

Grant Documentation Example

These are the grant documents for an actual CEO-approved project that is currently active: the *Juneau Street Outreach Project* for which the Juneau Housing First Collaborative is the grantee.

In this packet:

1. Initial Letter of Interest (LOI)
 - a. Revised LOI form (shared FYI)
2. Invitation for the full grant application (email)
3. Full grant application
4. Grant approval memo
5. Grant agreement

Initial Letter of Interest (LOI)

Contact Information	
Organization Name:	Juneau Housing First Collaborative
Contact Name:	Mariya Lovishchuk
Title:	Project Coordinator
Address:	8715 Teal Street Juneau, AK 99801
Phone Number:	(907) 957-2885
E-mail Address:	info@feedjuneau.org

Request Overview	
Date of this Request:	March 8, 2022
Project Title (6-10 word limit):	Juneau Street Outreach
Tentative Project Start Date:	July 1, 2022
Tentative Project End Date:	June 30, 2023
Amount Requested from Trust:	\$35,000
Amount Committed from Other Sources:	\$25,000
List Sources of Other Committed Funding:	General funds from community contributions AHFC Stabilization Grant
Anticipated/Tentative Amount Requested from Other Sources:	n/a
List Sources of Anticipated/Tentative Funding:	n/a
Total Project Amount:	\$60,000

Project Overview: Please provide a brief 3-4 sentence (a maximum of 90 words) description of what your proposed project will do for Trust beneficiaries
Many of the individuals experiencing homelessness are Alaska Mental Health Trust Beneficiaries struggling with the symptoms of traumatic brain injuries and other qualified conditions. Many of the most vulnerable individuals do not stay in shelters and are not connected to services. The street outreach program allows for time and resources to address unsheltered individuals in our community and connect them to resources with the final goal of ending the cycle of hunger and homelessness.

Project Budget Narrative: Please provide a brief 5-7 sentences of how you plan to use the funds requested. (Personnel, equipment, facilities, etc.)
The funds will be used for personnel costs and will allow us to have a person on staff to address individuals outside of our shelter system. Part of the funds will be used for miscellaneous client needs such as bus passes, identification acquisition fees, and other small but essential items which will result in an improvement of the unsheltered homelessness situation. The funds will also be used for vehicle gas, small food items, socks, and other relationship building tokens.

Detailed Project Description: Please provide information about your project (a maximum of 350 words) that includes the problem being addressed, target population and geographic area being served, expected outcomes, and how Trust beneficiaries will be better off as a result of this project. Clearly identify which Trust beneficiary group(s) will be the focus of the project.
Problem Being Addressed: Unsheltered individuals experiencing homelessness are often most vulnerable. There is not an established connection to resources such as emergency shelters, transitional housing, mental health services, and medical assistance. For the last year, the street outreach project has allowed the community of Juneau resources to reach those experiencing homelessness on the streets and connect these individuals to the continuum of care service programs. We would like to continue the program for one more year to ensure that all those

The Trust Grant Funding Letter of Interest

experiencing homelessness are in the Juneau Coordinated Entry system and have access and information about available resources and programs. By collaborating with other community providers, the outreach program allows for the community to have information about the unsheltered population of people experiencing homelessness and their needs.

Target Population: Individuals experiencing homelessness on the streets without being connected to services.

Geographic Area Served: Juneau

Expected Outcomes: Connection to services, up to date Coordinated Entry list, community collaboration, less individuals experiencing homelessness on the streets.

Improvement: AMHTA beneficiaries we reach will be connected to services and provided with safe places to stay as well as resource connection.

Revised LOI form (blank)

This form has been updated and we are sharing the latest version for your information.

Trust

Alaska Mental Health Trust Authority

PARTNERSHIP GRANT LETTER OF INTEREST

This form consists of four sections:

1. Organization/Project Contact Information:

Provide the appropriate contact information for your organization and this project.

2. Overview:

- Project title
- Proposed project start and end dates (maximum term of 12 months from project approval date)
- Amount of funding being requested from the Trust (maximum of \$50,000)

3. Brief Description and Beneficiary Information:

- General project description
- Need for project and the expected impacts of the project on Trust beneficiaries
- Potential challenges that may impact project implementation
- Geographic area to be served
- Estimated number of Trust beneficiaries expected to be served by category

4. Project Budget Information

- Estimated project budget by funding category
- Breakdown of other funding, both committed and anticipated

Once completed, email the form to

LUCAS LIND

lucas.lind@alaska.gov



CARRIE PREDEGER

carrie.predeger@alaska.gov

If you have any questions, please feel free to contact us at the above email addresses.

All partnership funding requests should describe their impact on the lives and circumstances of the Trust's beneficiaries and their connection to Alaska's Comprehensive Integrated Mental Health Plan. The plan can be found at <http://dhss.alaska.gov/Commissioner/Pages/MentalHealth/default.aspx>

1. ORGANIZATION/PROJECT CONTACT INFORMATION

Organization Name

Contact Name & Title

Organization Address

Contact Phone Number

Contact E-mail Address

Organizational Status

IRS 501(c)(3)

☐

Other (explain)

2. OVERVIEW

Project Title

Proposed Project Start Date

Proposed Project End Date

Amount Requested from Trust

3. BRIEF DESCRIPTION AND BENEFICIARY INFORMATION

**General Project
Description**

(approximately 250 words)

**Need for Project and
the Expected Impacts
of the Project on
Trust Beneficiaries**

(approximately 250 words)

**Potential Challenges
that may Impact
Project Implementation**

(approximately 250 words)

**Geographic Area to be
Served by Project**

Estimated number of Trust beneficiaries expected to be served by category

Please complete the following as applicable to the proposed project

Mental Illness	
Developmental Disabilities	
Alzheimer's Disease & Related Dementias	
Chronic Alcohol or Drug Addiction	
Traumatic Brain Injuries	
Secondary Beneficiaries (family members or caregivers providing support to primary beneficiaries)	
Number of Professionals to be Trained	
Outreach & Education — members of the general public who are the focus of outreach, prevention or education activities (i.e. health fairs, media campaigns, screenings, etc.)	

4. BUDGET INFORMATION

Estimated Personnel Costs to be Funded by the Trust \$

Brief Description - <i>personnel</i>	
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Estimated Travel to be Funded by the Trust \$

Brief Description - <i>travel</i>	
--	--

Estimated Facilities Costs to be Funded by the Trust \$

Brief Description - <i>facilities</i>	
--	--

Estimated Supplies Costs to be Funded by the Trust \$

Brief Description - <i>supplies</i>	
--	--

Estimated Equipment Costs to be Funded by the Trust

\$

Brief Description - *equipment*

Estimated Other Costs to be Funded by the Trust

(contractual services, indirect costs, etc.)

\$

Brief Description - *other costs*

Additional Committed Project Funds from Other Sources

\$

**List Sources of Other
Committed Funding**

Anticipated/Tentative Amount Requested from Other Sources

\$

**List Sources of Anticipated/
Tentative Funding**

Total Project Amount from All Funding Sources

\$

Invitation for a full grant application (email)

From: [Lind, Lucas A \(DOR\)](#)
To: [Mariya Lovishchuk](#); [Barstad, Kelda O \(DOR\)](#); [Chloe Papier](#); [Morgan CORRECT Erisman](#); [Predeger, Carrie M \(DOR\)](#)
Subject: Trust Grant Application Link
Date: Monday, April 4, 2022 2:24:00 PM
Attachments: [Letter-of-Interest Revised.doc](#)

Hello Mariya,

Thank you for your letter of interest for a grant for the Juneau Street Outreach project. After reviewing the letter, we would like to consider the project further in the amount of \$35,000. The next step is the full online grant application. Here is the link to our online grant portal:

<https://www.grantrequest.com/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35021%26sid%3d259&SA=SN&FID=35021&sid=259>

In order to have this considered for approval in May, we will need the grant application to be completed and submitted by Friday, May 6th.

Also, we have revised our letter of interest form with some additional fields. I have attached the updated copy for future use.

Thank you, and please let us know if you have any questions about the application or our processes.

Luke

Lucas Lind
Grants Administrator
Alaska Mental Health Trust Authority
907-269-7999

From: Mariya Lovishchuk <lovishchuk.mariya@gmail.com>
Sent: Tuesday, March 8, 2022 2:00 PM
To: Lind, Lucas A (DOR) <lucas.lind@alaska.gov>; Barstad, Kelda O (DOR) <kelda.barstad@alaska.gov>; Chloe Papier <cpapier@juneauhfc.org>; Morgan CORRECT Erisman <merisman@juneauhfc.org>
Subject: Juneau Street Outreach Project (additional year)

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Kelda and Luke,

I hope you are doing well

Attached is the letter of interest for the Juneau Street Outreach Program.

We would really like to be able to continue for one more year and anticipate being able to fund the efforts with different funds in FY24.

Please let me know if you have any questions

Thank you very much

Mariya

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Mariya Lovishchuk
Executive Director, TGH
Project Coordinator, JHFC
"Serving Those Most in Need"
247 S. Franklin Street
Juneau, AK 99801
Phone (907) 957-2885
www.feedjuneau.org
TGH is a United Way Agency

Full grant application

Introduction

IMPORTANT INSTRUCTIONS!!!

Instructions for re-accessing a previously saved grant application:

1. From the Trust's website (www.mhtrust.org), go to the link that you previously used to start your saved application.
2. You will be prompted again to enter your username and password.
3. When you have logged in, you will be on the first page of a new, blank application.
4. Click on the "Save and Finish Later" button at the bottom of the screen.
5. This will take you to your account homepage where you can find a list of open applications which you have saved and can continue editing, as well as any applications that you have previously submitted for the Trust's review.

Organization Overview

Organization Information

Organization Name

Juneau Housing First Collaborative

Mailing Address

8715 Teal Street

City

JUNEAU

State

Alaska

ZIP Code

99801

Contact Phone

9075864159

Contact Information

First Name

Mariya

Last Name

Lovishchuk

Title

Executive Director

E-mail

info@feedjuneau.org

Tax Exemption Documentation

Is your organization recognized as tax exempt by the Internal Revenue Service? Please attach documentation of tax exemption at the final page of this application.

yes

Request Overview

Request Date
April 10, 2022

Amount requested from the Trust
35000

Project Title
Juneau Street Outreach Project

Project Start Date
July 01, 2022

Project End Date
June 30, 2023

Brief Project Narrative

In this section, please provide a brief 3-4 sentence description (approximately 90 words) of what the proposed project will do.
Many of the individuals experiencing homelessness are Alaska Mental Health Trust Beneficiaries struggling with the symptoms of traumatic brain injuries and other qualified conditions. Many of the most vulnerable individuals do not stay in shelters and are not connected to services. The street outreach program allows for time and resources to address unsheltered individuals in our community and connect them to resources with the final goal of ending the cycle of hunger and homelessness.

Request Details

Please select the population group(s) served by your project

All Beneficiaries
Mental Illness
Substance Abuse
Traumatic Brain Injury

Please select the geographical area(s) served.

Juneau City and Borough

Please provide an estimated number of beneficiaries with Alzheimer's Disease or Related Disorders who will be served by this project. If none, or unknown, enter zero (0)
0

Please provide an estimated number of beneficiaries experiencing chronic alcoholism or substance abuse who will be served by this project. If none, or unknown, enter zero (0)
50

Please provide an estimated number of beneficiaries experiencing developmental disabilities who will be served by this project. If none, or unknown, enter zero (0)
0

Please provide an estimated number of beneficiaries experiencing mental illness who will be served by this project. If none, or unknown, enter zero (0)
50

Please provide an estimated number of beneficiaries experiencing a traumatic brain injury who will be served by this project. If none, or unknown, enter zero (0)
25

We would like to know the number of secondary beneficiaries to be served by your project. Secondary beneficiaries are family members or caregivers providing support to primary beneficiaries.

Please provide an estimated number of secondary beneficiaries to be served by this project. If none, or unknown, enter zero (0)
0

Please provide an estimated number of non-beneficiaries to be served by this project. If none, or unknown, enter zero (0)
0

This section is to gather information for projects related to staff training and professional development.

Please provide an estimated number of people to be trained by this project. If none, or unknown, please enter (0)
4

PROJECT DESCRIPTION: In this section, please provide a narrative of your project (approximately 500 words) that describes the problem addressed, what you will be doing, target population and geographic area served, your expected outcomes, and community support for your project. Be sure to clearly identify the beneficiary group(s) that will be the focus of your project.

Project Description

Unsheltered individuals experiencing homelessness are often most vulnerable. There is not an established connection to resources such as emergency shelters, transitional housing, mental health services, and medical assistance. For the last year, the street outreach project has allowed the community of Juneau resources to reach those experiencing homelessness on the streets and connect these individuals to the continuum of care service programs. We would like to continue the program for one more year to ensure that all those experiencing homelessness are in the Juneau Coordinated Entry system and have access and information about available resources and programs. By collaborating with other community providers, the outreach program allows for the community to have information about the unsheltered population of people experiencing homelessness and their needs.

Our target population are chronically homeless adults who are living on the streets and are not connected to available services.

The geographic area served will be Juneau, although we have learned that people who are experiencing homelessness on the streets of Juneau may be from other communities in Southeast Alaska, Alaska, or are from another State.

We expect that as a result of our project, Juneau's Coordinated Entry list will be more accurate and that people previously not connected to services will become connected to services and will become more stable as a result. Additionally, the information will be used for better community planning regarding resource allocation and planning.

The beneficiary group are individuals experiencing homelessness on the streets due to co-occurring disorders, suffering from mental illness, substance abuse, and often from traumatic brain injuries and developmental disabilities.

TRUST BENEFICIARIES: In this section please provide a brief narrative (approximately 250 words) discussing the relationship of this project to The Trust's beneficiaries. Be sure to include the beneficiary group that is the focus of this project, and how they will be better off as a result of this project. Please be specific about expected benefits for the Trust beneficiaries.

Trust Beneficiaries Served

The beneficiary group are individuals experiencing homelessness on the streets due to co-occurring disorders, suffering from mental illness, substance abuse, and often from traumatic brain injuries and developmental disabilities.

We have not been able to encounter an individual experiencing homelessness on the street who did not suffer from symptoms of mental illness, substance abuse, or both of these together. Additionally, traumatic brain injury and developmental disabilities, particularly FASD are very common.

EVALUATION-PERFORMANCE MEASURES: In this section please briefly describe (approximately 250 words) how you will measure project success and the information you will collect to document achievement. Please propose performance measures that will provide data to answer the following questions 1) How much did you do? (for example, number of beneficiaries served) 2) How well did you do? (for example, % of people achieving the desired outcome), and 3) Is anyone better off as a result of this project? (for example, # and % of people demonstrating improved quality of life).

Evaluation

Success will be measured by how many individuals have been contacted. How many individuals have been added to the Coordinated Entry list. How many individuals received assistance. How many individuals have been connected to services and which services.

SUSTAINABILITY: Will this project continue after the Trust's funding end? If so, provide a brief description of how the project will be sustained, and where the money will come from. You will have approximately 250 words to describe relevant details.

Sustainability

We expect to be able to incorporate Street Outreach into our normal operations after this year due to solidifying collaboration with partner agencies and getting into the rhythm of performing the work regularly.

Budget Details and Narrative

For each budget category please provide the dollar amount funded by the Trust, and the dollar amount funded by other organizations. In each of the budget category narratives, please briefly describe how the funds will be used.

Personnel Services Costs to be Funded by The Trust. Please round to the nearest \$100.

33500

Personnel Services Funded by Other Organizations

20000

Personnel - List and describe each item with the corresponding budget amount

The funding will support 1FTE to coordinate and perform street outreach services.

Travel Costs to be Funded by The Trust. Please round to the nearest \$100.

0

Travel Costs to be Funded by Other Organizations

Travel - List and describe each item with the corresponding budget amount

n/a

Space or Facilities Costs to be funded by The Trust. Please round to the nearest \$100.

0

Space or Facilities Costs to be Funded by Other Organizations

Space or Facilities - List and describe each item with the corresponding budget amount

Funding is not requested for facility costs but office space and all associated expenses are contributed in kind by JHFC.

Supplies to be Funded by The Trust. Please round to the nearest \$100.

1500

Supplies to be Funded by Other Organizations

1500

Supplies - List and describe each item with the corresponding budget amount

These funds will cover necessary supplies such as costs of transportation assistance, vehicle gas and bus passes, as well as other necessities such as socks, underwear, and emergency items needed by beneficiaries.

Equipment Costs to be Funded by The Trust. Please round to the nearest \$100.

0

Equipment Costs to be Funded by Other Organizations

Equipment - List and describe each item with the corresponding budget amount

No equipment costs are requested but JHFC will provide necessary technology, such as existing i-pads and computers.

Other (Misc.) Costs to be Funded by The Trust. Please round to the nearest \$100.

0

Other (Misc.) Costs Funded by Other Organizations

Other Costs - List and describe each item with the corresponding budget amount

Total Budget Amount Funded by The Trust

This number must be the sum total of the Trust funded amounts entered in the above budget lines.

35000

Leveraged Funds

If other organizations are providing funds for this project please note each one separately below. Please note that the total of these funds should EQUAL the total you have provided under "other" funds in the budget detail section above.

Other Funding Organization Name # 1

Please indicate by the organization's name if this funding is SECURED or PENDING

Juneau Housing First Collaborative

Other Funding Organization #1 Amount

16500

Other Funding Organization Name # 2

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization # 2 Amount

Other Funding Organization Name # 3

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #3 Amount

Other Funding Organization Name # 4

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #4 Amount

Other Funding Organization Name # 5

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #5 Amount

Other Funding Organization Name # 6

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #6 Amount

Other Funding Organization Name # 7

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #7 Amount

Other Funding Organization Name # 8

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #8 Amount

Other Funding Organization Name # 9

Please indicate by the organization's name if this funding is SECURED or PENDING

Other Funding Organization #9 Amount


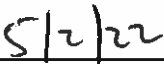
The total funds from funding sources other than the Trust. This number must equal the sum of the "Other Foundation" figures provided above.

Grant approval memo

MEMO

To: Steve Williams, Chief Executive Officer
Date: May 2, 2022
Re: FY22 Partnership Grant Request
Amount: \$35,000.00
Grantee: Juneau Housing First Collaborative
Project Title: Juneau Street Outreach Project

Approval

	
Steve Williams, Chief Executive Officer	Date

Assigned Program Officer: Kelda Barstad

STAFF ANALYSIS

Juneau's unsheltered homeless population – those who live on the street, in cars, area parks, abandoned buildings, and encampments – have reduced access to Juneau's Coordinated Entry System (CES) as compared to Juneau's sheltered population. Many are unsheltered as a result of substance abuse and mental illness, which can result in being trespassed from Juneau's emergency shelters. Coordinated Street Outreach will provide unsheltered persons immediate access to services and access to monthly community case conferencing meetings with the goal of supporting them along pathways toward housing stability through Juneau's Coordinated Entry System. This is a shared database and cooperative interagency practice established to create a prioritized waiting list for housing from those who are engaged in the homeless services system, including street outreach. It is important to understand how many people are homeless and what needs they have so that the community can respond with interventions that match people's needs.

The Coordinated Street Outreach project is recommended for funding. People who are living outside and in places not meant for human habitation often need consistent outreach before accepting housing or services. Outreach services have been consistently underfunded, despite it being the most successful intervention for people who are chronically homeless or living outside. This project aligns with the Housing & Home and Community Based Services focus area. People experiencing homelessness are often Trust beneficiaries, with the largest beneficiary groups consisting of people with a mental illness or addiction. Many people who are homeless are observed by service providers to have symptoms of a cognitive condition (ADRD, TBI, IDD) but often do not have formal diagnoses or do not want to discuss this medical history.

COMP PLAN IDENTIFICATION

Goal	Objective	Comments
Goal 3 Economic and Social Well-being	3.4 Basic needs services	

PROJECT DESCRIPTION

Many of the individuals experiencing homelessness are Alaska Mental Health Trust Beneficiaries struggling with the symptoms of traumatic brain injuries and other qualified conditions. Many of the most vulnerable individuals do not stay in shelters and are not connected to services. The street outreach program allows for time and resources to address unsheltered individuals in our community and connect them to resources with the final goal of ending the cycle of hunger and homelessness.

Unsheltered individuals experiencing homelessness are often the most vulnerable. There is not an established connection to resources such as emergency shelters, transitional housing, mental health services, and medical assistance. For the last year, the street outreach project has allowed the community of Juneau resources to reach those experiencing homelessness on the streets and connect these individuals to the continuum of care service programs. By collaborating with other community providers, the outreach program allows for the community to have information about the unsheltered population of people experiencing homelessness and their needs.

The target population is chronically homeless adults who are living on the streets and are not connected to available services. The beneficiary groups served are individuals experiencing homelessness on the streets due to co-occurring disorders, suffering from mental illness, substance abuse, and often from traumatic brain injuries and developmental disabilities. The geographic area served will be Juneau.

As a result of the project, Juneau's Coordinated Entry list will be more accurate and that people previously not connected to services will become connected to services and will become more stable as a result. Additionally, the information will be used for better community planning regarding resource allocation and planning.

EVALUATION CRITERIA

This project will measure:

- how many individuals have been contacted,
- how many individuals have been added to the Coordinated Entry list,
- how many individuals received assistance, and
- how many individuals have been connected to services and which services.

SUSTAINABILITY

The Street Outreach program will be incorporated into operations after this year due to solidifying collaboration with partner agencies and getting into the rhythm of performing the work regularly. A second year of funding is needed from the Trust to bridge the gap of establishing a new program to operationalizing it into practice.

WHO WE SERVE

The beneficiary groups are individuals experiencing homelessness on the streets due to co-occurring disorders, suffering from mental illness, substance abuse, and often from traumatic brain injuries and developmental disabilities.

So far, outreach workers have not yet encountered an individual experiencing homelessness on the street who did not suffer from symptoms of mental illness, substance abuse, or both of these together. Additionally, traumatic brain injury and developmental disabilities, particularly FASD are very common.

ESTIMATED NUMBER OF BENEFICIARIES SERVED EXPERIENCING

Mental Illness:	50
Substance Abuse	50
Traumatic Brain Injuries:	25
Number of people to be trained	4


BUDGET

Personnel Services Costs	\$33,500.00
Personnel Services Costs (Other Sources)	\$15,000.00
Personnel Services Narrative:	The funding will support 1FTE to coordinate and perform street outreach services.
Space or Facilities Costs	\$0.00
Space or Facilities Costs (Other Sources)	
Space or Facilities Narrative:	Funding is not requested for facility costs but office space and all associated expenses are contributed in kind by JHFC.
Supplies Costs	\$1,500.00
Supplies Costs (Other Sources)	\$1,500.00
Supplies Narrative:	These funds will cover necessary supplies such as costs of transportation assistance, vehicle gas and bus passes, as

	well as other necessities such as socks, underwear, and emergency items needed by beneficiaries.
Equipment Costs	\$0.00
Equipment Costs (Other Sources)	
Equipment Costs Narrative:	No equipment costs are requested but JHFC will provide necessary technology, such as existing i-pads and computers.
Total Amount to be Funded by the Trust	\$35,000.00
Total Amount Funded by Other Sources	\$16,500.00
Other Funding Sources	
Juneau Housing First Collaborative	\$16,500.00
Total Leveraged Funds	\$16,500.00

Grant agreement

Trust Coding	
GAE	
\$	\$35,000.00
GRT	14127
PVN	VS004188
OBJ	7010
AR	04Q223008
PGM	QNF PARTNER
MAJ PGM	RQNGRT

		FY22 Authority Grant Funding Agreement Project Title: Juneau Street Outreach Project (FY22) Total: \$35,000.00 Term: May 2, 2022 to June 30, 2023 Fiscal Year: FY22 Authority Grant Type: Partnership GIFTS ID: 14127 (Please use this number in all grant correspondence)
Alaska Mental Health Trust Authority 3745 Community Park Loop, Suite 200 Anchorage, AK 99508 Phone: 269-7960 Fax: 269-7966 www.mhtrust.org Trust Program Contact: Kelda Barstad	Agency Contact: Mariya Lovishchuk Title: Executive Director Organization Name: Juneau Housing First Collaborative Address: 8715 Teal Street JUNEAU, Alaska 99801	

I. General Agreement

The purpose of this agreement is to provide Juneau Housing First Collaborative with \$35,000.00 from the Alaska Mental Health Trust Authority (the Trust) for the Juneau Street Outreach Project (FY22).

Juneau Housing First Collaborative and the Trust, in consideration of the funding of this project, establish the following agreed upon conditions.

II. Project Description

Many of the individuals experiencing homelessness are Alaska Mental Health Trust Beneficiaries struggling with the symptoms of traumatic brain injuries and other qualified conditions. Many of the most vulnerable individuals do not stay in shelters and are not connected to services. The street outreach program allows for time and resources to address unsheltered individuals in our community and connect them to resources with the final goal of ending the cycle of hunger and homelessness.

III. Project Performance Measures

How much did you do? a) Number (#) of TOTAL individuals contacted through outreach efforts during the reporting period. b) Number (#) of unduplicated Trust beneficiaries contracted through outreach efforts, broken down by beneficiary category, during the reporting period.
How well did you do it? a) Provide a narrative describing the timeline, activities, successes, challenges, and any lessons learned during the outreach project. Provide information regarding the plan for integrating street outreach into daily operations.

b) Number (#) of individuals added to the Coordinated Entry list during the reporting period.
Is anyone better off?
a) Number (#) of individuals who received assistance during the reporting period.
b) Number (#) of individuals who have been connected to services during the reporting period. Please describe the services that individuals were connected to during the reporting period.
c) Two stories of clients who experienced an improved quality of life as a result of their participation in the project.

IV. Budget Agreement

The Trust agrees to fund Juneau Housing First Collaborative in the amount of \$35,000.00 with the understanding that funding is as outlined below:

Project Budget	
Personnel Services	\$33,500.00
Personnel Services Description	The funding will support 1FTE to coordinate and perform street outreach services.
Supplies	\$1,500.00
Supplies Description	These funds will cover necessary supplies such as costs of transportation assistance, vehicle gas and bus passes, as well as other necessities such as socks, underwear, and emergency items needed by beneficiaries.
Grant Total for FY22	\$35,000.00

It is understood that the Trust cannot advance funds or reimburse Juneau Housing First Collaborative for any anticipated or actual expenditures that has not been documented and agreed to pursuant to this agreement.

V. Payment Provisions

80% of grant funds will be advanced upon the Trust's receipt of the signed Grant Agreement and the signed Request for Advance form. Disbursement of the remaining 20% will be made upon project completion and approval of the final program and financial report by the Trust.

Payment Schedule	
Advance Payment (80%)	\$28,000.00
Final Grant Payment (20%)	\$7,000.00
Grant Total for FY22	\$35,000.00

Estimates, contracts, or receipts and other required information will be submitted to:
 Lucas Lind, Grants Administrator
 Alaska Mental Health Trust Authority
 3745 Community Park Loop, Suite 200
 Anchorage, AK 99508

VI. Reporting Requirements

Program and Fiscal Reports:

Juneau Housing First Collaborative will submit to the Trust, program and fiscal information as determined in this agreement.

A comprehensive final grant report will be due within 60 days of the conclusion of the project, on or before August 31, 2023.

All grant reports will be submitted online through IGAM, the Trust's online grant reporting application/reporting system.

The link to the online report can be found on the Trust's website (www.mhtrust.org) under the "grants" tab, or at our webpage: <http://mhtrust.org/current-grantees/>.

Please contact **Carrie Predeger, Grants Accountability Manager**, carrie.predeger@alaska.gov or (907-269-7965) with any questions about grant reporting.

Project Reporting Schedule
Final Project Report: On or Before August 31, 2023

Grant reports should contain the following information:

1. Responses to the performance measures found in Section III of this agreement.
2. A financial report showing expenditures to date. This report should utilize the same categories as listed in Section IV of this agreement.
3. If additional information is needed to respond to performance measures or to document expenses, please include this as attachments to the main report.

Compliance with specific terms and expenditures as required by the Trust are subject to approval by the Trust. Release of continued funding is conditional upon approval of this report by the Trust.

It is further understood all fiscal reports submitted to the Trust are subject to audit by the Trust or its designee.

Untimely reports may result in an interruption or delay in your receiving project funds.

Upon request, Juneau Housing First Collaborative will submit other information and reports relating to its activities under this project as requested by The Trust.

All reports and required information will be submitted to:
Lucas Lind, Grants Administrator
Alaska Mental Health Trust Authority
3745 Community Park Loop, Suite 200
Anchorage, AK 99508

VII. Financial Requirements

The Trust and Juneau Housing First Collaborative hereby agree that:

1. Juneau Housing First Collaborative and the Trust will comply with applicable laws, 20 AAC 40.010 - 20 AAC 40.990 and other applicable regulations and policies, and the terms and conditions contained in this agreement.

2. The Trust will provide **Juneau Housing First Collaborative** written notification if funding under this grant is revoked, rescinded, reduced, or otherwise withheld, and the reason and effective date of such action.
3. Funds awarded in this project may be suspended or terminated by written notice from the Trust to **Juneau Housing First Collaborative** any time for violation by **Juneau Housing First Collaborative** of any terms and conditions of this agreement.
4. Proposed changes in the approved project budget shall be submitted in writing by **Juneau Housing First Collaborative** and, if approved by the Trust, will be incorporated as a part of this project on the date of approval in writing by the Trust.
5. **Juneau Housing First Collaborative** will retain all receipts. Records must be maintained in a manner that would satisfy an audit conducted by **Juneau Housing First Collaborative** the Trust, the State of Alaska, or any other auditing entity.
6. Reimbursements must be requested by submission of written invoices.
8. Alaska Mental Health Trust Authority funds are state financial assistance and subject to state single audit requirements under 2 AAC 45. For more information about the state single audit program, please visit the state single audit website at: <http://doa.alaska.gov/dof/ssa/index.html> or contact the State Single Audit Coordinator at (907) 465-4666.
9. Unless notified by the Trust in writing, the state single audit program will be the only financial audit requirement for this grant.

VIII. Program Requirements

Juneau Housing First Collaborative agrees to comply with the following terms and conditions and provide documentation of program compliance upon request:

1. **Juneau Housing First Collaborative** will provide the Trust copies of reports provided to other granting entities associated with this project.
2. The Trust has the right, either directly or through a designated representative, to visit **Juneau Housing First Collaborative** on site.
3. **Juneau Housing First Collaborative** will indemnify and hold the Trust harmless from claims arising from the **Juneau Housing First Collaborative** use of Authority Grant funds.
4. The **Juneau Housing First Collaborative** will comply with the requirements of the Civil Rights Act of 1964, as amended, the Employment Opportunity Act; the Age Discrimination Act of 1975; the Alaska Administrative Order 129; and Section 504 of the Rehabilitation Act of 1973 in employing staff, serving clients, and as otherwise appropriate.
5. **Juneau Housing First Collaborative** will provide a smoke free workplace for all clients and staff. This requirement is to ensure compliance with the federal "Certification Regarding Environmental Tobacco Smoke."
6. No part of funds paid under this Project shall be used for the purpose of lobbying activities before the Alaska State Legislature.
7. **Juneau Housing First Collaborative** will comply with all applicable State and Federal fire, health, safety, and sanitation codes.

8. All grant correspondence must contain this project's GIFTS ID #; 14127.
9. All changes of intent for this project, including budget modifications must be submitted in writing to the Trust for approval.

IX. Grant Recognition


The Trust encourages sharing information about projects and initiatives that are being supported by a grant from the Trust to help increase awareness about beneficiary needs and efforts to improve beneficiary outcomes. Recognition of Trust support also improves the public's understanding of the role of the Trust, and ways in the which the Trust can support beneficiaries across Alaska.

1. **Juneau Housing First Collaborative** accepts that the Trust may publicize this grant through media relations, quarterly grant reports that are posted to the Trust webpage, presentations to community organizations and partners, featured stories in publications such as the Trust annual report, and on the Trust website and social media accounts.
2. **Juneau Housing First Collaborative** shall acknowledge a grant from the Trust in whatever ways are within your organization's communications capabilities. This includes but is not limited to acknowledging the Trust as a funding partner in all written, print, broadcast or online materials related to this project, and during any speaking engagements before a civic, professional, or community group about your funded efforts. Your organization is also encouraged to mention and tag the Trust in social media posts about work that is being supported by your grant.
3. **Juneau Housing First Collaborative** is encouraged to send the Trust any press releases issued that reference work being accomplished through your grant, and copies of publications or media coverage that mention your Trust grant or work being supported through your Trust grant.

The Trust's Grant Recognition Guidelines Webpage has additional resources and information, and Trust logo files and usage guidelines. Communications inquiries can be directed to Allison Biastock, Chief Communications Officer, allison.biastock@alaska.gov or 907-334-2531.

X. Signatures

With the signatures below, the above project conditions are hereby agreed to and accepted based on the proposal submitted and the terms agreed to in this agreement. The undersigned is authorized to enter into this agreement on behalf of the **Juneau Housing First Collaborative**.



Mariya Lovishchuk, Executive Director
Juneau Housing First Collaborative

05/18/2022

Date



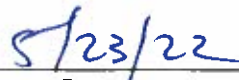
Lucas Lind, Grants Administrator
Alaska Mental Health Trust Authority

5/19/2022

Date



Katie Baldwin-Johnson, Chief Operating Officer
Alaska Mental Health Trust Authority



Date