

Introduced By:  
Date:  
Public Hearing:  
Action:  
Vote:

City Manager  
October 27, 2021  
November 10, 2021

CITY OF SOLDOTNA  
ORDINANCE 2021-023

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS BY \$100,000 IN  
THE COVID-19 RELIEF SPECIAL REVENUE FUND FOR GRANT FUNDS PROVIDED BY THE  
STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES

WHEREAS, in April 2021 the City of Soldotna was awarded \$195,195.86 of COVID-19 Community Funding through the State of Alaska Department of Health and Social Services (DHSS), to implement community-driven strategies that support COVID-19 related activities, including increasing access to COVID-19 testing and vaccination, and implementing vaccine and testing strategies to decrease health inequities; and

WHEREAS, the City of Soldotna entered into an agreement with Soldotna Professional Pharmacy to use this funding to establish a walk-in COVID-19 vaccine clinic in downtown Soldotna; and

WHEREAS, the walk-in vaccine clinic has operated since May 2021 with two staff members, four hours each weekday, during afternoons and evenings to allow people to receive a COVID-19 vaccine without prior registration or an appointment; and

WHEREAS, in recent months the clinic has seen a significant increase in demand for services, and DHSS has approved the City's request for an additional \$100,000 in COVID-19 Community Funding to allow the clinic to expand staffing and increase hours to keep up with demand and prepare for the provision of booster shots for specific populations; and

WHEREAS, it is in the best interest of the City of Soldotna to appropriate funds for these purposes;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That the Council authorizes the City Manager to execute an amended Memorandum of Agreement with the State of Alaska Department of Health and Social Services, to increase the amount of funding available under the COVID-19 Community Funding program.

Section 2. That estimated revenues and appropriations be increased as follows:

COVID-19 Relief Fund

Increase Estimated Revenues:

State of Alaska, DHSS Grant \$100,000

Increase Appropriations:

DHSS Community Funding Grant Expenditures \$100,000

Section 3. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 10TH DAY OF NOVEMBER, 2021.

\_\_\_\_\_  
Paul J. Whitney, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:



# SOLDOTNA

OFFICE OF THE CITY MANAGER

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## MEMORANDUM

**TO:** STEPHANIE QUEEN, CITY MANAGER  
**FROM:** LAURA RHYNER, ASSISTANT TO THE CITY MANAGER  
**DATE:** TUESDAY, SEPTEMBER 28, 2021  
**SUBJECT:** ADDITIONAL FUNDING TO EXPAND HOURS AND STAFFING FOR COVID-19 WALK-IN VACCINE CLINIC

In April 2021, the City of Soldotna was awarded \$195,195.86 from the Alaska Department of Health and Social Services (DHSS) under the COVID-19 Community Funding program. This funding is intended to provide support for COVID-19 vaccine administration, testing, and other COVID-19 related activities.

Using funding from this program, the City contracted with Soldotna Professional Pharmacy to establish a walk-in COVID-19 vaccine clinic in downtown Soldotna. The clinic has operated since May 2021 with two primary staff, and is open from 4:00-8:00pm each weekday, allowing people to receive a COVID-19 vaccine without the need for prior registration or an appointment. With the original grant award of \$195,195.86, the clinic could continue to operate at the current level of staffing and hours of operation through the end of March 2022.

In recent months, the clinic has seen a marked increase in demand for vaccination as the Delta variant of the SARS-CoV-2 virus surges across Alaska. Clinic administrators have expressed a willingness to expand staffing and operating hours at the clinic, to both keep up with current demand and prepare for the administration of booster shots to specific populations in the coming months.

The City requested additional funding from DHSS (please see Sept. 15, 2021 letter from City Manager Queen) to allow the clinic to expand hours and staffing. The State has approved the request for an additional \$100,000, and the attached amended Memorandum of Agreement with DHSS would increase the total amount of funding available for reimbursement to \$295,295.86. At the State's request, the modified agreement would also expand the deadline for when eligible activities can be conducted and reimbursed, from March 31, 2022 to June 30, 2023. The City does not anticipate needing additional time to expend the funds, however this amendment will offer that flexibility should circumstances change.

The Administration requests approval of the attached ordinance, authorizing the City Manager to enter into an amended agreement with DHSS, and increasing the estimated revenues and appropriations under the COVID-19 Community Funding program by \$100,000. Thank you for your consideration.



# SOLDOTNA

City of Soldotna, Alaska

177 North Birch Street  
Soldotna, AK 99669  
907.262.9107  
www.soldotna.org

September 15, 2021

Maria Caruso  
Program Coordinator II / COVID-19 EOC  
DHSS, Division of Public Health  
via email: maria.caruso@alaska.gov

Dear Ms. Caruso:

Since May of 2021, the City of Soldotna has contracted with Soldotna Professional Pharmacy to operate a walk-in COVID-19 vaccine clinic, using grant funding available through the Alaska Department of Health and Social Service's COVID-19 Community Funding program. The City's Memorandum of Agreement stipulates that the Soldotna is eligible for \$195,195.86 in grant funding under this program.

The vaccine walk-in clinic operates in a highly visible location, and removes barriers to access such as lack of computer access, inability to pre-register for an appointment or attend on a pre-arranged day and time, and inability to access other clinics at scheduled days and times. The model has been very successful, and in recent weeks clinic staff have noted a marked increase in demand as the Delta variant surges across the state. The clinic is now administering two to three times the daily vaccine doses compared to May and June, and staff often arrive to find a line of people waiting at the door.

The clinic currently operates with two employees, from 4:00 - 8:00 p.m. on weekdays. The clinic can continue to operate at this level through the end of the performance period (March 31, 2022), based on the original grant award. However, we are requesting additional funds be awarded to the City (via an amendment of our existing MOA), in order to add clinic staff and increase hours operation. This is necessary to meet current demand (which as noted above, is an increase from pre-Delta times), and also for the anticipated increase in demand as booster shots become available later this fall and winter.

The City is requesting an additional \$100,000 in COVID-19 Community Funding to allow the clinic to continue to meet community-wide needs. The original scope of work identified in our grant agreement has not changed, and this funding will provide the City with administrative flexibility to modify staffing and hours of operation to respond to local needs. Thank you for your consideration, and would be happy to provide any additional information that is necessary to make a determination.

Sincerely,

Stephanie Queen  
Soldotna City Manager



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Health and Social Services

FINANCE AND MANAGEMENT SERVICES  
Juneau Office

P.O. Box 110650  
Juneau, Alaska 99811-0650  
Main: 907.465.3082  
Fax: 907.465.2499

**Memorandum of Understanding Between**  
**State of Alaska - Department of Health and Social Services**  
**Division of Public Health – COVID-19 Emergency Operations Center (DPH-EOC)**  
**- and -**  
**City of Soldotna**  
**MOA C0621-570-T - Amendment #1**

I. PURPOSE OF THIS AMENDMENT

The purpose of this MOA amendment is to:

- increase the amount of funding available for reimbursement. Funding for this MOA will be increased by \$100,000 for a total of \$295,195.86.
- expand the timeframe for when eligible activities can be conducted and reimbursed, through June 30, 2023.

II. THE DPH AGREES TO:

Provide support to the community on COVID-19 vaccine administration, testing, and other COVID-19 related activities. The COVID-19 EOC Team is available to consult and provide technical assistance to government entities and to pre-approved pass-through recipients of award funding. The team will also ensure that approved activities meet the funding requirements.

III. CITY OF SOLDOTNA AGREES TO:

Provide COVID-19 vaccine and testing communication and education efforts and expand capacity for COVID-19 vaccine administration with pass through funding to Soldotna Professional Pharmacy and other partners.

Recipient must establish/maintain/provide electronic reporting of SARS-CoV2/COVID-19 laboratory data to CDC daily per the guidance provided by CDC (e.g., CELR). This includes all testing (e.g., positive/negative, PCR, Point-of-Care, etc.) and complete data elements (e.g., race/ethnicity).

Any additional activities not specifically stated in this MOA must be approved by the COVID-19 EOC Team prior to those activities occurring.

IV. JOINT RESPONSIBILITIES:

Both parties will make a good faith effort to communicate about any issues that might arise that will impact the timeliness of activities, reporting, or payment.

V. PERIOD OF AGREEMENT AND TERMINATION:

This agreement will terminate on June 30, 2023, and receipts must be for activities prior to this date.

VI. TERMS OF PAYMENT

The State agrees to pay City of Soldotna up to \$295,195.86 over the term of this agreement. Funds are intended to be used to support staff time (including overtime), supplies, and other materials as needed to support COVID-19 related activities.

The Contractor will submit monthly invoices detailing services performed in accordance with appendix A. The invoice must:

- reference the contractor's name, address and phone number
- reference the contract number: C0621-570-T
- include an invoice number
- Reference the Alaska Division of Public Health – COVID-19 EOC Team

The Contractor shall submit final invoices to the address specified below no later than 30 days after the termination of this agreement. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

Email invoices to:

[hss.publichealth@alaska.gov](mailto:hss.publichealth@alaska.gov)

(please reference 'C0621-570-T Community MOA Reimbursement Request' in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold reimbursement at any time the Contractor fails to comply with the terms of the MOA.

VII. GRANT COMPLIANCE FROM THE FEDERAL NOTICE OF GRANT AWARD

- Recipients must comply with the Terms and Conditions of this award, all Code of Federal Regulations, and the Alaska Administrative Manual.
- In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non- research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904 entitled "Cooperative Agreement for Epidemiology and Laboratory Capacity (ELC), which is hereby made a part of this non-research award, hereinafter referred to as the Notice of Award (NoA).
- Coronavirus Disease 2019 (COVID-19) Funds: A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139);

and/or the Consolidated Appropriations Act, 2021, Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

- To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group. This includes, but is not limited to, immigration status, criminal history, incarceration, or homelessness. To this end, and to help achieve the public health imperative of widespread herd immunity to COVID-19, Recipient must administer or distribute vaccine to any and all individuals within a prioritized group in the same timeframe, taking into account available vaccine doses. For example, if meatpacking plant workers are a prioritized group, then all workers in that group, including undocumented immigrants, must be vaccinated to help assure that the plant is in a position to safely resume essential functions. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.
- Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
- This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

#### **Unallowable Costs:**

- Resources funded by another HSS Contract or HSS-Cares source
- Purchase of vehicles
- Reimbursement of pre-award costs
- Research
- Indirect costs associated with the award
- Food and/or water for events
- Hospital bill or insurance claims
- Clinical care (except as otherwise noted in Domain 5 and as may be provided in further guidance from CDC)
- Publicity and propaganda (lobbying):
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
- All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

VIII. CONTACT INFORMATION

DPH-EOC primary point of contact: Maria Caruso  
 Division of Public Health, COVID Program Coordinator  
 3601 C Street, Suite 722  
 Anchorage AK 99503  
 Work Cell: 907-310-6092  
 Email: [maria.caruso@alaska.gov](mailto:maria.caruso@alaska.gov)

City of Soldotna primary point of contact: Laura Rhyner  
 City of Soldotna, Assistant to the City Manager  
 Office: 907-714-1227  
 Email: [lrhyner@soldotna.org](mailto:lrhyner@soldotna.org)

City of Soldotna finance contact: Melanie Imholte  
 City of Soldotna, Finance Director  
 Office: 907-714-1224  
 Email: [mimholte@soldotna.org](mailto:mimholte@soldotna.org)

IX. SIGNATURES

By signature of the below, both parties agree to the terms of this MOA.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Stephanie Queen, Soldotna City Manager

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Maria Caruso, Alaska DHSS Program Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Heidi Hedberg, Alaska DHSS EOC/Unified Commander & DPH Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Jason Grove, Alaska DHSS Procurement Manager