



**KENAI PENINSULA BOROUGH  
GRANTS MANAGEMENT**

**M E M O R A N D U M**

**TO:** Mike Navarre, Mayor  
**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager  
**DATE:** 12 February 2015  
**SUBJECT:** **FY15 Grant Reports**

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Please include the following reports as additional documents for Non-Department and Senior Grant reports. Thank you, ☺B

KPEDD – Kenai Peninsula Economic Development District FY15 2Q Report  
Nikiski Senior Center FY15 1Q-2Q Report  
Seward Senior Center FY15 2Q Report



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**GRANTS**  
**FEB 09 2015**  
**RECEIVED**

**FROM: Kenai Peninsula Economic Development District**  
**KPB ACCOUNT: 100.94910.KPRDD.43009**

**Contract Amount: \$50,000.00**  
**Ending: 6/30/15**

**Financial / Progress Report**

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** Kenai Peninsula Economic Development District  
**Date:**  
**Report No.:** 2 of 4  
**Quarter From:** 10/01/2014  
**To:** 12/31/14

**FINANCIAL REPORT:**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	\$ 50,000.00	12,500.00	12,500.00	25,000.00	\$ 25,000.00
Travel		-	-	-	\$ -
Contractual					\$ -
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-			\$ -
<b>TOTALS</b>	<b>\$ 50,000.00</b>	<b>12,500.00</b>	<b>\$ 12,500.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>
Advance funding					\$ -
Expenditures applied to advance					-
Remaining Advance Balance					\$ -

PR

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Please see attached.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: *R. C. Ahlberg*

Date: 02/09/15

# Kenai Peninsula Economic Development District

## Kenai Peninsula Borough Quarterly Progress Report

KPB Account: 100.94910.KPRDD.43009

Report Period October 1, 2014 to January 31, 2014

### SCOPE OF WORK

#### Economic Development Partnerships

12/31/14

KPEDD provides administrative and accounting support to the Kenai Peninsula Construction Academy (KPCA) a 501(c)(3).

KPEDD was approved by the State of Alaska, Alaska Commission Postsecondary Education Authorization of Operate a Postsecondary Educational Institution through June 21, 2014.

The Small Business Development Center (SBDC) partners with KPEDD by referring potential clients for the QuickBooks Training. SBDC will participate in Business Retention and Expansion for the cities of Seward and Homer, thereby broadening the outreach efforts, preventing duplication of efforts and creating a broad based effort to acquire BR&E data for the entire Peninsula.

The State of Alaska has purchased a database program called Business Retention and Expansion (BRE) for all ARDORS and Sub-Licenses to conduct interviews with local businesses and enter them into the system. There will be a limited, restricted use by the licenses holders and sublicense holders. This project is starting to commence after many issues with the State of Alaska beginning a statewide project of this scope. The entities have been trained and software licenses issued. As with most new programs there is a steep learning curve. The State of Alaska intends to provide the licenses free for the first three years to participating entities.

Negotiating, gathering and assembling, researching the data sets for the Situations and Prospects projects. Key participants have been located and agreed to work with KPEDD for website design and construction. KPEDD continues working in the community and small business support and development within the Kenai Peninsula Borough. Travel to Homer, Seward including the unincorporated areas between gathering information for the Business Retention and Expansion (BRE) project and Comprehensive Economic Development Strategy (CEDS).

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## Small Business Assistance

12/31/14

KPEDD is continuing to support the community by offering the QuickBooks training and will travel to any Kenai Peninsula area with an interest in working with the local agencies.

KPEDD is still continuing to offer support to clients with the first hour of service free to evaluate the scope of work and a plan of action. Client time ranges from 2 to 10 hours for one on one support and training.

The KPEDD staff person responsible for this service quite the agency and therefore in the future this service will no longer be available through us. It was a valuable service but staff decided to return to the private employment sector.

KPEDD had BRE training and will be gathering information to assist the small businesses on the Kenai Peninsula for Business Retention and Expansion. The information gathered will be used exclusively to assist small businesses be efficient and successful. We have partnered with the cities of Kenai, Soldotna and also have efforts provided by SBDC to acquire data from Seward and Homer. All other outlying areas will be the responsibility of KPEDD.

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## Workshops and Forums

12/31/14

KPEDD is in the planning stages of the 2015 Industry Outlook Forum that will be held in Kenai on January 7 & 8, 2015. We are incorporating the theme of "Cook Inlet Renaissance Continues" - "The Impacts of Success". Impacts to this year's forum include challenges for the Governor of Alaska as well as falling oil prices.

KPEDD continues plan a community forum outside of Kenai or Soldotna to bring awareness of the projects going on in other area, i.e. Seward or Homer area for the upcoming year. Last year KPEDD attempted to have the City of Seward as our first Community Forum, however planning and time constraints prevented it from being completed. We will work toward 2015 to attempt another forum. KPEDD would attempt this project in the fall as spring effort was not able to get forward momentum in time before the busy summer season.



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@kpb.us

FROM: Nikiski Senior Center  
 KPB ACCOUNT: 280.63190

Award Amount: \$52,981  
 Ending: 30 June 2015

Brenda Ahlberg  
 2015.02.12  
 10:58:25 -09'00'

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY15 Senior Grant Program  
**Date:** 2/12/15  
**Report No.:**  
**Quarter From:** 10/1/31 – 12/31/14  
**To:**

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2015**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	52,981				\$ 52,981.00
Transportation					\$ -
Contractual					\$ -
Supplies					\$ -
Equipment					\$ -
<b>TOTALS:</b>	<b>\$ 52,981.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,981.00</b>

**Payment Request** \$ -

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

We have been working on closing our Senior in Home Department. We had some issues with employees and getting our billing taken care of. Our lawyer had advised us to shut down the department. Since that has happened we have outsources our billing and are in the process to resolve the issue. We have also had a change in administration and hired an experience Assistant Executive Director.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature:  Date: 2/12/15  
 Printed Name and Title: Executive Director



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**GRANTS**  
 JAN 30 2015  
**RECEIVED**

**FROM:** Seward Senior Citizens  
**KPB ACCOUNT:** 100.62150.SEWSR.43011

**Award Amount:** \$47,238  
**Ending:** June 30, 2015

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY15 Senior Grant Program  
**Date:** 01/15/2015  
**Report No.:** FY15, Qtr 2  
**Quarter From:** October 1, 2014  
**To:** December 31, 2014

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2015**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	35,000.00	8,750.04	8,750.04	17,500.08	\$ 17,499.92
Transportation					\$ -
Contractual	5,000.00	1,249.98	1,249.98	2,499.96	\$ 2,500.04
Supplies	7,238.00	1,809.48	1,809.48	3,618.96	\$ 3,619.04
Equipment					\$ -
Facility/Utilities					\$ -
<b>TOTALS</b>	<b>\$ 47,238.00</b>	<b>11,809.50</b>	<b>\$ 11,809.50</b>	<b>\$ 23,619.00</b>	<b>\$ 23,619.00</b>

Payment Request \$ 11,809.50

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

**The Seward Senior Center provided 620 meals on wheels, 1300 meals in dining room services, one way rides in unassisted transportation, 24 health promotion classes including: weight and strength training, tai chi, core balance, and wii bowling. Staff performed as Medicare, Social Security, and Medicaid counselors, which provides seniors with accessible information and access to benefits otherwise gone without, due to lack of information or technology. The center relies on other community human resource agencies to assist supporting the senior community of Seward.**

**We are encouraged by the KPB efforts in supporting senior services across the Peninsula and strive to provide unduplicated and essential services to those in the greatest need in our senior community.**

**Thank you!**

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

**Signature:** Dana Paperman **Date:** January 15, 2015

**Printed Name and Title:** Dana Paperman, Executive Director