for victims of domestic violence, with capacity for 10 residents, in 1982 from state funding and local donations. By 1990, SAFV had 10 full-time employees and more demand for services than ever. In 1995, SAFV purchased and occupied the current shelter, which has a 24 resident capacity.

SAFV has functioned as a response and intervention shelter for over thirty years. About ten years ago, SAFV added primary prevention program. SAFV also collaborates on several levels with STA to provide culturally-based responses and traditional foods, include tribal family values, and advocate in the school district. For example, SAFV collaborated with the AWARE shelter in Juneau to create a running and cultural program that teaches social and emotional skills to boys in the third to fifth grades called Boys Run I toowú klatseen and incorporates elders and cultural bearer advisors and co-creators. Boys Run is just one of the many prevention programs SAFV is using to change the social climate of the community to one where violence, racism, and bullying are not acceptable. Youth learn that these are a precursor to violence and that the people and land should all be treated with respect.

At the shelter, over 65% of the people who receive services are Alaska Native women and children. In addition to Sitka, (pop. 9,000), SAFV also serves Kake (pop. 650) and Angoon (pop. 750), which both have a mostly Alaska Native population. In 2016, SAFV provided 4,174 bed nights to 165 women and 86 children. SAFV also provided supportive services to 251 women, 2 men, and 97 children, and advocacy

services totaling 3,882 individual advocacy services. SAFV's Children's Program provided 253 individual activities and 319 group activities for children.

As a whole, Sitka Tribal Citizens have survived years of intergeneration trauma and oppression. SAFV works to eliminate the root causes of racism, sexism, and oppressions of all types that create a climate for violence and enable abuses of power and control. SAFV's services include outreach, technical assistance, safe home maintenance, prevention program training and support, and transportation to Sitka for shelter and advocacy for victims from these communities. SAFV's Prevention Program works to promote resiliency, increase protective factors, and reduce risk factors. SAFV is an innovative leader in the state to promote a community of nonviolence and respect. Unfortunately the need for services is so great that SAFV faces the need to expand and renovate to meet the community's need.

The current shelter was constructed in the 1960's as an apartment building. SAFV made minor improvements when it purchased the building in 1995, but most of the original floor plans and finishes have been retained. SAFV's Board and staff have identified deficiencies in operation due to overcrowding and have been working with the Foraker Pre-Development Program to determine the most appropriate means of correcting them. A code and condition survey conducted in 2015 helped identify facility-related issues, which amounted to \$510,000 in life safety, security, and building integrity repairs needed. Additionally, the current shelter has crowded living quarters that requires sharing spaces with strangers, sleeping in the living room, lacks a way to separate visitors and non-residential clients from residents to maintain privacy and confidentiality, and limited living quarters. For example, there is only one stove for cooking, a small living room, which doubles as sleeping quarters when needed, and three tiny bathrooms. In addition, the boiler is past due for replacement and the bathroom floors are rotted. Residents deserve to live in a nurturing, healing environment, to have their own space or at most one roommate, and some autonomy. This project will expand and make needed improvements to the existing shelter. Thanks to funding from the DVS Deferred Maintenance project, managed by the Alaska Community Foundation, SAFV has been able to proceed with the design for improvements and expansions to the shelter. A contract is in place with the design team, the schematic design is complete, and construction design will be finalized this summer.

The proposed SAFV expansion and renovation meets an essential community need in Sitka and southeast Alaska. Women and children who have been victims of domestic or sexual violence and homeless need a place to stay and time and help getting back on their feet. SAFV's programming is intended to end the cycle of abuse and promote nonviolence and respect within the community beyond being the only shelter in the community. This project is vital to the continuing operation of SAFV and the viability of the community as a whole. When SAFV first started, a majority of the cases were women escaping life-threatening situations. Now, possibly due to SAFV's work within the community, more of the cases are a result of historical trauma. With continued work from SAFV, the historical trauma within the community will heal and Sitka will be a safe, respectful community for all.

2.2 Project Benefit

2.2.a. Public Facilities and Improvement Projects

In compliance with the HUD ICDBG program, the proposed SAFV Expansion and Renovation benefits the neediest segment of the population in Sitka and the surrounding communities. The SAFV shelter is eligible to receive the full 12 points under this rating factor. As a shelter that serves abused children, battered spouses, and homeless persons, the population served by the facility is presumed to be low- and moderate-income individuals and families.

3. Soundness of Approach

3.1 Description and Rationale for Project

Description: As described in rating factors 1 and 2, SAFV has the organizational capability and expertise to expand the shelter and services to meet the needs of the community, but the existing building is limited and already being used beyond its original constraints. The proposed project is viable and sustainable in terms of building design and long-term benefits for the recipients, which include enhanced safety and well-being.

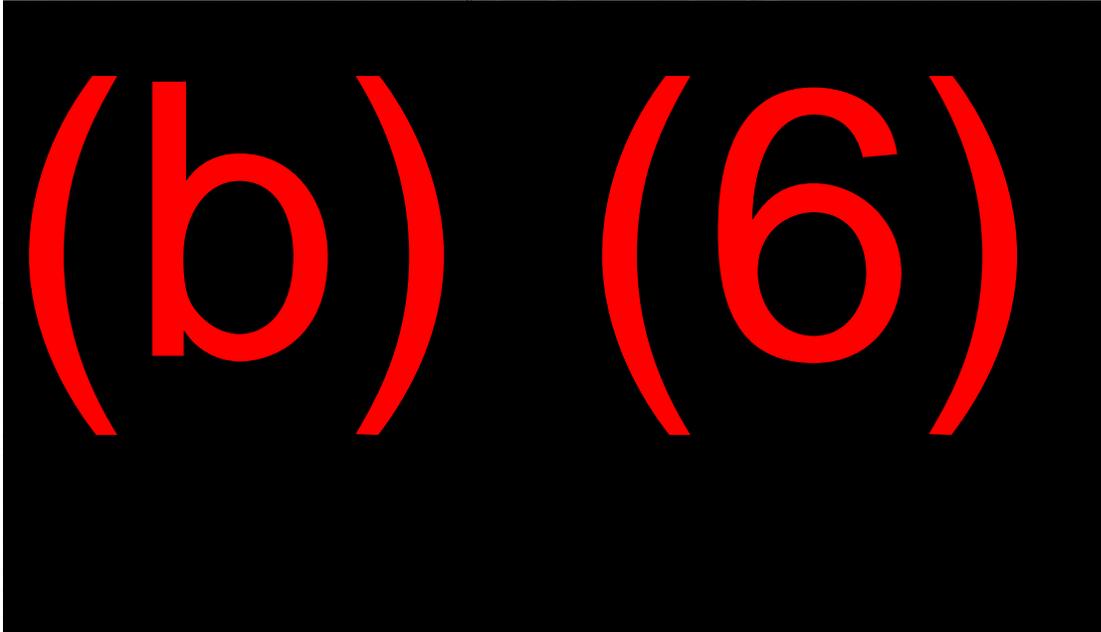
The existing SAFV domestic violence shelter is a two-story building containing 5500 square feet of living space. The proposed project will add 2100 square feet in a two-story addition to the front of the building. It will also extensively remodel the existing structure. The new building will include: eight bedrooms, half of which will be family sized; a handicapped accessible bedroom and bathroom; a secure area for pets; kitchens so multiple families can prepare their own meals; and a redesigned layout that increases the safety and confidentiality for residents, visitors, and staff. The improved facility will enhance the viability of the community by providing a modern, efficient, safe, and appropriately designed facility that will improve the quality of life and programming offered. This project is viable and cost-effective because the energy-efficiencies and replacements in the renovation will offset any additional costs from the expansion.

The structure is wood frame on a concrete stem wall foundation. Materials are typically residential: standing seam metal roof, wood siding, and vinyl frame windows. It is located in a residential neighborhood at 207 Seward Street. SAFV owns this property. The completed project will comply with Sitka's zoning and building codes: the 2009 International Building, Fire, and Mechanical Codes; the 2012 Uniform Plumbing Code; and the 2014 National Electrical Code. The SAFV shelter is centrally located within Sitka.

Location of Sitka in Alaska



Map of Sitka Alaska



Feasibility: Early planning for this project considered options for providing the additional space needed. Estimates were produced for purchasing a new property and either converting an existing structure or constructing a new one to provide a larger shelter. Property costs in Sitka are high and there is a small inventory of available lots and buildings. Construction costs are also very high. It is estimated that replacing the shelter would cost twice what it would cost to remodel and expand the existing property, which is wholly owned by SAFV. Sale of the existing facility was considered unlikely without expensive repairs and because of its specialized use there would be few interested buyers. Overall it was considered most feasible to stay at the current site and expand and remodel the existing building.

Rationale for Design: The SAFV shelter houses an average of ten women and children a night and also contains office space for eleven staff. The code and condition survey conducted in 2015 identified numerous deficiencies in life safety code compliance, security, and building integrity, as well as a significant shortfall in space requirements.

The project design is appropriate for its intended use and will meet all safety and building codes for this type of facility. The primary goal of the new design will be to provide privacy and security for the residents. This will be accomplished by separating out the staff functions from the residents' space, thus controlling public access to the shelter. The project will also provide for handicapped accessibility and improve the energy efficiency of the building. Larger bedrooms will be provided for families and the kitchen and living room space will be doubled. Overall the design will provide for a more functional arrangement for both residents and staff.

Cost Savings: Initial construction cost estimates for this project at the schematic design phase totaled over \$1.5 million. The design team worked with SAFV staff to reduce some of the square footage in the staff area. The footprint of the addition was shifted to avoid an area that would have required excavation and reinforcement with a concrete retaining wall. These changes reduced the construction

cost by \$250,000. Further opportunities for value engineering will be sought during the remaining design phases.

Windows in the existing facility were replaced a few years ago with more energy-efficient vinyl, double-pane units, and insulation was added in the attic and crawl space. The addition will be designed to current energy-efficiency standards. The heating system for the entire building will be based on a new electric boiler, replacing an inefficient oil-fired boiler. Electrical power is less expensive in Sitka than oil. Overall, energy costs are expected to remain stable despite the increase in square footage. Additionally, the lot already has all the utilities available and cost savings will be achieved by not having to extend water and sewer mains and electrical service to the lot, which would be necessary if a new, empty lot for construction had been purchased.

Compliance: STA and SAFV will comply with the preference in hiring and contracting requirements as follows:

- No new positions will be created as a part of this project, but replacement of existing staff will include a preference for low-income and Native applicants.
- Solicit Indian-owned firms in addition to advertising.
- Preference in contracting for construction will be given to Indian-owned economic enterprises, and still factors in qualifications and experience in projects of similar size; cost; contractor integrity and ability to meet project schedule; and financial and technical resources.

3.2 Budget and Cost Estimates

Budget and Cost Estimate:

Sources of Funds	
ICDBG	\$600,000
ACF	\$289,000
Rasmuson Foundation (pending)	\$300,000
SAFV (pending)	\$231,000
Total Funds	<u>\$1,420,000</u>
Uses of Funds	
Project Management	\$20,000
Construction Administration	\$25,000
Construction	\$1,250,000
Contingency	\$125,000
Total Funds	<u>\$1,420,000</u>

The schematic design phase of this project has been completed, so cost estimates are reasonably accurate. The design costs are based on the actual contract amount for the design team, and are \$140,000 from the State of Alaska and Rasmuson Foundation, and will be completed prior to the notice of award for ICDBG. Project management costs during the construction phase will be billed on a time and expense basis and are expected not to exceed \$20,000. The funds are leveraged by SAFV from the Alaska Community Foundation (ACF). Project management includes oversight and coordination of constructions with HUD requirements. Construction administration costs are the proposed fees from the design team to provide services during the construction phase, and are \$25,000 from ACF. Construction costs were prepared by a local general contractor hired by SAFV to provide this service. These estimates

are based on current costs and includes the input of electrical, mechanical, and other specialty subs. The estimate will be updated as the design progresses. Current estimates are \$1,250,000 for construction with \$600,000 coming from ICDBG requested funds and \$650,000 from a combination of SAFV, Rasmuson, and ACF leveraged funds. The contingency is a 10% of the construction phase costs provided and provided by ACF and SAFV. The contingency is reasonable based on this stage of the project. ACF is providing a total of \$438,000 to SAFV for all aspects of this project.

Grant administrative costs are being covered by STA and SAFV at no cost to the project. Project planning is complete and there are no costs associated with that phase of the project. The project planning services were provided by the Foraker Pre-Development Program at no cost to SAFV or STA.

Qualifications of People Preparing Cost Estimate: The project budget was developed by the Project Manager, Chris Kowalczewski. Ms. Kowalczewski has almost thirty years of experience assisting tribes and nonprofits plan and develop capital projects. Recent projects in the Sitka area include the new Sitka Community Library, Sitka Historical Museum, renovation of the Stevenson Hall for the Sitka Summer Music Festival, and remodel of the Sitka Sound Science Center.

The construction cost estimate was prepared by Carver Construction, LLC. Carver has over twenty years of experience locally, primarily with light commercial and residential construction. Recent experience includes renovation of the Mark Allen group home, conversion of the doctor's offices into a commercial and residential building, and renovation of a historic structure into office and commercial space. He understands construction processes and costs and is therefore able to provide accurate estimates. Carver utilizes estimates from Schmolck Mechanical, Sitka Electric, and Troy's Excavation in his cost estimate.

3.3 Commitment to Sustain Activities

3.3.a. Public Facilities and Improvement Projects

Operations and Maintenance Plan: SAFV will be operating and maintaining the facility once it is completed and is committed to providing the necessary funds to provide for these responsibilities. A letter of commitment is in the attachments. SAFV adopted an operation and maintenance plan specific to this project and committed the resources necessary for the upkeep of this facility. This plan addresses contact information, site details, safety and security, environmental health and safety, building service operations, and departmental operations.

SAFV doesn't employ a staff member for routine maintenance, but instead has service provider agreements and a maintenance schedule for IT support, alarm monitoring, phone and internet service, and fire and panic buttons. Plumbing, electrical, locksmith, appliance, boiler, and fire extinguisher repair and maintenance services do not have agreements, but are available on an as needed basis and for routine inspections. SAFV also has daily housekeeping and general operations written into the operation and maintenance plan for the staff to follow. SAFV has consistently operated within its budget and is conservative in its expenditures. It currently has an operating reserve of 9 months, and therefore has funding available for capital improvements and replacement reserves if needed. No new staff will be hired as a result of this project so an increase in facility costs will be the only impact. This increase will be mitigated by energy efficiency measures. SAFV is sure that it can comfortably cover the small increase in facility costs. SAFV has fire alarm, fire extinguishers, an evacuation plan and a tsunami plan in place. SAFV also has fire and liability insurance with Philadelphia Insurance Companies. Since the SAFV shelter is a safe place, security is of the utmost importance. SAFV has video surveillance, entrance access, and restricted areas.

Cost Breakdown for Annual Expenses:

The annual maintenance costs are included in SAFV's annual budget. The annual operating expenses to maintain the existing facility include:

IT services	\$6,000
Plumbing repair/maintenance	\$600
Locksmith	\$50
Alarm monitoring	\$500
Phone and Internet	\$9,960
Appliance repair/maintenance	\$300
Fire/alarm panel inspection	\$725
Boiler inspection	\$350
Fire extinguisher inspection	Free

4. Leveraging Resources

SAFV will leverage the funds it has received from the Alaska Community Foundation in the amount of \$298,000 for the construction phase of this ICDBG project. The Alaska Community Foundation is a non-profit whose vision is "an Alaska where communities come together and have resources to thrive." These funds have been contributed for the construction phase of the expansion and renovation of the shelter for construction administration, project management, construction, and contingencies.

SAFV approached the Rasmuson Foundation for \$300,000 for the construction phase, and the awards will be announced in November 2017. SAFV itself has committed to a contribution of \$72,000 and is willing and able to pursue a loan if necessary. A local community campaign is ongoing to raise \$150,000, and has already received \$20,000 before the campaign begun.

Total non-ICDBG resources for this project are \$820,000. Total project costs are \$1,420,000. Therefore the percentage of leveraging resources is 58% of total project costs ($\$820,000 / \$1,420,000 \times 100$).

5. Comprehensiveness and Coordination

5.1 Coordination

In 2013 Governor Parnell and the Alaska Legislature worked with the Rasmuson Foundation to address the much needed repairs to shelters around the state. As a result they worked with various organizations to come up with a total of \$4,000,000 in order to inspect and repair Alaska shelters. Engineers spent many hours inspecting the shelters and producing a list of the repairs required to make them safe. The Alaska Community Foundation (ACF) became the fiscal sponsor of the project. In 2015, the Foraker Group Pre-Development Program provided SAFV with a detailed inspection report. The results of the inspection identified over \$500,000 in needed repairs to the SAFV facility. The funding allocated to SAFV from ACF was \$438,000, a portion of which was used for the design component prior to the ICDBG submission. The funding organizations that contributed to the ACF funds include: Rasmuson Foundation, the State of Alaska, Wells Fargo, Alaska Mental Health Trust Authority, The Verizon Foundation, and M.J. Murdock Charitable Trust.

The SAFV board and key staff members conduct an annual review and update of their long range strategic plan. This planning process has consistently identified that ensuring that SAFV has optimal facilities to meet its needs is a top priority. SAFV board and staff met to decide if the \$438,000 in secured funding would be an opportunity to leverage the funding to complete a much needed expansion of the facility. After receiving approval from ACF to leverage these funds into an expansion project, SAFV applied and became eligible for the Foraker Group's Pre-Development program. The

program offers guidance and technical resources for planning new facilities and renovating or expanding existing ones. Throughout the process the Foraker Group worked with the agency to determine the feasibility of their projects and develop the documentation needed for funding applications. SAFV has been collaborating with the Foraker Group since 2013 to address needs, plan, and implement the expansion project.

Pathways to a Safer Sitka is Sitka's primary prevention coalition comprised of 10 organizations representing a diverse cross-section of the community. Pathways was formed by SAFV in 2008 to develop a community-wide plan for preventing first time occurrences of domestic violence and sexual assault. Pathways to a Safer Sitka maintains a prevention focus by meeting quarterly for retreats that provide opportunity and space to share resources, connect with partner agencies, reflect, review and make improvements to the prevention plan as necessary.

SAFV's coalition partners play a significant role in the planning, implementation, and evaluation of the Pathways plan with each agency connected to and actively working on at least one goal. Our partners include Sitka Tribe of Alaska, Sitka Native Education Program, Center for Community, Sitka Counseling and Prevention Services, Youth Advocates of Sitka, Sitka School District, Mount Edgecumbe High School, and Kettleon Memorial Library.

One goal is that these key agencies work together to strengthen and support opportunities for family growth and connectedness. An expected outcome of this goal is that there are programs and physical spaces that are accessible for family bonding and strengthening. Another goal is that youth are active and engaged within the community promoting respect and nonviolence. An outcome of this goal is that youth are encouraged and trained to take leadership roles in facilitating and promoting nonviolence, respect, and equality in relationships. To meet these goals SAFV identified the need to optimize the existing facility both to ensure privacy and security for residents and create a further separated public space for youth engagement and meetings with program partners.

The Constitution of the Sitka Tribe of Alaska states that it's the responsibility of the Tribal Council "to safeguard and promote the peace, safety, morals, physical and general welfare of the citizens of the Tribe and their children." This project clearly follows our goals to protect the tribal citizens and their families, even though it is not expressly written into our strategic plan. The City and Borough of Sitka also hold SAFV in high esteem. While the other local nonprofits are competing for dwindling City dollars, SAFV is written into the annual budget at \$50,000.

SAFV has been working with their board and community contacts about the need for expansion and renovation for years, and contracted with Foraker to prepare. The most recent public discussion took place on April 17, 2017, at a public meeting in Sitka at the Sheet'ka Kwaan Naa Kahidi Community House. Prior to the meeting date, fliers were displayed at locations around town and the notice was shared with all Tribal employees to distribute to residents notifying them of the meeting. The attached tribal resolution makes certain assurances about the citizen participation for this application for the SAFV shelter project. A copy of the community meeting flier, agenda, and minutes are attached.

During the meeting, SAFV and STA staff were able to share their thoughts on the project with the community, the amount of funds available, the range of activities that may be undertaken with ICDBG, and other program requirements. Each topic was discussed and comments from Tribal citizens and the

general public were solicited. Present at the meeting were representatives from STA and SAFV and tribal citizens.

A community development statement was developed and posted to give community members an opportunity to examine its contents and submit comments. Statements summarized the projects and encouraged comments. The comments and suggested expressed by tribal citizens were considered in the revised application, which was made available to residents prior to submitting this application.

5.2 Outputs, Outcomes, and/or Goals

Outputs: The expansion and renovation of the 5500 square foot shelter will provide 2100 additional square feet. Outputs will include:

- The renovation of 5500 square feet
- An addition of 2100 square feet
- \$1,420,000 will be invested in the shelter
- The creation of 8 bedrooms, half of which will be family sized
- Creation of a handicapped accessible bedroom and bathroom
- A secure area for pets
- Renovated kitchens so multiple families can prepare their own meals

Outcomes: Domestic violence affects not only the immediate victims but the community as a whole. SAFV has successfully coordinated an interconnected prevention coalition, developed a long-term community prevention plan and implemented many programs that build resiliency and reinforce messages of respect and healthy relationships across the community of Sitka. This project not only benefits the victims of domestic violence by providing a nurturing environment for healing, it also provides a supportive work environment for staff to continue the important work of prevention and community growth. The outcomes of this project include:

- The expansion and renovation will be compliant with the Americans with Disabilities Act and will provide ADA access to facility areas.
- The new facility will have sufficient space for privacy and confidentiality, increased safety within the facility, positive impact on residents' lives.



Agenda for Citizen Participation Meeting for ICDBG
April 17th, 2017
6:30 pm



- I. Welcome
- II. About ICDBG
 - a. Explanation of the ICDBG program
 - b. Amount of funding available
 - c. Range of possible activities
 - d. Opportunities for citizen involvement
- III. About Proposed Project
 - a. Applicant's dollar amount
 - b. Activities being proposed
 - c. Relocation plan
 - d. Estimated schedule
- IV. Public Comment Period
- V. Closing Remarks



**PUBLIC NOTICE
SITKA TRIBE OF ALASKA
INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT (ICDBG)
PUBLIC PARTICIPATION PROCESS FOR FY 2017**



COMMUNITY DEVELOPMENT STATEMENT

The Department of Housing and Urban Development has published a Notice of Funding Availability (NOFA) for the Indian Community Development Block Grant (ICDBG) program for FY2017. The application deadline is May 18th, 2017, for eligible applicants that include Indian Tribes or tribal organizations.

Eligible activities include: housing rehabilitation, land acquisition to support new housing, home ownership assistance, public facilities and improvements, economic development, and micro enterprise programs. For Alaska, a maximum of \$600,000 has been allocated for requested projects for the region. Funding is awarded competitively so there is no guarantee that the Sitka Tribe of Alaska will receive funding.

The Sitka Tribe of Alaska is considering submitting a proposal under the Public Facilities and Infrastructure area for its FY2017 application. The ICDBG project will expand the rehabilitate the Sitkans Against Family Violence facility in Sitka, Alaska.

REQUIRED STATEMENT

No part of the citizen participation requirement shall be construed to restrict the responsibility and authority of the Sitka Tribe of Alaska for the development of the application and the execution of the grant. Accordingly, the citizen participation of HUD regulations (24 CFR 1003.604) do not include concurrence by any person or group in making final determinations on the contents of the application.

PUBLICATION OF COMMUNITY DEVELOPMENT STATEMENT

The Sitka Tribe of Alaska will conduct a meeting for public comment from 6:30 to 7:30 on April 17, 2017, at the Sheet'ka Kwaan Naa Kahidi Tribal Community House. All interested community members are invited to attend the meeting. If you are not able to attend the meeting, you may complete an online survey at: <https://www.surveymonkey.com/r/5GC2VR2>.

For additional information, please email rachel.henderson@sitkatriben-sn.gov.

Citizen Participation Meeting for IGADB

April 17th, 2017, at Sheet'ka Kwaan Naa Kahidi

- I. The meeting was called to order at 6:30 and Lisa Gassman, Sitka Tribe of Alaska General Manager, welcomed everyone and introduced the topic of the meeting and the speakers.
- II. Rachel Henderson, Grant Administrator, provided background information about ICDBG.
 - a. ICDBG is an abbreviation for Community Development Block Grant for Indian Tribes and Alaska Native Villages (or Indian Community Development Block grant) and is available to tribes annually from the US Housing and Urban Development.
 - b. ICDBG is a competitive grant meant to be used to develop viable Indian and Alaska Native communities, including the creation of decent housing, suitable living environments, and economic opportunities primarily for persons with low- and moderate-incomes.
 - c. The national objective of ICDBG is to benefit low- and moderate-income persons, address slums or blights, or meet an urgent community development need.
 - d. Funds have yet to be appropriated for this program, so the available funding amount is not known and is contingent on future Congressional action. HUD is anticipating 75 awards across the country if they receive the same level of funding in FY16 (over \$56 million). The awards will be announced in September. The ceiling amount we can request is \$600,000 per grant or \$100,000 for housing rehabilitation projects.
 - e. Eligible activities include housing rehabilitation, land acquisition to support new housing, home ownership assistance, public facilities and improvements, economic development, and micro-enterprise programs. Our project falls under public facilities and improvements.
 - f. Citizens can get involved by providing comments at this meeting, at the office, or via the online link provided. A draft of the proposal will also be available to citizens at the STA administrative offices.
- III. Vicki D'Amico, Executive Director at SAFV, distributed a handout about SAFV and the renovations and spoke about the proposed project.
 - a. The SAFV shelter started in 1981 at the nurse's corner at Pioneer's home. This location had four bedrooms and a kitchen. The current location had been an elders home and has one living room, one kitchen, two tiny bathrooms, bedrooms, the floors are rotting, the boiler is broken, and the roof leaks. More people have access to the SAFV services than those that stay in the facility. They also offer legal assistance and crisis intervention. There is no confidentiality with the current layout and it needs to be restructured. The bedrooms are like very small dorms, and strangers often have to share rooms. For example, a mom with two kids may be placed in the same room as an adult woman because of bed space. The small living room upstairs is also used as a bedroom when needed. This atmosphere isn't good for people working on building careers or creating a new life. The kitchen only has four burners. She wants a key pad system to get into the bedrooms instead of keys because people deserve more respect.

- b. In 2015, the state did a condition survey and gave them \$438,000 to improve the shelter, and they are using this opportunity to make the shelter what is needed. She also took the opportunity to introduce board members Dave Lavek and Matea. SAFV has been fortunate to have longevity of staff because it's a wonderful place to work.
- c. Vicki has been surprised by the amount of people who have gone through their facility. Over the years, 65% of their residents are Alaska Native. This year so far, 50% of the residents have been Alaska Native. This comparatively high proportion of Alaska Natives is because of intergenerational trauma throughout the years and passed down through the generations and it is not cultural. They've been working to increase protective factors for kids and decrease the risk factors to break the cycle. In unduplicated numbers, in FY16 there were 28 women and 15 children for a total of 3243 bed nights. SAFV doesn't kick people out of the shelter, so people can stay for a long time while they deal with their issues. In FY15 there were 46 women and 27 kids for 4400 bed nights.
- d. SAFV needs more space to provide services. Thirty years ago people used to come in with black eyes and escaping lethal situations. Now they have fewer lethal injuries, but more long-term trauma impact and people having trouble functioning. They would accommodate more people if they had the room and they are having to people away.
- e. Chris Kowalczewski, the consultant from Foraker, spoke because this project needs more money and appropriate timing. The goal is \$1.5 million to cover estimated costs. SAFV is writing smaller grants to different places and doing a community campaign to raise the money. ICDBG funds, if received, would cover \$600,000 of the total costs. Without the ICDBG funds, they would have to rethink what they are doing. Rasmusson is a funding source, but won't even consider SAFV until they have most of the money and the project is on track.
- f. The project is in the design phase now and the construction would take place starting this fall and go until the spring. Residents would be moved out and they are looking for a temporary shelter and offices.

IV. Public Comment Period

- a. How important are public comments?
 - i. Very important for us to get the opinions of the community to shape the project in a way that works here.
- b. I used to live at Thompson Apartments and it was aged then. I work with people there now and have heard about the problems. I support the expansion and upgrade.
- c. The single fathers with children aren't being served and the resources aren't there for them. It is a stressful situation and the children react. I would like to see something for the single fathers. There also needs to be more options for 16-18 year olds that are still attending school, especially the boys. The same issues existed when I was there. SAFV has to turn people away and need more rooms. It's expensive here and general assistance is used up within 6 months. The financial assistance needs to be increased in Sitka for people who were evicted but aren't eligible for housing assistance until they pay arrears. We need to be better prepared to serve an at-risk population. I wonder if

the current space is a good space to continue or should SAFV go somewhere else and be able to divide services.

- i. Vicki replied: SAFV has thought about providing additional services to single men, but they don't have the space. They call churches to see if there is space. In the past they used safe homes, but it would take an additional staff person to coordinate a new program.
- ii. There is a difference between drug-related crises and lethal crises, but both are traumatic to children.

d. STA Social Services offers "Motherhood is Sacred" classes and believes that it's a choice and there needs to be tools for parents to make the right choices. I have heard Social Services talk well of SAFV programs and their staff and STA partnership/programs.

- i. Vicki: SAFV has been named as a partner in many grants and there is a good partnership between STA and SAFV.

V. Closing remarks were provided by Lisa Gassman, the Sitka Tribe of Alaska General Manager.