

**ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
Tuesday, November 10, 2020, 6:00 PM.
Zoom Webinar & FB Live Stream**

(webinar: <https://juneau.zoom.us/j/91964878774> or call: 1-346-248-7799 Webinar ID: 919 6487 8774)

I. CALL TO ORDER

II. ROLL CALL

III. INFORMATION ITEMS

- a. CARES Act Funding Update
- b. School District CARES Act Funding and RALLY Update
- c. Housing Assistance Grant Program Update
- d. Non-Profit Sustainability Grant Program Update
- e. Rasmuson Foundation Matching Grant Program

IV. ITEMS FOR ACTION

- a. Extreme Hardship Grant - Ordinance 2020-09(U) - \$2,300,000 CARES Funds - Introduced 10/26 & Public Hearing 11/16 or 11/23
- b. Economic Stimulus Grant - Ordinance 2020-09(Y) - \$2,000,000 CARES Funds - Introduced 10/26 & Public Hearing 11/16 or 11/23
- c. Family Promise Grant - Ordinance 2020-09(W) - \$300,000 CARES Funds - Introduced 10/26 & Public Hearing 11/16 or 11/23
- d. ArtWorks Program Supplemental Grant - Emergency Appropriation Resolution 2919 - \$30,000 CARES Funds - Introduction & Public Hearing TBD

V. SUPPLEMENTAL MATERIALS

- a. Housing Assistance Grant Amendment Resolution
- b. Extreme Hardship Grant - Ordinance 2020-09(U) - Updated Version
- c. Extreme Hardship Grant - Supplemental ESTF Recommendation
- d. Utility Delinquent Accounts - COVID Deferral Program Update

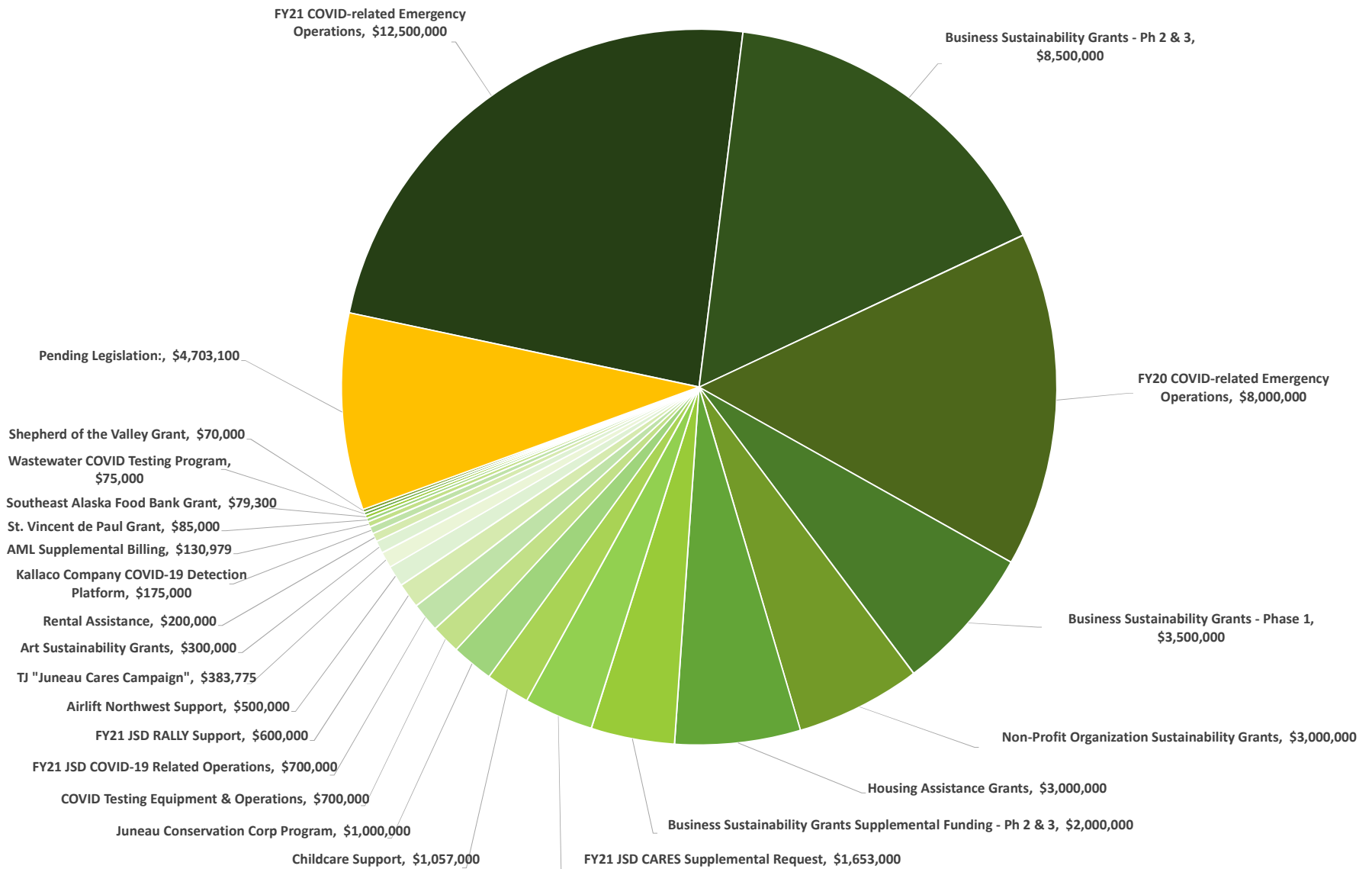
VI. NEXT MEETING DATE

- a. Wednesday, December 9, 2020

VII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

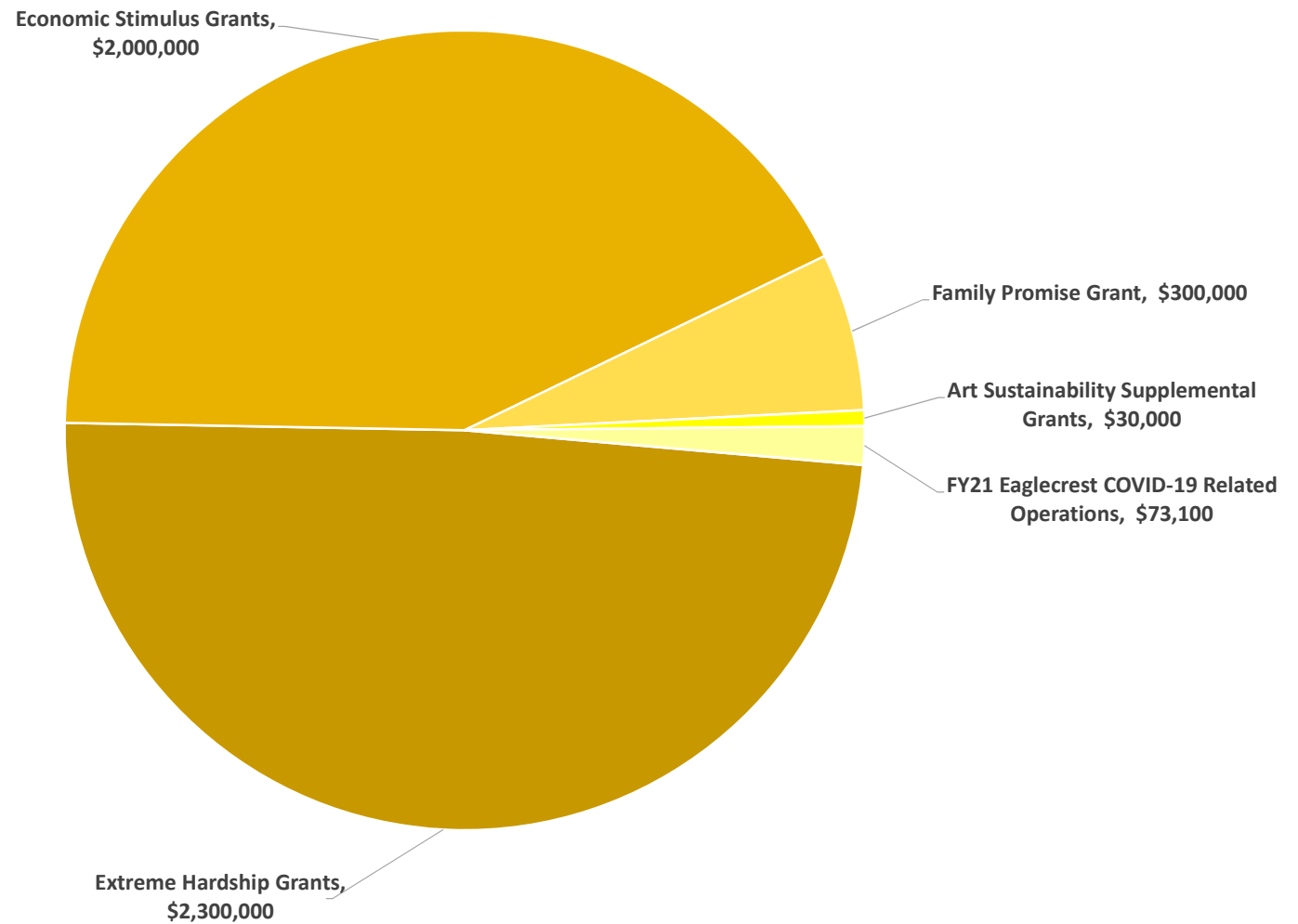
Potential CBJ Allocation of CARES Act Funds



Potential CBJ Allocation of CARES Act Funds

Appropriation	Amount	Running
Committed:		
FY21 COVID-related Emergency Operations	\$ 12,500,000	
Business Sustainability Grants - Ph 2 & 3	\$ 8,500,000	
FY20 COVID-related Emergency Operations	\$ 8,000,000	
Business Sustainability Grants - Phase 1	\$ 3,500,000	
Non-Profit Organization Sustainability Grants	\$ 3,000,000	
Housing Assistance Grants	\$ 3,000,000	
Business Sustainability Grants Supplemental Funding - Ph 2 & 3	\$ 2,000,000	
FY21 JSD CARES Supplemental Request	\$ 1,653,000	
Childcare Support	\$ 1,057,000	
Juneau Conservation Corp Program	\$ 1,000,000	
COVID Testing Equipment & Operations	\$ 700,000	
FY21 JSD COVID-19 Related Operations	\$ 700,000	
FY21 JSD RALLY Support	\$ 600,000	
Airlift Northwest Support	\$ 500,000	
TJ "Juneau Cares Campaign"	\$ 383,775	
Art Sustainability Grants	\$ 300,000	
Rental Assistance	\$ 200,000	
Kallaco Company COVID-19 Detection Platform	\$ 175,000	
AML Supplemental Billing	\$ 130,979	
St. Vincent de Paul Grant	\$ 85,000	
Southeast Alaska Food Bank Grant	\$ 79,300	
Wastewater COVID Testing Program	\$ 75,000	
Shepherd of the Valley Grant	\$ 70,000	\$ 48,209,054
Pending Legislation:	\$ 4,703,100	\$ 52,912,154
Uncommitted/(Over-committed)	\$ 298,788	
Total CARES Act Funding Available	\$ 53,210,942	

Potential CBJ Allocation of CARES Act Funds - Pending Legislation



Potential CBJ Allocation of CARES Act Funds - Pending Legislation

<u>Appropriation</u>	<u>Amount</u>	<u>Running</u>
Pending Legislation:		
Extreme Hardship Grants	\$ 2,300,000	
Economic Stimulus Grants	\$ 2,000,000	
Family Promise Grant	\$ 300,000	
Art Sustainability Supplemental Grants	\$ 30,000	
FY21 Eaglecrest COVID-19 Related Operations	\$ 73,100	\$ 4,703,100
Uncommitted/(Over-committed)	\$ 298,788	
Total CARES Act Funding Available		\$ 53,210,942

**ADMINISTRATIVE SERVICES**

10014 Crazy Horse Drive
Juneau, AK 99801-8529
(907) 523-1771

MEMORANDUM

DATE: November 5, 2020
TO: City and Borough of Juneau Assembly
FROM: Sarah Jahn, Administrative Services Director
RE: K-5 RALLY Program Support-COVID-19 Report, Emergency Resolution 2906

This report is submitted for your review per the MOA signed by the City and Borough of Juneau and the Juneau School District on September 22, 2020. The Assembly approved up to \$600,000 in subsidy funding for families enrolled in RALLY from the date of the signed MOA through December 30, 2020.

The District, in partnership with CBJ, has engaged in a variety of program advertising including PSAs on local radio stations and Facebook, notices on our websites, and articles in the Juneau Empire. The District has also emailed District families, sent flyers home through the schools, and posted them on community bulletin boards. We've also made personal calls to former RALLY families. These efforts are continuing and we are hopeful that we will continue to see increased enrollment in the program.

A summary of current and projected enrollment is below. Some families are awaiting approval of their agency applications which may impact the total subsidies in October and forward. Also, some agencies do not provide benefit amounts until the end of the month, so October total subsidies may change.

RALLY Program Update		as of 11/05/20		PROJECTED
Enrollment Prioritization	September*	October	November	December
a. Single parent	3	12	14	25
b. Two parents/all school days	3	5	5	15
c. Two parents/most school days	5	8	8	15
d. K-2 telework hardship	3	4	4	12
e. 3-5 telework hardship	1	1	1	7
f. Enrolled at JSD	0	0	0	0
g. Not enrolled at JSD	0	2	2	5
Did not respond/in process	1	2	2	2
Total students enrolled	16	34	36	81
Total Subsidy 1 (all enrolled)	2,617.04	25,467.00	28,382.00	52,000.00
Total Subsidy 2 (add'l assistance)	318.96	2,385.45	2,502.25	4,000.00
Total Subsidy provided to families	2,936.00	27,852.45	30,884.25	56,000.00
Awaiting agency authorization	2	6	3	

*September had seven (7) qualifying days in the program.

Total anticipated funding usage through December: \$117,672.70

**SUPERINTENDENT'S OFFICE**

10014 Crazy Horse Drive
Juneau, AK 99801-8529
(907) 523-1700

MEMORANDUM

DATE: November 5, 2020

TO: City and Borough of Juneau Assembly

FROM: Sarah Jahn, Administrative Services Director

RE: FY21 CBJ CARES funding to JSD - UPDATE

The School District would like to thank CBJ for their continued support through this pandemic. Below are the estimated expenditures through December 30, 2020. The District anticipates full expenditure of the funds appropriated in Emergency Resolution 2905 and Ordinance 2020-09M.

Department	Description	Childcare Em. Res. 2906	Initial Request Em. Res. 2905	Updated Request Ord. 2020-09(M)	Total
Technology	1500 Chromebooks, 800 iPads; Internet content filtering (federal requirement); 600 Zoom Education licenses; Internet support to families (hotspots and neighborhood internet); 30 Document cameras for distance learning		\$200,000	\$830,000	\$1,030,000
Maintenance and Facilities	Additional PPE, barriers and partitions, response to potential changes in industry/CDC recommendations for indoor spaces.		\$200,000		\$200,000
Supplies	Miscellaneous school and administrative supplies, postage, etc.			\$36,000	\$36,000
Curriculum	Online curriculum applications support distance learning. Staff training. Replacement of damaged or lost materials		\$300,000		\$300,000

Continued on next page.



SUPERINTENDENT'S OFFICE

10014 Crazy Horse Drive
Juneau, AK 99801-8529
(907) 523-1700

Department	Description	Childcare Em. Res. 2906	Initial Request Em. Res. 2905	Updated Request Ord. 2020-09(M)	Total
Additional Staff Time and Staff Support	Training for staff, Summer School, additional Principal work days, additional Food Service Supervisor work days, Blended Learning Team, IT staff OT, other staff additional hours			\$237,000	\$237,000
Transportation	Food delivery to schools and homebound families.			\$300,000	\$300,000
Food Service	Additional cost of meals.			\$250,000	\$250,000
RALLY	CBJ subsidization of child care cost for families. Separate report attached.	Up to \$600,000			\$600,000
TOTAL		\$600,000	\$700,000	\$1,653,000	\$2,953,000
Expended or in process		(117,700)	(700,000)	(1,598,700)	(2,416,400)
Balance		\$482,300	-0-	\$54,300	\$536,600



November 4, 2020

Rorie Watt
City Manager
City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801

RE: CARES Act Grants: Nonprofit Sustainability Grant Program October Awards and Final Summary

Dear Mr. Watt,

The Juneau Community Foundation has determined the awards for the CBJ CARES Act funded Nonprofit Sustainability Grant applications we received for the October 21, 2020 round (second round of grant awards). Attached is the list of applicants and award amounts for this round. The amount awarded in this second round is \$652,088.

Three million dollars was made available by CBJ for this grant program. The total award amount from the Nonprofit Sustainability Grant program is currently \$2,453,307. September awards were included under a separate cover letter, sent on October 5, 2020.

Summary of the CBJ CARES Act Nonprofit Sustainability Grant Program:

Grant Application Deadline	Number of Applicants	Number of Awards	Total Amount Awarded
September 15, 2020	48	47	\$1,801,219
October 21, 2020	34	32	\$652,088
TOTAL	82	79	\$2,453,307

We notified all awardees by email on Friday, October 30 of their award amount, pending meeting CBJ tax reporting requirements. Per our agreement, the CBJ will send out grant checks to the awardees.

I sent all email correspondence with applicants to the grants@juneau.org email address. Also, I have let Jeff Rogers know that the applications and final documents received during this process will be accessible through a portal on our website.

Thank you for giving us an opportunity to assist the community during these very unusual times.

Sincerely,

Amy Skalbred, Executive Director



CARES ACT NONPROFIT SUSTAINABILITY GRANT AWARDS

FOR APPLICATIONS AS OF OCTOBER 21, 2020

Alaska Folk Festival Inc.	\$25,000
Alaska Youth Choir	\$5,000
Cancer Connection	\$20,749
Christ Evangelical Lutheran Church	\$11,231
Church of the Holy Trinity	\$20,388
Dimond Park Field House Inc.	\$25,000
Douglas Community United Methodist Church	\$5,000
Eagle River United Methodist Camp	\$25,000
Eldred Rock Lighthouse Preservation Association	\$5,000
Falcons Three Point Club	\$10,000
Filipino Community Inc.	\$50,000
Juneau Big Band	\$4,225
Juneau Climbing and Recreation	\$25,000
Juneau Community Preschool Inc.	\$25,000
Juneau Douglas Ice Association	\$25,000
Juneau Family Birth Center	\$35,505
Juneau Housing Trust	\$12,856
Juneau Makerspace	\$6,811
Juneau Pregnancy Resource Center Inc.	\$7,598
Juneau Shambhala Center	\$5,000
Juneau Snowmobile Club	\$10,000
Juneau String Ensembles	\$5,000
Juneau Symphony	\$48,865
Juneau Youth Wrestling Club	\$25,000
Love Inc.	\$25,000
Polaris House Juneau	\$4,900
Rotary Club of Juneau	\$25,000
Sealaska Heritage	\$99,000
Shepherd of the Valley Lutheran Food Pantry	\$19,960
Theater at Latitude 58	\$10,000
Thrush Hill Music Inc.	\$5,000
Valley Baptist Academy	\$25,000

Rasmuson Foundation Matching Grant

Estimated Awards as of 11.9.2020

Organization Name	Name of Person Completing the Application	Award Under Non-Profit Grant Program via JCF	Award Under Business Sustainability Grant Program via JEDC	Total Awards via CBJ Grants	Proposed Award of Rasmuson Matching Grant
Alaska Folk Festival	andrew.heist@gmail.com	\$ 25,000	\$ 5,000	\$ 30,000	\$ 2,960.00
Alaska Youth Choir	Amanda Blackgoat	\$ 5,000		\$ 5,000	\$ 490.00
Friends of the Juneau Public Library	kate.enge@juneau.org		\$ 11,436	\$ 11,436	\$ 1,130.00
Juneau Alaska Music Matters	Meghan Johnson	\$ 22,385.00		\$ 22,385	\$ 2,210.00
Juneau Arts and Humanities Council	Nancy DeCherney	\$ 50,000.00		\$ 50,000	\$ 4,930.00
Juneau Dance Theatre, Inc	Bridget Lujan	\$ 43,661.00	\$ 6,339	\$ 50,000	\$ 4,930.00
Juneau Jazz & Classics Inc.	Sandy Fortier	\$ 25,000.00		\$ 25,000	\$ 2,470.00
Juneau Lyric Opera Association	Sara Radke Brown	\$ 25,000.00		\$ 25,000	\$ 2,470.00
Juneau Makerspace	juneaumakerspace@gmail.com	\$ 6,811	\$ 1,925	\$ 8,736	\$ 860.00
Juneau String Ensembles	Vania Kim	\$ 5,000		\$ 5,000	\$ 490.00
Juneau Symphony	Charlotte Truitt	\$ 48,865		\$ 48,865	\$ 4,820.00
Orpheus Project	Todd Hunt	\$ 5,000.00		\$ 5,000	\$ 490.00
Perseverance Theatre	Benjamin Brown	\$ 79,741.00	\$ 19,259	\$ 99,000	\$ 9,770.00
Sealaska Heritage	Ricardo Worl	\$ 99,000		\$ 99,000	\$ 9,770.00
Theater at Latitude 58	treasurer@theateratlitude58.org	\$ 10,000	\$ 3,219	\$ 13,219	\$ 1,300.00
Thrush Hill Music Inc.	Sherry Anderson	\$ 5,000		\$ 5,000	\$ 490.00
Juneau Big Band	John Haywood	\$ 4,225		\$ 4,225	\$ 420.00
Total				\$	50,000.00



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor

Email: Economic-Stabilization@juneau.org

Mail: 155 S Seward Street, Juneau, AK 99801

www.beta.juneau.org/assembly/economic-stabilization

Date: October 22, 2020

To: City & Borough of Juneau Assembly

From: Economic Stabilization Task Force

Re: Draft Ordinance 2020-09(U): COVID-19 Extreme Hardship Business Grant

By unanimous consent, the Economic Stabilization Task Force recommends the Assembly adopt Draft Ordinance 2020-09(U), an ordinance appropriating up to \$2.3 million for a COVID-19 Extreme Hardship Business Grant Ordinance with an emphasis on application ease and speed due to business needs.

Additional Statement of Support

The Task Force acknowledges that many of the businesses in this targeted market have consistently supported the Juneau community by donating to fundraising efforts and charitable organizations. This is an opportunity for the Juneau community to give back.

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters

Presented by: Weldon
Presented: 10/26/2020
Drafted by: R. Palmer

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-09(U)

An Ordinance Appropriating up to \$2,300,000 to the Manager for a COVID-19 Extreme Hardship Business Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider financial support to businesses disproportionately impacted due to COVID-19; and

WHEREAS, on April 9, 2020, the Centers for Disease Control and Prevention (CDC) renewed the No Sail Order and Other Measures related to cruise ships to prohibit certain cruise ships from transporting passengers to ports in the United States; and

WHEREAS, since early March, 2020, the State of Alaska issued COVID-19 Health Mandates that reasonably restricted travel, gatherings, close personal interactions, schools, and medical and dental procedures; and

WHEREAS, since early March 2020, the Assembly issued COVID-19 directions regarding travel quarantines (Res. 2886), hunkering down (Res. 2885), and cloth face coverings (Res. 2890); and

WHEREAS, the public health mandates and directions protected the health of the people in the City and Borough of Juneau and nearby communities; and

WHEREAS, COVID-19 caused severe economic harm to businesses in the City and Borough of Juneau because people were encouraged to hunker down, businesses were mandated to close or severely limit operations, and nearly all of the forecasted cruise ship tourism has been canceled; and

WHEREAS, failing to support businesses that suffered severe loss of revenue would result in further adverse impacts to Juneau's economic and social service network; and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program is being created by this ordinance and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of two million and three hundred thousand dollars (\$2,300,000.00) for a COVID-19 Extreme Hardship Business Grant Program. This is an appropriation for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Section 3. Source of Funds:
CARES Act Special Revenue Fund \$2,300,000.00

Section 4. COVID-19 Extreme Hardship Business Grant Program. The program is subject to the following terms and conditions:

- (a) **Intent.** The intent of this program is to provide support, in addition to the COVID-19 Business Sustainability Grant Program, to businesses that were disproportionately harmed by COVID-19 to offset the following expenses from November 1 through December 30, 2020: payroll, inventory, training, license fees, and fixed costs (lease/rent, utility, long-term debt).
- (b) **Administration.** The Manager is authorized to execute a grant agreement with the Juneau Economic Development Council ("Grant Administrator") for disbursement of COVID-19 Extreme Hardship Business Grant Program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible businesses. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly.
- (c) **Eligible Applicants.** The program is open to all qualifying businesses (including a nonprofit), regardless of whether they have applied for or have obtained any other state or federal COVID-19 related assistance if the following is satisfied:
 - (1) **Registered in Alaska.** The business was registered in Alaska on or before January 1, 2019;
 - (2) **Physical Presence.** The business had a physical presence in Juneau, Alaska in 2019;

- (3) **Year-round Operations.** The business must provide proof of operations in Juneau during Q4 2019 and Q1 2020, which can be verified with box 1 of IRS form 941 or sales tax return;
 - (4) **COVID-19 Extreme Hardship.** The business suffered at least a fifty percent loss in gross receipts during Q3 2020 as compared with Q3 2019;
 - (5) **Anticipated expenses.** The applicant must estimate and attest that the following expenses from November 1 through December 30, 2020 exceed the grant request amount: payroll, inventory, insurance, training, license fees, and fixed costs (lease/rent, utility, long-term debt);
 - (6) **Payroll Pledge.** The applicant must pledge to spend at least thirty percent of the grant proceeds on payroll, including employee benefits.
 - (7) **Additional information.** The Grant Administrator may request additional information from applicants when the application contains insufficient or contradictory information or the Grant Administrator may deem the application incomplete.
- (d) **Assertion of Need.** An applicant shall disclose if the business has applied for or received any other grant or forgivable loan. An applicant that has received any other grant or forgivable loan must attest that a grant from this program is still necessary to sustain business operations through December 30, 2020.
- (e) **Compliance**
- (1) **Sales and property tax compliance.** A business with any sales or property tax delinquency as of March 1, 2020, is not eligible for a grant. A business that executes a confession of judgment with the City and Borough of Juneau for all outstanding sales tax deficiencies can be eligible for this program. A business that is fully compliant with a confession of judgment payment plan can be eligible for this program.
 - (2) **Federal compliance.** No grant may be issued to an applicant that is engaged in business or conduct that violates federal law and any grant so issued must be immediately returned in full. For example, no grant may be issued to an applicant engaged in or conducting a marijuana related business at the same location as the residence.
- (f) **Grant amount.** The grant amount shall be determined by the following formula: grant amount equals (the difference in the applicant's Q3 2019 and Q3 2020 taxable sales divided by the difference in all eligible applicants' Q3 2019 and Q3 2020 taxable sales) multiplied by the appropriation in Section 2. However, no grant shall exceed \$50,000; the Grant Administrator shall either cap any presumptive grant exceeding \$50,000 at \$50,000 or the Grant Administrator may apply a reduction factor so no grant exceeds \$50,000.
- (g) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.

(h) **Confidentiality.** Except as provided in this legislation, all application material submitted for this program and all information contained therein (Grant Data) shall be kept confidential except for inspection by:

- (1) Employees and agents of the City and Borough whose job responsibilities are directly related to such applications and information;
- (2) The business owner, managing member, or equivalent person supplying such application and information; and
- (3) Court order.

However, nothing in this ordinance shall be construed to provide confidentiality to the name of the applicant, address of the applicant, and the amount of grant award, if any.

(i) **Grant application period.** The grant application period shall be two weeks. The Grant Administrator shall review applications and notify applicants if the application is incomplete. An applicant with an incomplete application has five business days to cure to keep the original application filing date; otherwise the application must be resubmitted, if at all.

Section 5. Effective Date. This ordinance shall become effective upon adoption.

Adopted this ____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: Hughes-Skandijs
Presented: 10/26/2020
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-09(Y)

An Ordinance Appropriating up to \$2,000,000 to the Manager for a COVID-19 Emergency Individual Assistance Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, due to COVID-19, Southeast Alaska lost nearly 7,000 jobs or 17% of the workforce between April and July 2020, and the unemployment rate in the City and Borough of Juneau ("CBJ") was 10.2%; and

WHEREAS, many residents in the CBJ rely upon the tourism industry for financial stability; and

WHEREAS, many CBJ residents were unable to be employed in the tourism and tourism dependent industries this year due to the widespread cancellation of cruises to Alaska; and

WHEREAS, Southeast Alaska is also experiencing one of the worst fishing seasons on record and reduced prices as the COVID-19 pandemic has limited global seafood demand; and

WHEREAS, many CBJ residents were unable to maintain stable employment in the food and beverage industry due to necessary COVID-19 mitigation measures; and

WHEREAS, the Assembly creates this COVID-19 Emergency Individual Assistance Program to mitigate the impacts of the COVID-19 pandemic on the health and financial stability of the residents in the CBJ; and

WHEREAS, the COVID-19 Emergency Individual Assistance Program costs are necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Emergency Individual Assistance Program costs were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Emergency Individual Assistance Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of two million dollars (\$2,000,000.00) for a COVID-19 Emergency Individual Assistance Program. This is an appropriation for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Section 3. Source of Funds:

CARES Act Special Revenue Fund \$ 2,000,000.00

Section 4. COVID-19 Emergency Individual Assistance Grant Program Purpose and Terms. The program is subject to the following terms and conditions:

- (a) **Intent.** The intent of this grant program is to provide a simple application for financial support to people residing in the City and Borough of Juneau who have been financially harmed by COVID-19 and need assistance paying for basic needs like food, healthcare, nondiscretionary transportation, utilities, and housing from March 1 through December 30, 2020.
- (b) **Administration.** The Grant Administrator is Catholic Community Services. The Manager is authorized to execute an agreement with the Grant Administrator for disbursement of program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible applicants. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses, which are anticipated to be around \$40,000.00. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly. The Grant Administrator shall review applications, make eligibility determinations, and request grant disbursement from the City and Borough of Juneau for the eligible recipients.
- (c) **Eligible Applicants.**
 - (1) **Individuals residing in the CBJ.** This program is only open to individuals and not businesses. An applicant must be eighteen years of age or older and reside in the CBJ. Residence in the CBJ may be established by voter registration in the CBJ, an Alaska driver's license with an address in the CBJ, or similar documentation.
 - (2) **COVID-19 financial hardship.** The applicant must describe how the applicant has been financially harmed by COVID-19.
 - (3) **Income and livability costs.** The applicant must provide sufficient proof of income and proof basic needs expenses, which may be self-attested.
 - (4) **Additional information.** The Grant Administrator may request additional information from applicants when the application contains insufficient or contradictory information or the Grant Administrator may deem the application incomplete. The Grant Administrator shall not keep a copy of any income verification. The Grant Administrator shall notify applicants of incomplete applications. Incomplete applications have five working days to cure to keep the original application filing date; otherwise the application is deemed complete on the date it is cured.

(d) **Grants.**

(1) **Amount.** The grant amount is determined by the following income levels:

Index	Income limit	Grant Amount
50% Area Median Income (AMI)	\$58,900	\$1000
40% AMI	\$47,120	\$1500
30% AMI	\$29,450	\$2000

(2) **Payment Process.** The Grant Administrator shall send, or instruct the City and Borough of Juneau to send, the grant payments to applicants.

(e) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.

(f) **Confidentiality.** Except as provided in this ordinance, all application material submitted for this grant and all information contained therein shall be kept confidential except for inspection by:

- (1) Employees, auditors, and agents of the City and Borough, including the Grant Administrator, whose job responsibilities are directly related to such applications and information;
- (2) The applicant; and
- (3) Court order.

However, nothing in this ordinance shall be construed to provide confidentiality to summary information about program status and effectiveness. Upon balancing the public's right to know and privacy of disadvantaged individuals, this confidentiality provision is intended to provide the same level of confidentiality as provided in A.S. 47.05.020 and 7 AAC 37.030 (prohibition on disclosure of public assistance records).

(g) **Priority.** Applications are processed on a first-come, first-served basis. The Grant Administrator will continue to expend funds until funds are fully exhausted or until December 30, 2020, whichever occurs first.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2020.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: October 26, 2020
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-09(W)

An Ordinance Appropriating \$300,000 to the Manager as a Grant to Family Promise of Juneau to Purchase a Building to Support Vulnerable Families During the COVID-19 Pandemic; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the COVID-19 Grant to Family Promise of Juneau is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Grant to Family Promise of Juneau is being initiated by this ordinance and the grant expense was not accounted for in the FY20 or FY21 budget; and

WHEREAS, the COVID-19 Grant to Family Promise of Juneau expense is incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$300,000 as funding for a grant to Family Promise of Juneau to purchase a building to support vulnerable families during the COVID-19 pandemic.

Section 3. Source of Funds

CARES Act Special Revenue Fund	\$300,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: Hale
Presented:
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Emergency Appropriation Resolution Serial No. 2919 Draftv2

An Emergency Appropriation Resolution Appropriating up to \$30,000 to the Manager as Supplemental Funding for the COVID-19 Juneau ArtWorks Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, consistent with Charter 9.10(b), upon declaration by the Assembly that a public emergency exists and describing the emergency in clear and specific terms, the Assembly by resolution may make emergency appropriations upon approval by all Assemblymembers present or by seven of its membership, whichever is the lesser number; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

WHEREAS, on March 22, 2020, the City and Borough of Juneau (“CBJ”) received its first positive case of COVID-19 and continues to have multiple COVID-19 cases weekly; and

WHEREAS, the Assembly adopted Ordinance 2020-43 (9/21/2020), which created the COVID-19 Juneau ArtWorks Grant Program;

WHEREAS, this supplemental appropriation is necessary because there are substantially more people harmed by COVID-19 than initially envisioned for this program;

WHEREAS, the COVID-19 Juneau ArtWorks Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Juneau ArtWorks Program is being created by this resolution and program expenses were not accounted for in the FY20 budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Emergency Appropriation. There is appropriated to the Manager the sum of thirty thousand dollars (\$30,000.00) as supplemental funding for the COVID-19 Juneau ArtWorks Program. This is an appropriation for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Section 2. Source of Funds:
CARES Act Special Revenue Fund \$ 30,000.00

Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this ____ day of _____, 2020.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

Presented by: Weldon
Presented:
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution Serial No. xx

A Resolution Amending the COVID-19 Housing Assistance Grant Program (Resolution 2912).

WHEREAS, Emergency Appropriation Resolution 2912(b)(am) appropriated \$3,000,000 and created the COVID-19 Housing Assistance Grant Program (Program); and

WHEREAS, since adoption of Emergency Appropriation Resolution 2912(b)(am), the Program is in substantial demand by a smaller number of eligible recipients than originally anticipated; and

WHEREAS, consistent with the existing \$3,000,000 appropriation, the grant award should be increased to better address the financial harm caused by COVID-19; and

WHEREAS, the COVID-19 Housing Assistance Grant Program, as amended, is necessary due to the public health emergency with respect to the COVID-19; and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Amendment of COVID-19 Housing Assistance Grant Program

Terms. Except for the modifications set forth below, the provisions of Emergency Appropriation Resolution 2912(b)(am) remain unchanged

Res. 2912(b)(am) Section 3(d)(1) Grant Amount

“Amount. The grant amount is determined by anticipated eligible expenses for the period from August 1, 2020, through December 30, 2020. An applicant may apply for rental/mortgage assistance, utility assistance, or both. The maximum grant amount per applicant is as follows

- i. Utilities: \$500.00
- ii. Rent or Mortgage ~~\$2500.00~~ ~~\$1500.00~~.”

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this ____ day of November, 2020.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

Presented by:
Presented:
Drafted by:

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-09(U) (vAFC2)

An Ordinance Appropriating up to \$2,300,000 to the Manager for a COVID-19 Extreme Hardship Business Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider financial support to businesses disproportionately impacted due to COVID-19; and

WHEREAS, on April 9, 2020, the Centers for Disease Control and Prevention (CDC) renewed the No Sail Order and Other Measures related to cruise ships to prohibit certain cruise ships from transporting passengers to ports in the United States; and

WHEREAS, since early March, 2020, the State of Alaska issued COVID-19 Health Mandates that reasonably restricted travel, gatherings, close personal interactions, schools, and medical and dental procedures; and

WHEREAS, since early March 2020, the Assembly issued COVID-19 directions regarding travel quarantines (Res. 2886), hunkering down (Res. 2885), and cloth face coverings (Res. 2890); and

WHEREAS, the public health mandates and directions protected the health of the people in the City and Borough of Juneau and nearby communities; and

WHEREAS, COVID-19 caused severe economic harm to businesses in the City and Borough of Juneau because people were encouraged to hunker down, businesses were mandated to close or severely limit operations, and nearly all of the forecasted cruise ship tourism has been canceled; and

WHEREAS, failing to support businesses that suffered severe loss of revenue would result in further adverse impacts to Juneau's economic and social service network; and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program is being created by this ordinance and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Extreme Hardship Business Grant Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of two million and three hundred thousand dollars (\$2,300,000.00) for a COVID-19 Extreme Hardship Business Grant Program. This is an appropriation for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Section 3. Source of Funds:

CARES Act Special Revenue Fund	\$2,300,000.00
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Section 4. COVID-19 Extreme Hardship Business Grant Program. The program is subject to the following terms and conditions:

- (a) **Intent.** The intent of this program is to provide support, in addition to the COVID-19 Business Sustainability Grant Program, to businesses that were disproportionately harmed by COVID-19 to offset the following expenses from November 1 through December 30, 2020: payroll, inventory, training, license fees, and fixed costs (lease/rent, utility, long-term debt).
- (b) **Administration.** The Manager is authorized to execute a grant agreement with the Juneau Economic Development Council ("Grant Administrator") for disbursement of COVID-19 Extreme Hardship Business Grant Program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible businesses. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly.
- (c) **Eligible Applicants.** The program is open to all qualifying businesses (including a nonprofit), regardless of whether they have applied for or have obtained any other state or federal COVID-19 related assistance if the following is satisfied:
 - (1) **Business Sustainability or Non-Profit Sustainability Grant Recipient.** The business received a business sustainability grant pursuant to Ordinance 2019-06(AG)(d) or a non-profit sustainability grant pursuant to Ordinance 2020-36, as amended. ~~Registered in Alaska. The business was registered in Alaska on or before January 1, 2019;~~

- (2) **Physical Presence.** ~~The business had a physical presence in Juneau, Alaska in 2019;~~
 - (3) **Year-round Operations.** The business must provide proof of operations ~~in Juneau~~ during Q4 2019 and Q1 2020, which can be verified with box 1 of IRS form 941 or sales tax return;
 - (4) **COVID-19 Extreme Hardship.** The business suffered at least a fifty percent loss in gross receipts, as reflected on line one of the CBJ sales tax filing, during Q3 2020 as compared with Q3 2019, and the loss is at least \$25,000 from Q3 2019 to Q3 2020;
 - (5) **Anticipated expenses.** The applicant must estimate and attest that the following expenses from November 1 through December 30, 2020 exceed the grant request amount: payroll, inventory, insurance, training, license fees, and fixed costs (lease/rent, utility, long-term debt);
 - (6) **Payroll Pledge.** The applicant must pledge to spend at least thirty percent of the grant proceeds on payroll, including employee benefits.
 - (7) **Additional information.** The Grant Administrator may request additional information from applicants when the application contains insufficient or contradictory information or the Grant Administrator may deem the application incomplete.
- (d) **Assertion of Need.** An applicant shall disclose if the business has applied for or received any other grant or forgivable loan. An applicant that has received any other grant or forgivable loan must attest that a grant from this program is still necessary to sustain business operations through December 30, 2020.
- (e) **Compliance**
- (1) **Sales and property tax compliance.** A business with any sales or property tax delinquency as of March 1, 2020, is not eligible for a grant. A business that executes a confession of judgment with the City and Borough of Juneau for all outstanding sales tax deficiencies can be eligible for this program. A business that is fully compliant with a confession of judgment payment plan can be eligible for this program.
 - (2) **Federal compliance.** No grant may be issued to an applicant that is engaged in business or conduct that violates federal law and any grant so issued must be immediately returned in full. For example, no grant may be issued to an applicant engaged in or conducting a marijuana related business at the same location as the residence.
- (f) **Grant amount.** The grant amount shall be determined by the following formula: grant amount equals the difference in the applicant's Q3 2019 and Q3 2020 ~~taxable gross~~ sales divided by the difference in all eligible applicants' Q3 2019 and Q3 2020 ~~taxable gross~~ sales multiplied by the appropriation in Section 2. However, no grant shall exceed \$50,000; the Grant Administrator shall either cap any presumptive grant exceeding \$50,000 at \$50,000 or the Grant Administrator may apply a reduction factor so no grant exceeds \$50,000.

- (g) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.
- (h) **Confidentiality.** Except as provided in this legislation, all application material submitted for this program and all information contained therein (Grant Data) shall be kept confidential except for inspection by:
- (1) Employees and agents of the City and Borough whose job responsibilities are directly related to such applications and information;
 - (2) The business owner, managing member, or equivalent person supplying such application and information; and
 - (3) Court order.
- However, nothing in this ordinance shall be construed to provide confidentiality to the name of the applicant, address of the applicant, and the amount of grant award, if any.
- (i) **Grant application period.** The grant application period shall be two weeks. The Grant Administrator shall review applications and notify applicants if the application is incomplete. An applicant with an incomplete application has five business days to cure to keep the original application filing date; otherwise the application must be resubmitted, if at all.

Section 5. Effective Date. This ordinance shall become effective upon adoption.

Adopted this ____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor

Email: Economic-Stabilization@juneau.org

Mail: 155 S Seward Street, Juneau, AK 99801

www.beta.juneau.org/assembly/economic-stabilization

Date: November 9, 2020

To: City & Borough of Juneau Assembly

From: Economic Stabilization Task Force

Re: Draft Ordinance 2020-09(U): An Ordinance Appropriating up to \$2.3 Million to the Manager for a COVID-19 Extreme Hardship Business Grant Program; Funding Provided by CARES Act Special Revenue Fund.

By unanimous consent, the Economic Stabilization Task Force recommends the Assembly include in the ordinance a minimum threshold of \$25 thousand in taxable year-over-year revenue loss to qualify for the grant.

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters



Engineering & Public Works Department
155 S Seward Street, Juneau, AK 99801
907-586-0800

MEMORANDUM

DATE: November 4, 2020

TO: Chair Triem and City and Borough of Juneau Finance Committee

THROUGH: Katie Koester, Engineering and Public Works Director

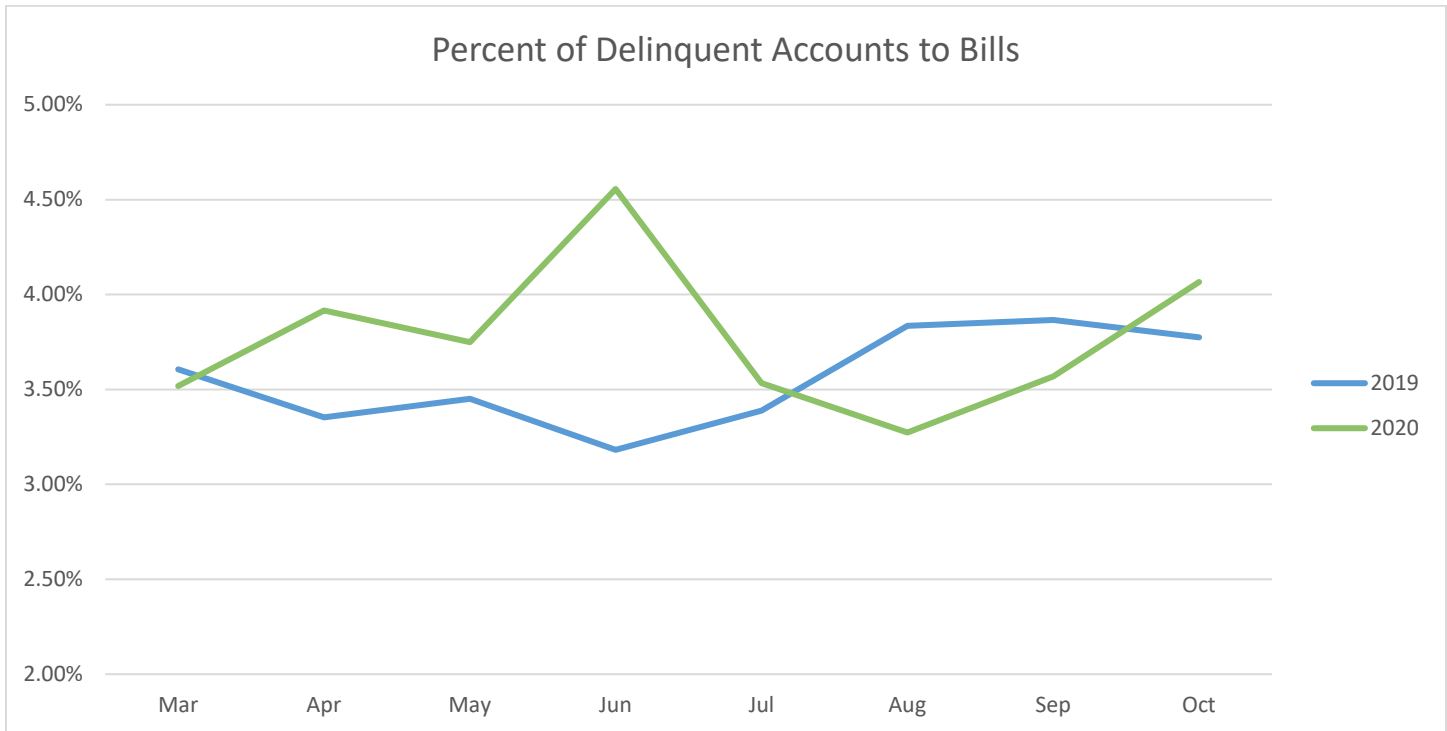
FROM: Autumn Sapp, Engineering & Public Works Business Manager
Nicole Tragis, Revenue Collector

SUBJECT: Utility Delinquent Account – Update and COVID Deferral Repayment Process

October Numbers

The 60 and 90 days delinquent accounts have continued to increase over the last month pushing the total delinquent accounts to the number of bills up to 4.07%. Fifty-five (55) customers have completed the COVID hardship agreement and will avoid shut-offs and finance charges until November 15, 2020 as outlined in State of Alaska Act - SB241. Of those 55 customers, five are commercial and 50 are residential. Collectively they make up 15.85% of 60 and 90 day total delinquent accounts.

End of Month	Grand Total of Bills, Statements, and E-Bills	Total Account 60 Days Delinquent	Accounts 90 Days Delinquent (Ran Mid-month)	Total Delinquent as a % of Bills	Number of Submitted Hardship Agreements	Running Total of Submitted Hardship Agreements for Commercial Accounts	% of Hardship Agreements to Total Delinquent Accounts
3/31/2019	8403	268	35	3.61%	Not Available		
4/30/2019	8439	252	31	3.35%			
5/31/2019	8461	267	25	3.45%			
6/30/2019	8517	240	31	3.18%			
7/31/2019	8527	262	27	3.39%			
8/31/2019	8502	297	29	3.83%			
9/30/2019	8691	307	29	3.87%			
3/31/2020	8470	259	39	3.52%			
4/30/2020	8478	213	119	4.22%			
5/31/2020	8480	239	79	4.56%			
6/30/2020	8516	308	80	3.69%	41	5	10.57%
7/31/2020	8518	234	67	3.49%	45	5	14.95%
8/31/2020	8524	230	49	3.46%	48	5	17.20%
9/30/2020	8548	246	59	3.57%	51	5	16.72%
10/31/2020	8535	276	71	4.07%	55	5	15.85%



COVID Hardship Deferral Repayment Process

Once the Emergency is lifted, Collections will take different approaches to the accounts depending on their balance. Our plan at this time is to start by contacting each customer to gather pertinent information and agree to an appropriate payment plan.

1. If the account balance is current, no repayment plan will be necessary.
 - a. Represented by approximately 20% of the population.
2. If the account balance was due to a delinquency prior to the COVID-19 emergency, a less formal in-house payment plan will be applied.
 - a. Represented by approximately 11% of the population.
 - b. If they fall out of compliance with the payment plan, they will be subject to the monthly shutoff process.
3. If the account balance was due to a delinquency prior to the COVID-19 emergency in addition to the charges during the emergency, both an informal in-house payment plan AND a formal payment plan will be applied.
 - a. Represented by the remainder of the population.
 - b. The portion of their balance representing the delinquent amount prior to the emergency will be subject to the less formal in-house payment plan referred to above.
 - c. The portion of the balance incurred during the emergency will be adjusted off their account and managed separately with a formal payment plan with a repayment term of no less than 8 months (i.e., the length of the emergency)
 - d. The informal in-house payment plan will implemented first followed by the formal payment plan