

Introduced by: Finance
Committee
Date: April 1, 1986
Hearing: May 6, 1986
Vote: 13 Yes, 2 No
Action: Enacted
Postponed for Hearing
Until 6-3-86

KENAI PENINSULA BOROUGH

ORDINANCE 86-27

ENACTING KPB .5.22 ESTABLISHING ELIGIBILITY REQUIREMENTS AND CONDITIONS FOR GRANTS BY THE KENAI PENINSULA BOROUGH TO SENIOR CITIZEN ORGANIZATIONS.

WHEREAS, on October 1, 1985, the voters passed Proposition 7 giving the Borough area-wide power to provide for grant funding for operations and programs of senior citizen organizations located in the Borough; and

WHEREAS, the Assembly, through Resolution 85-4, established the guidelines to be used in allocating federal revenue sharing funds to senior citizen organizations based on the senior citizen population in each area as determined in the 1984 Borough census; and

WHEREAS, those population figures are the latest available; and

WHEREAS, it is necessary to establish regulations governing the expenditure of Borough funds for senior citizens' purposes;

NOW THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the KPB Code of Ordinances is hereby amended by adding a new chapter 5.22, entitled Senior Citizen Program Grants which shall read as follows:

5.22.005 Senior citizen grants-Purpose. The purpose of this chapter is to establish the conditions and criteria for award of grants by the Kenai Peninsula Borough to senior citizen groups or organizations operating and located within the Kenai Peninsula Borough. This chapter does not establish nor does it authorize the establishment and operation of any organization or facility to provide senior citizen programs or services.

5.22.010 Appropriation-Administration. Subject to appropriation and availability of funds, the Kenai Peninsula Borough may provide for grants to senior citizens groups or organizations located within the Kenai Peninsula Borough in accordance with the provisions of this chapter.

5.22.020 Eligibility for grants. A. The criteria for eligibility for senior citizen program grants to an

organization or group are: the group must be non-profit, tax exempt, must be located within the Kenai Peninsula Borough, and may be sponsored by a city, or recognized by the Kenai Peninsula Borough Assembly or the Older Alaskans Commission of the State of Alaska.

B. Organizations or groups that received senior citizen program funds for fiscal year 1985-1986, but which do not meet the sponsorship requirements of KPB 5.22.020(A), remain eligible to receive funds under this chapter.

5.22.030 Start-up grants. For each senior citizen organization or group established within the fiscal year of the Borough immediately preceding the fiscal year for which the appropriation is to be made, the Borough Assembly may provide for a one-time start-up grant not to exceed \$5,000; to be provided before allocating the remaining available funds to individual organizations or groups.

5.22.040 Grants for existing organizations. After start-up funds have been provided, the remaining available funds will be allocated proportionally: to the number of persons within each organization or group compared to the total number of persons served by all organizations or groups requesting such funds.

5.22.050 Population counts. For the purposes of grant allocations made under this ordinance, the number of persons within each organization is based on the number of individuals over 60 years old counted within the election precincts being served by the organization, in the 1984 special census or upon the latest census that has a count of individuals over 60 years of age. No more than one organization or group per election precinct will be funded under this chapter.

5.22.060 Application-Due date. To receive funding, grant applications provided by the Borough's Director of Finance are to be filled out and submitted by not later than March 15 of each year.

5.22.070 Conditions-Regulations governing use of funds. Any organization receiving funding from the Kenai Peninsula Borough shall administer those funds in accordance with the following regulations:

A. SPECIAL CONDITIONS OF AWARD

Services are to be provided only to persons who are 60 years of age and older and their spouse.

Services must be targeted to persons in great-

est economic and social need.

Transportation shall be provided to access services in the following order of priority:

- 1) Access to medical appointments, prescriptions, hospital, and essential (nonemergency) health services;
- 2) Access to nutrition and other essential support services;
- 3) Essential shopping and volunteers in services to older persons, disabled, and children;
- 4) Job training and career education;
- 5) Attendance at senior organization meetings; and
- 6) Nonessential shopping, business, beauticians, cultural and educational.

B. FISCAL RESPONSIBILITY

Funds will be used only for the purpose of activities set forth in the grant and approved by the Kenai Peninsula Borough Assembly.

Accurate, current, and complete accountability for all fund expenditures must be maintained and documented.

All Borough resources must be documented for auditing accountability.

Borough funds shall be disbursed upon proper documentation

- 1) directly to vendors on behalf of the grantee, or
- 2) to the grantee's sponsoring city with the Kenai Peninsula Borough, or
- 3) to the grantee as reimbursement for expenditures.

Borough funds and other sources of funds will be expended on a prorated basis according to their percentage of the total approved for senior citizens in the Borough budget based on the distribu-

tion formula as established by the Kenai Peninsula Borough Assembly.

C. REPORTING RESPONSIBILITY

Monthly reimbursement requests must be submitted to the Director of Finance on approved forms

Complete supporting documentation regarding invoices and/or cancelled checks or general ledger printouts from sponsoring cities within the Kenai Peninsula Borough must accompany each request for reimbursement.

Borough purchasing ordinances and policies will be adhered to by all senior citizen groups receiving funding from the Borough, except that those sponsored by a city will adhere to that city's purchasing policies.

D. PROHIBITION AGAINST LOBBYING

No part of any grant may be used to pay costs of attempting to influence legislation or appropriation pending before the Alaska Legislature or the Kenai Peninsula Borough Assembly.

E. GRANT AMENDMENTS

Any proposed changes in the grant will be submitted in writing by the applicant to the Director of Finance for approval by the Mayor with the concurrence of the Assembly.

F. INSPECTION AND AUDIT

Records and accounts shall be accessible to authorized Federal, State, and Borough officials for the purposes of audit and examination.

All required records shall be maintained until an audit is complete and all audit questions are resolved, or three years after the end of the fiscal year.

G. IDENTIFICATION OF DOCUMENTS

Any publication or other report completed as a result of an approved Borough budget shall indicate that funding was provided by the Kenai Peninsula Borough.

H. AVAILABILITY OF FUNDS

All senior citizen funding is subject to appropriation by the Kenai Peninsula Borough Assembly and the availability of the organization's cash in the Central Treasury.

I. UNALLOWABLE COSTS

Borough funds may not be used for the following costs under any circumstances:

- 1) Interest on loans;
- 2) Contingencies;
- 3) Fines, penalties, and bad debts;
- 4) Entertainment, including luncheons, banquets, or gratuities; but this does not exclude programs for provisions of meals;
- 5) Contributions or donations;
- 6) Fund raising activities;
- 7) Funds are not normally permitted for the purchase of land or the construction of buildings or building improvements;
- 8) Payment of real estate mortgages or taxes;
- 9) Dues to organizations or federations; or
- 10) The purchase of vehicles, other than vans, for senior citizen transportation.

J. ADDITIONAL TERMS AND CONDITIONS

Quarterly progress reports must be submitted to the Kenai Peninsula Borough by all grantees, and all grantees are subject to progress audits.

Section 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 3rd DAY OF June, 1986.

ATTEST:

Betty J. Glick
Betty J. Glick, Assembly President

Joanne Bradley
Borough Clerk

Catherine J. LaRue, Dep. Clerk
Kenai Peninsula Borough
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