

LEG. FINANCE - BILLS 1977 - 1978 909

SB 122 cont. 909

APPENDIX A

SUMMARY OF PRINCIPAL FEDERAL AND STATE REQUIREMENTS GOVERNING THE OPERATING RESPONSIBILITIES OF THE CHILD SUPPORT ENFORCEMENT AGENCY

FEDERAL REQUIREMENTS

Federal requirements governing the operating responsibilities of the Child Support Enforcement Agency are contained in Title IV, Parts A and D, of the U.S. Social Security Act and Title 45, Chapters II and III of the U.S. Code of Federal Regulations. The following is a summary of the principal Federal requirements.

1. The Agency must operate under a Federally-approved State plan for child support. 45 CFR, Part 301.
2. The State's child support program must operate on a statewide basis. 45 CFR 302.10.
3. The State must participate financially in the program. 45 CFR 302.11.
4. A single and separate organizational unit must administer the program. 45 CFR 302.12.
5. The Agency must have an effective accounting system to support claims for Federal funds. 45 CFR 302.14.
6. The Agency must maintain records of its services and make periodic reports required by the Federal Government. 45 CFR 302.15.
7. The Agency must operate under a Federally-approved cost allocation plan. 45 CFR 302.16.

8. The State must require AFDC recipients to assign their rights to child support to the State to the extent of AFDC provided. 45 CFR 232.11.

9. The State must require AFDC recipients to cooperate with the State in operating the child support program. 45 CFR 232.12.

10. The State must provide for prompt notice to the Agency whenever AFDC is provided on behalf of a child who has been abandoned by a parent. 45 CFR 235.70.

11. The Agency must attempt to establish paternity and secure support in appropriate amounts on behalf of children for whom AFDC is furnished. 45 CFR 302.31, 302.53.

12. The Agency must collect support payments with respect to all children for whom AFDC is provided. 45 CFR 302.32.

13. The State must provide child support collection and paternity determination services to applicants not eligible for AFDC, for which the State may charge a fee. 45 CFR 302.33.

14. The Agency must contract with other public agencies for necessary services it cannot itself provide. 45 CFR 302.34.

15. The Agency must establish a parent locator service with certain prescribed capabilities and responsibilities. 45 CFR 302.35.

16. The State must cooperate with other states in carrying out their respective child support programs. 45 CFR 302.36.

17. The State must distribute child support payments in prescribed methods and amounts. 45 CFR 302.37, 302.38, 302.51.

18. The State must make incentive payments to other states that assist in successful enforcement and collection efforts on its behalf. 45 CFR 302.52.

19. The Agency must maintain case records including prescribed information. 45 CFR 303.2.

20. The Agency must attempt to locate all absent parents, using all reasonably available sources. 45 CFR 303.3, 302.70, 302.71, 302.72.

21. The Agency must use all reasonable methods and procedures available to enforce support obligations in which the liability and the amount have been established. 45 CFR 303.6.

22. The Agency must be organized and staffed appropriately to discharge its responsibilities. 45 CFR 303.20.

23. The State must maintain the confidentiality of its clients and records. 45 CFR 305.37.

24. The Agency must be operating under written procedures for all its major functions. 45 CFR, Part 305.

STATE REQUIREMENTS

Alaska requirements governing the operating responsibilities of the Child Support Enforcement Agency are covered in Title 47, Chapter 23, and Title 25, Chapter 25, of the Alaska Statutes. The principal applicable provisions of AS 47.23 are as follows (References are to section numbers):

1. The Agency shall administer and enforce child support orders of the superior courts of Alaska (020).
2. The Agency shall administer and enforce the Uniform Reciprocal Enforcement of Support Act (020).
3. The Agency may attempt to establish paternity only upon voluntary application by the mother or legal custodian (040).
4. The Agency shall contract with the Department of Law for legal services (050).
5. The Agency may attempt to enforce support obligations only if it is notified of them within six months of their coming due (060).
6. Court orders requiring payment of child support shall direct payments to be made to the Agency, absent a showing of good cause why they should be made otherwise (080).
7. The Agency shall take all necessary action to enforce court orders requiring child support payments to be made to it (080, 090).
8. The Agency must provide services to any person due child support under Alaska law. The Agency may charge a fee for this service, except to indigents (100).

The Agency's responsibilities under AS 25.25, the Uniform Reciprocal Enforcement of Support Act (URESAs), are set forth only by reference in AS 47.23.020, except for the provision in AS 25.25.100 noted below. AS 25.25 currently assigns a number of specific procedural functions to the courts, which under AS 47.23.020 the Agency is responsible to oversee. The two provisions of AS 25.25 directly affecting Agency activities are:

1. The State has a right to enforce a support obligation in its own right in URESA cases in which it has furnished child support (070).

2. The Agency shall represent plaintiffs in URESA actions (100). (This appears to require only that the Agency handle cases in which an application is voluntarily made to it.)

APPENDIX B

CHANGES IN ALASKA LAW REQUIRED OR APPROPRIATE UNDER VARIOUS PROGRAM OPTIONS

Changes would be required in Alaska law as indicated below in order to properly meet the State's needs under the various program options considered in this report.

Alternative 1: Current Agency

AS 47.23

1. Redefine the mandate of the Agency (AS 47.23.020).
2. Authorize the Agency to take whatever steps are necessary to assure compliance with applicable Federal requirements.
3. Require other State agencies to cooperate with the Child Support Enforcement Agency in accomplishing its legislatively defined objectives.
4. Require AFDC recipients to assign their rights to child support to the State in accordance with Federal requirements.
5. Require AFDC recipients to cooperate with the State in meeting the objectives of the State's child support program.
6. Give the Agency the right to enforce child support obligations on the State's behalf in AFDC cases without a requirement for a voluntary application by the mother or legal custodian (AS 47.23.040, 47.23.090).

7. Direct the Agency to attempt to establish paternity and secure support orders in appropriate amounts on behalf of children for whom AFDC is furnished.

8. Delete the six-month limitation on collection of arrearages (AS 47.23.060).

9. Authorize the Agency to make incentive payments to other states, in accordance with Federal requirements.

AS 25.25

1. Designate the Child Support Enforcement Agency as the State information agency for URESA purposes and expand its powers to conform to the parent locator service requirements under Federal law (AS 25.25.150, 25.25.170).

2. Designate the Child Support Enforcement Agency rather than the courts as the agency to accept payments from obligors, to transmit payments to other states, and to disburse payments from responding states (AS 25.25.200, 25.25.210, 25.25.220).

3. Delete the requirement that disbursements be made immediately to the extent necessary to conform to Federal retention and processing requirements (AS 25.25.220).

Alternative 2: Title IV Part D (Full Compliance)

The changes in State law required for Alternative 1 would apply to this option, with appropriate modification of the Agency's mandate (AS 47.23.020).

The following two additional changes to AS 47.23 should also be made:

1. Specify that court orders in child support cases provide for payment through the Agency in AFDC cases only (AS 47.23.080).
2. Provide for transfer of enforcement responsibilities with respect to existing and future court cases to another agency, or otherwise provide for their disposition.

Alternative 3: Title IV Part D (Partial Compliance)

The changes in State law required for this option would be identical to those required for Alternative 2, with appropriate modification of the Agency's mandate (AS 47.23.020).

Alternative 4: State Court Cases Only

No changes in State law required.

Alternative 5: Abolish Child Support Enforcement Agency

1. Repeal all of AS 47.23, plus AS 25.25.100.
2. Provide for handling of current and future cases by another agency, or otherwise provide for their disposition.

It should be noted that the above changes would meet minimum requirements only. Additional changes may be desirable to assure effective implementation of the program in accordance with legislative objectives. In this regard, we recommend consideration of Senate Bill No. 148, introduced on February 11, 1977, and currently pending before the Legislature. We concur with the thrust of that legislation and believe it would measurably improve the effectiveness of the Child Support Enforcement Agency. (The Department of Law itself apparently desires certain amendments to Senate Bill No. 148. Two such amendments that would be particularly helpful to effective functioning of the Agency would be complete deletion of (a) inability to pay and (b) the appropriateness of any custody or support arrangements, as matters for consideration upon a motion to reduce arrears to judgment. See AS 25.25.090.)

Specific additional legislative actions that should be considered include the following:

(a) Authorize service of process by Agency personnel in person and by certified mail.

(b) Grant the Agency specific authority to contract with private agencies for the purpose of service of legal process.

(c) Permit execution on arrearages without the necessity of a separate action for judgment.

(d) Grant permission to the Agency to conduct its own legal actions and allow it to employ a staff of attorneys for that purpose.

(e) Develop an administrative process for establishment and enforcement of child support obligations, subject to judicial review.

Items (a) and (b) appear to be urgent requirements, while items (c), (d), and (e) are appropriate for longer-range consideration.

Finally, because of the speed of recent developments nationally in the field of child support enforcement, additional changes are likely to be desirable in future years, as the Alaska program and the programs of the other states evolve.



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
 REGION X
 ARCADE PLAZA BUILDING
 1321 SECOND AVENUE
 SEATTLE, WASHINGTON 98101

OFFICE OF
 CHILD SUPPORT ENFORCEMENT

MAR 2 1977

Mr. Joseph L. McGavick
 Haskins & Sells
 2100 Seattle-First National
 Bank Building
 Seattle, Washington 98154

Dear Mr. McGavick:

In your correspondence of February 25, 1977, you requested answers to a variety of questions concerning alternative organizations for Alaska's Child Support Enforcement program. The questions you asked and our response to those questions follow.

- Q: 1. Under Title IV, Part D of the Social Security Act and its implementing regulations, what financial penalties can be imposed on the state of Alaska for failure to implement:
- A. All of the Title IV-D program?
- B. Part of the Title IV-D program?
- A: Section 452(a)(4) of the Social Security Act (SSA) requires the Office of Child Support Enforcement to conduct a complete audit of each state IV-D program to determine whether the operation of the program conforms to federal regulations. Section 403 of the SSA provides that any state that is found by the audit to have failed to have an effective program in any fiscal year beginning after September 30, 1976, shall be penalized by an amount equal to 5% of the state's AFDC payments. If such a penalty were imposed on Alaska for FY 77, the state would lose approximately \$255,000 (average federal share of AFDC expenditures \$1,700,000 X 3 quarters X .05 = \$255,000). It should be noted that any future penalties would be considerably larger since the FY 77 penalty is based upon only 3 quarters of the year while any future penalties would be based upon a full fiscal year.

The regulations establishing the criteria for the annual audit and the imposition of the penalty are 45 CFR 305.20 and 305.50, respectively.

The above regulations delineate 19 basic program requirements ranging from statewide operation to obtaining support rights, that a state must meet in order to avoid the penalty. Failure to meet any one of the 19 standards will result in the imposition

of the penalty. While the present standards are considered to be readily attainable; these penalty regulations will become more stringent as the IV-D program progresses.

Obviously, if Alaska were to fail to implement any aspect of a IV-D program, the penalty would be invoked. Any partial implementation of a IV-D program that resulted in compliance with all 19 requirements would avoid the penalty; however, it is difficult to envision a program that could be less than complete and still meet the standards for an effective program.

Q: 2. Under Title IV-D and Title IV-A legislation, is it possible to find a state out of compliance with Title IV-D; exact a full 5% penalty against Title IV-A funds; and continue 95% funding for the Title IV-A program?

A: Yes. If the penalty were invoked because of a failure of the IV-D program to meet one of the 19 basic requirements that was not associated with IV-/IV-D interaction, i.e., establishing paternity, enforcement of support obligation, 95% funding for the IV-A program could be continued. There are, however, some situations that could result in both the imposition of the 5% penalty and a loss of the remaining 95% of AFDC funding. Those situations are discussed in response to question #4 below.

Q: 3. Are there circumstances of any kind which would allow the state full Title IV-A funding if it had no separate Title IV-D agency? For example, could the state contract with a private collection firm; another agency of state government; or the local governments across Alaska to perform its services under Title IV-D?

A: No. 45 CFR 305.23 requires the states to have a single and separate agency responsible and accountable for the operation of the IV-D plan and for no other program or activity. The state IV-D agency may elect to contract with private firms or other state agencies. However, the state IV-D agency may not delegate the functions of; the establishment and administration of the state plan, the formal evaluation of the quality, efficiency and effectiveness of services, or the financial control of the operation of the plan. In addition, no IV-D function may be delegated to caseworkers also performing assistance payments or Social Services functions under Title IV-A or XX of the Act.

Q: 4. It has been said by former SRS officials that if a state failed to enact Title IV-D requirements it would lose not only its 5% penalty against Title IV-A but would then be out of compliance with Title IV-A and would be subject to losing

up to 100% of its remaining Title IV-A funds.

A. Is this still the position of SR5?

B. If yes, will you please cite the applicable statute and regulations which appear to permit such action.

A: Section 404(a) of the SSA provides that the Secretary shall, in the event of a finding of a failure to comply substantially with any provision of Section 402, notify such state that further payments will not be made to the state. The Secretary does have the option of limiting payments to only those categories or parts of the plan not affected by such failure. Therefore, it is possible, albeit unlikely, that the Secretary could stop all IV-A funding for a state's failure to comply with a provision of Section 402. This action would not be taken solely because a state had not implemented a IV-D program. In fact, Section 404(d) of the Act restricts any reduction in funding due to a failure to comply with Section 402(a)(27) (the requirement that there be an approved IV-D plan) to the 5% penalty provided for in Section 403(h).

It is possible that a state could be penalized for a failure to have an approved IV-D plan in the amount of 5% of AFDC funding while simultaneously losing some other portion of AFDC funding due to a failure to comply with any portion of Section 402 other than paragraph (a)(27). For example, a state must comply with Section 402(a)(11) (prompt notice to the IV-D agency), and 402(a)(26) (assignment of support rights), whether or not the 5% penalty has been imposed.

Q: 5. If a state is found out of compliance with Title IV-A and is found to be ineligible for federal financial participation (ffp) for Title IV-A activities, does this finding in turn jeopardize the state's ffp for:

A. Title IV-B (Child Welfare)?

B. Title IV-C (WIN)?

C. Title XIX (Medicaid)?

D. Title XX (Social Services)?

If the answer is yes to A, B, C, or D, please separately describe the circumstances under which such noncompliance can be determined (statute and regulation) for each instance and what portion of the ffp is thereby jeopardized?

Mr. Joseph L. McGavick

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A: The interrelation of the IV-A program and the other programs listed above is so complex that we are unable to provide a definitive answer to this question in the time frame you have established. Because client eligibility for the above programs is in many cases contingent upon eligibility for the IV-A program, it is possible that a complete loss of federal funding for the IV-A program would, at a minimum, disrupt the programs listed above.

If you require a more definitive response to your question we advise that you direct your question to SRS. Because this question could have national impact the SRS response may be delayed pending central office clarification.

Q: 6. Please provide us with a copy of the Washington State statute on child support enforcement which you noted is thought to be a model for this sort of activity.

A: A copy of the statute and implementing regulations is attached.

We trust the answers provided have given you the necessary data to develop a cost/benefit analysis. If you have any further questions, please feel free to contact us.

Sincerely,



Barbara Henderson
Regional Representative

cc: Dr. Williamson

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

JAY S. HAMMOND, GOVERNOR

POUCH H 01 - JUNEAU 9911

CHILD SUPPORT ENFORCEMENT AGENCY

SENATE BILL 659: PL 93-647 and PL 94-88

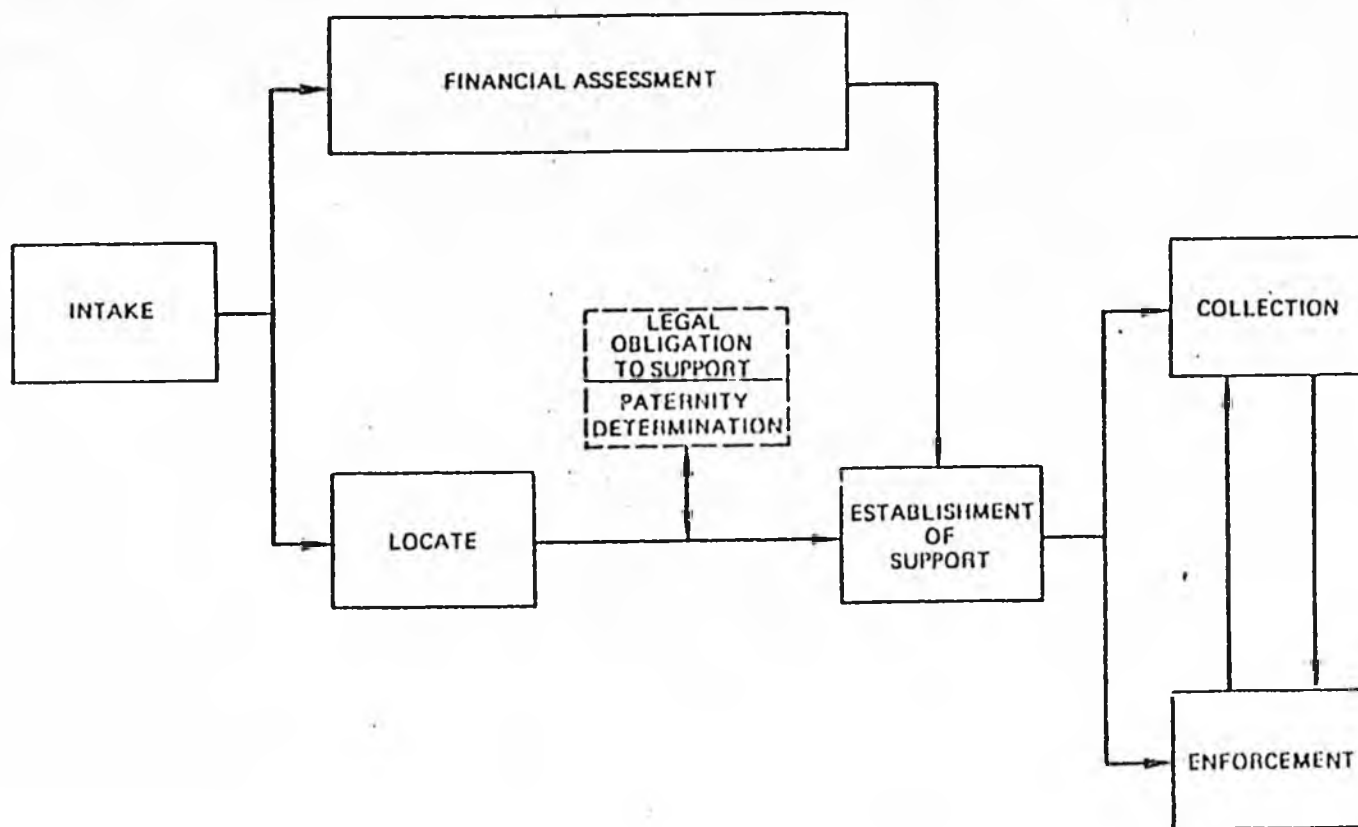
MAJOR FUNCTIONAL PROCESSES REQUIRED

The following processes will be required to operate an effective Child Support Enforcement Agency for Alaska:

- I. INTAKE: Activities associated with initial case opening
 - Referrals from IV-A Agency
 - Referrals from other states' IV-D agencies
 - URESA cases
 - Applications from public-at-large
 - Court order referrals
- II. ESTABLISHMENT OF THE LEGAL OBLIGATION TO SUPPORT: Activities related to determining the absent parent's legal obligation to support his/her dependent children (including paternity determination).
- III. LOCATION: Activities associated with locating an absent parent and/or his or her financial assets.
- IV. FINANCIAL ASSESSMENT: Activities related to determining an absent parent's support capacity, i.e., ability to pay.
- V. ESTABLISHMENT OF SUPPORT: Activities related to establishing an absent parent's support obligation, including methods and terms of payment.
- VI. COLLECTION: Activities related to monitoring payment activity and processing cash flow.
- VII. ENFORCEMENT: Activities taken to enforce support collection (issuing summonses, preparing complaints and actions for court processing).

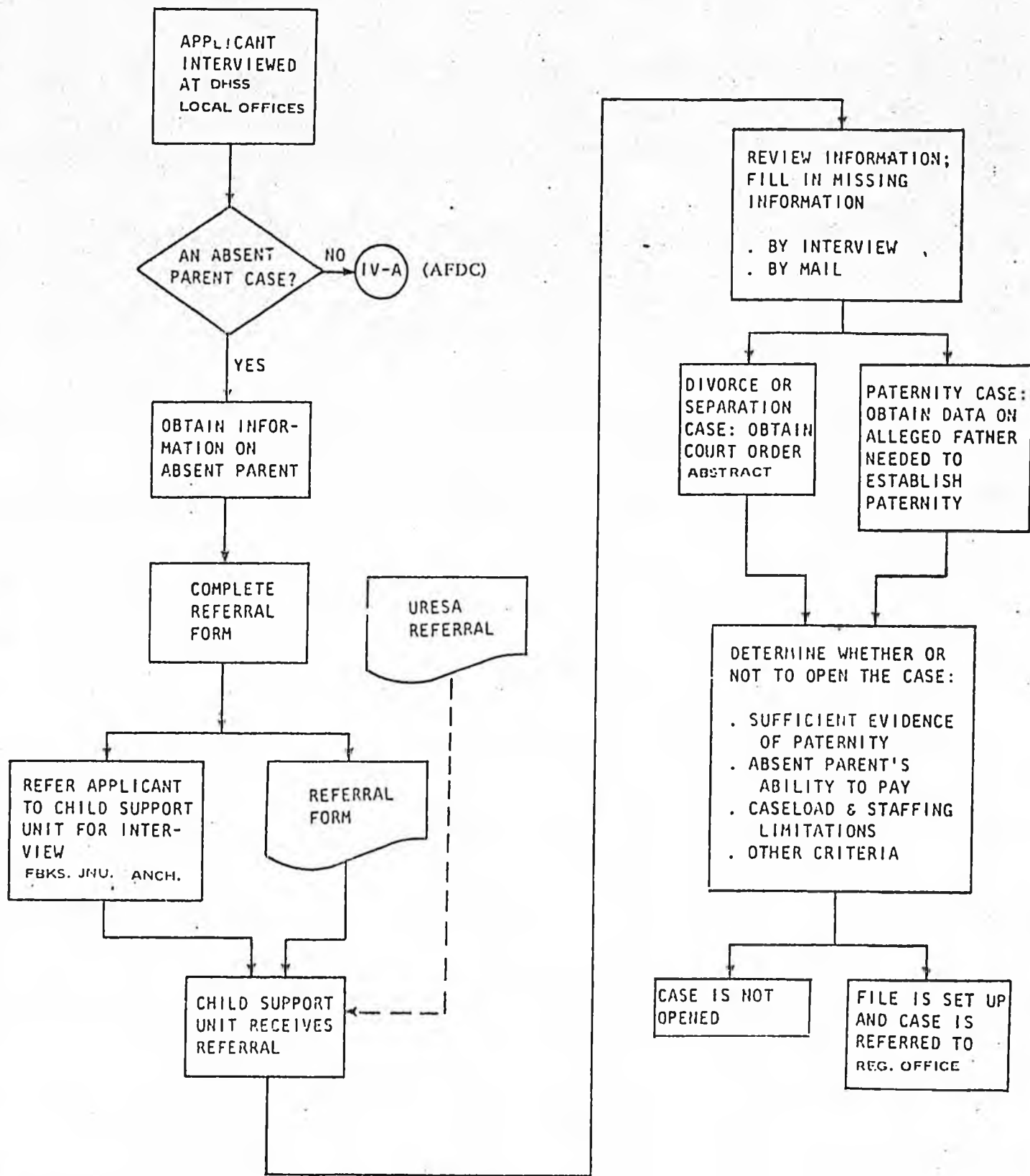
ALASKA

CHILD SUPPORT ENFORCEMENT
FUNCTIONAL PROCESS FLOW



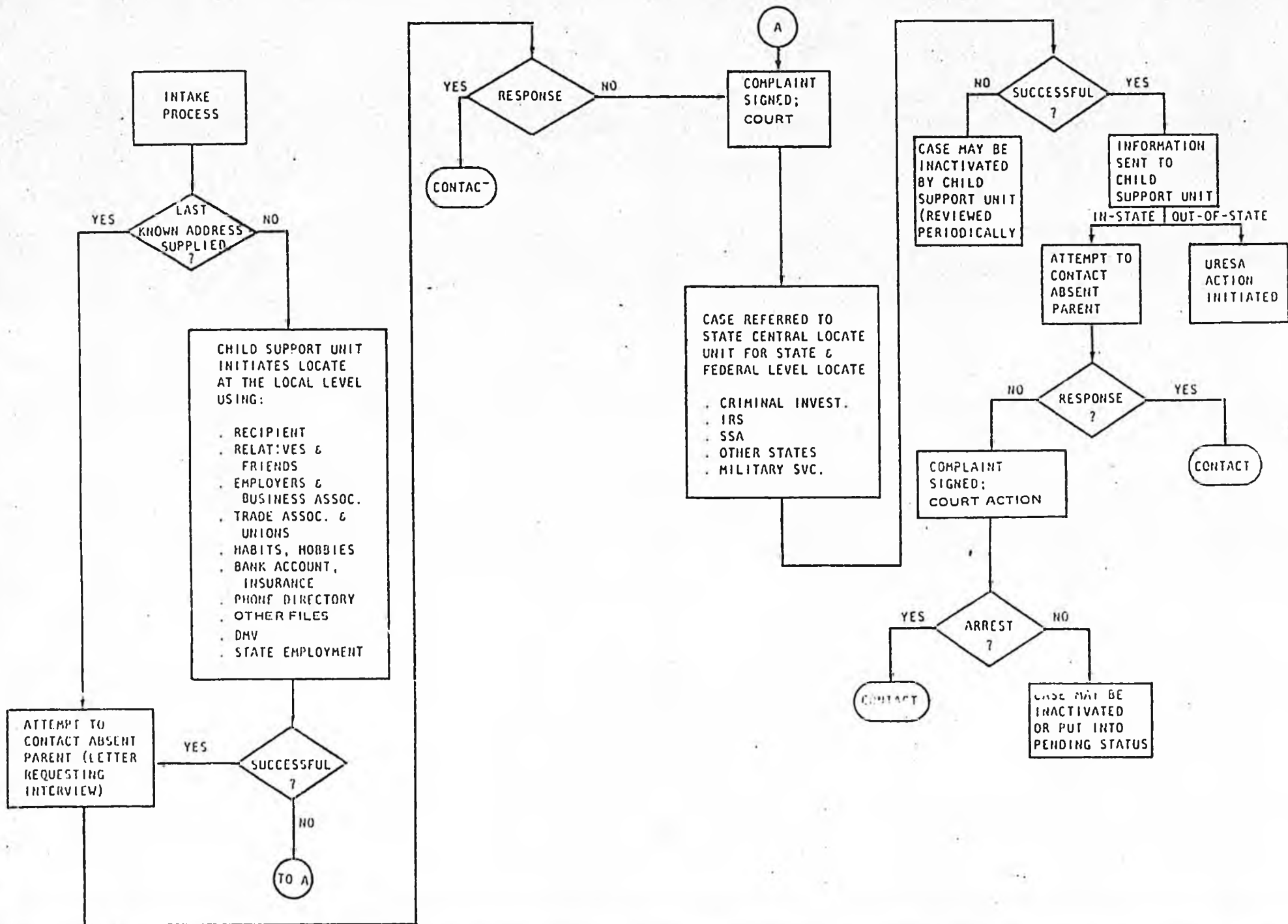
ALASKA CHILD SUPPORT ENFORCEMENT AGENCY

INTAKE PROCESS FLOW CHART



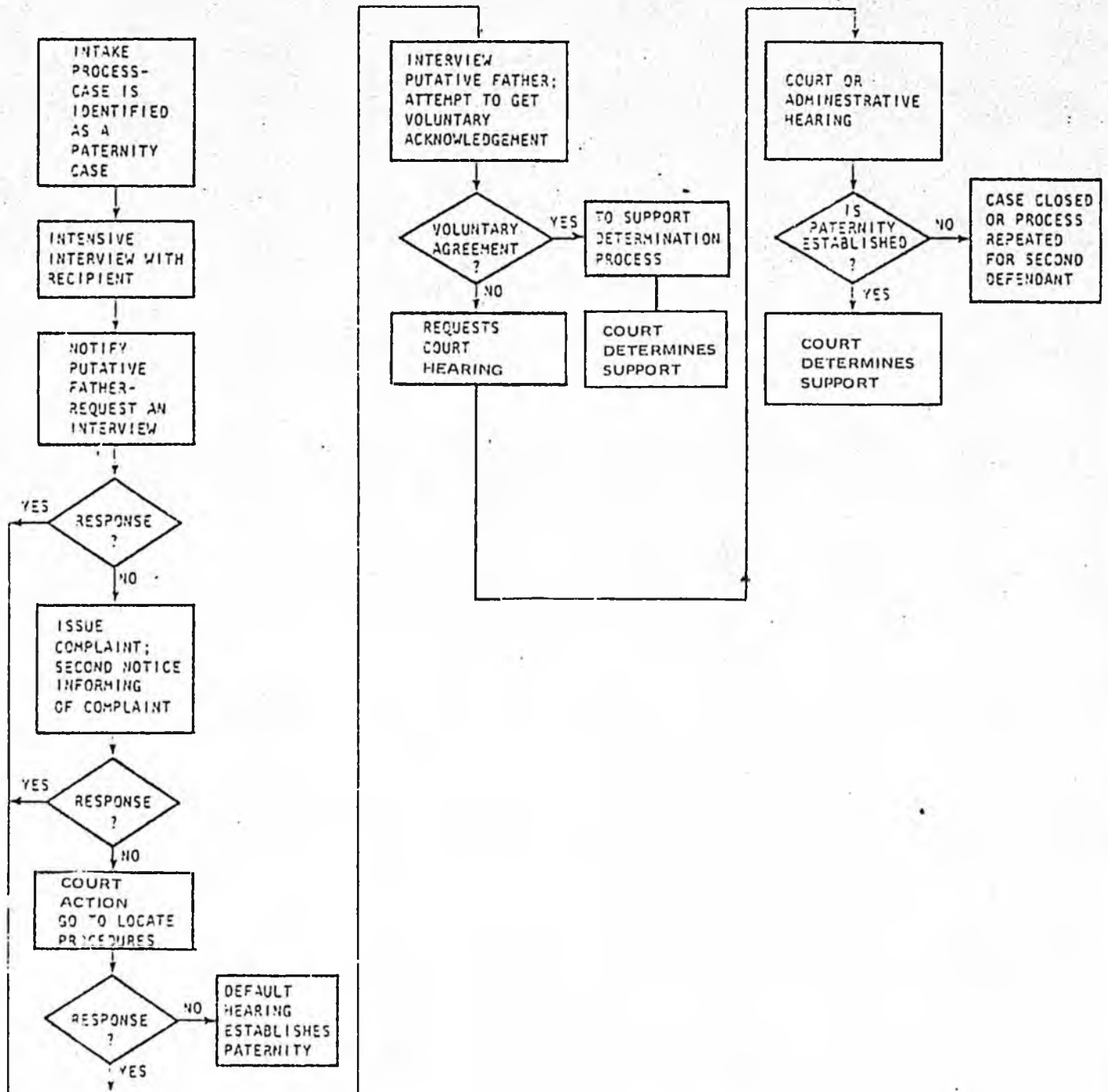
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LOCATE PROCESS FLOW CHART



ALASKA CHILD SUPPORT ENFORCEMENT AGENCY

DETERMINATION OF PATERNITY PROCESS FLOWCHART



STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

JAY S. HAMMOND, GOVERNOR

POUCH H 01 - JUNEAU 99811

SUMMARY OF REQUIREMENTS FOR STATES

CHILD SUPPORT ENFORCEMENT ACT

UNDER

PUBLIC LAW 93-647

PUBLIC LAW 94-88

and

CODIFIED FEDERAL REGULATIONS: TITLE 45

(Source: "Child Support Data and Materials", Committee on Finance, United States Senate, November 10, 1975. Provisions in Codified Federal Regulations are subjected to revisions from time to time. This material reflects the latest information available to the Department.)

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PART 303

STANDARDS FOR AN EFFECTIVE PROGRAM

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PART 232

Special provisions applicable to Title IVA (AFDC) of the Social Security Act.

Paragraph numbers refer to CFR 45

1. Section 232.2 CHILD SUPPORT PROGRAM; STATE PLAN REQUIREMENTS

The State plan must specify that the State (a) has in effect a plan approved under Part D of Title IV of the Act; and (b) operates a child support program in conformity with such plan.

2. Section 232.10 FURNISHING OF SOCIAL SECURITY NUMBERS

The State plan must provide that as a condition of eligibility each applicant for or recipient of aid will be required to furnish to the State or local agency a social security number. If he cannot furnish a SSN (either because such SSN has not been issued or is not known), to apply for such number through procedures adopted by the State or local agency with the Social Security Administration.

3. Section 232.11 ASSIGNMENT OF RIGHTS TO SUPPORT

The State plan must provide that as a condition of eligibility for assistance, each applicant for or recipient of AFDC shall assign to the State any rights to support from any other person as such applicant or recipient may have in his own behalf or in behalf of any other family member for whom the applicant or recipient is applying for or receiving assistance.

4. Section 232.12 COOPERATION IN OBTAINING SUPPORT

The State plan must provide that as a condition of eligibility for assistance, each applicant for or recipient of AFDC will be required to cooperate with the State in:

- (1) Identifying and locating the parent of a child with respect to whom aid is claimed;
- (2) Establishing the paternity of a child born out of wedlock with respect to whom aid is claimed;
- (3) Obtaining support payments for such applicant or recipient and for a child with respect to whom aid is claimed; and
- (4) Obtaining any other payments or property due such applicant or recipient of such child.

"Cooperate" includes other specified obligations.

5. Section 232.20 TREATMENT OF CHILD SUPPORT COLLECTIONS MADE IN THE CHILD SUPPORT ENFORCEMENT PROGRAM AS INCOME AND RESOURCES IN THE TITLE IVA PROGRAM (AFDC)

The State plan must provide that in any case in which child support payments are collected for a recipient of AFDC with respect to whom assignment under Section 232.11 is effective, upon notification to the IVD agency of the amount of a child support collection, such amount will be used to redetermine eligibility for an assistance payment the first time it is feasible for the IV-A to consider such collections in re-determining eligibility for an assistance payment the first time it is feasible for the IV-A agency to consider such collections in redetermining eligibility for and the amount of the assistance payment. A detailed time constraint is specified.

6. Section 232.20 NEED AND AMOUNT OF ASSISTANCE

Income and resources; OAA, AFDC, AB, APTD, and AABD

The plan must provide that agency policies will assure that in determining the eligibility of an individual for an assistance payment or the amount of such payment, child support amounts which are collected as part of the State's child support enforcement program will be treated in accordance with Section 232.20. Any child support amounts for which an assignment pursuant to Section 232.11 is effective, which are received directly by the assistance unit shall be paid to the State child support enforcement unit.

7. Section 233.90 FACTORS SPECIFIC TO AFDC

A child may not be denied AFDC either initially or subsequently because a parent or other caretaker relative fails to cooperate with the child support agency in performing any of the activities needed to (a) establish the paternity of a child born out of wedlock; or (b) obtain support from a person having a legal duty to support the child. Any parent or caretaker relative who fails to so cooperate shall be treated in accordance with Section 232.12 of the chapter.

8. Section 234.60 PROTECTIVE AND VENDOR PAYMENTS FOR DEPENDENT CHILDREN

If a State plan for AFDC under Title IVA of the Social Security Act provides for protective and vendor payments for other than WIN cases and cases in which the caretaker relative fails to meet the eligibility requirements of Section 232.11 or 232.12 of this chapter, alternate eligibility requirements are provided and specified.

9. Section 235.70 PROMPT NOTICE TO CHILD SUPPORT AGENCY

A State plan under Title IVA of the Social Security Act must provide for prompt notice to the State or local child support agency designated pursuant to Section 454 (3) of the Social Security Act whenever AFDC is furnished with respect to the a child who has been deserted or abandoned by a parent. Prompt notice is specified.

PART 301

CHILD SUPPORT ENFORCEMENT PROGRAM
STATE REQUIREMENTS

1. Section 301.10 STATE PLAN

The State plan must be a comprehensive document submitted by the IV-D (Child Support Agency) describing nature and scope of the State program and providing the federal government with a list of technical assurances.

Format: The State plan must be submitted to the federal government in the format and containing the information prescribed, and within time limits set in implementing instructions issued.

Submittal of State plan for Governor's review: The State plan must be submitted to the State Governor for his review and comments, and the State plan must provide that the Governor will be given opportunity to review State plan amendments and long-range program planning projections or other periodic reports thereon.

Approval of State plans and amendments: State plan furnished by the State to cover its Child Support Enforcement program under title IV-D of the Act. After approval of the original plan by HEW, all relevant changes, required by new statutes, rules, regulations, interpretations, and court decisions, are required to be submitted currently so that HEW may determine whether the plan continues to meet Federal requirements and policies.

A specific State plan routing is specified and time frames for approvals are set forth in regulations:

The effective date of a new plan may not be earlier than the first day of the calendar quarter in which a approvable plan is submitted.

An administrative review of federal administrative decisions is provided under regulations. A plan for financial grants to states is detailed in 301.15.

2. Section 302.10 STATEWIDE OPERATIONS

The State plan shall provide that:

- (a) It will be in operation on a statewide basis in accordance with equitable standards for administration that are mandatory throughout the State;
- (b) If administered by a political subdivision of the State, the plan will be mandatory on such political subdivision;
- (c) The IV-D agency will assure that the plan is continuously in operation in all appropriate offices or agencies.

3. Section 302.11 STATE FINANCIAL PARTICIPATION

The State plan shall provide that the State will participate financially in the program.

4 Section 302.12 SINGLE AND SEPARATE ORGANIZATION UNIT

The State plan shall provide for the establishment or designation of a single and separate organizational unit to administer the IV-D plan.

(a) The IV-D agency may be:

- (1) Located in the single State agency designated pursuant to Section 205.100 to administer title IV-A of the Act;
- (2) Located in any other agency of the State; or,
- (3) Established as a new agency of the State.

(b) The IV-D agency shall be responsible and accountable for the operation of the IV-D program. Except as provided in Section 303.20 of the Part, the agency need not perform all the functions of the IV-D program so long as it insures that all these functions are being carried out properly, efficiently, and effectively;

(c) If the IV-D agency delegates any of the functions of the IV-D program to any other State or local agency or official, or any official with whom a cooperative agreement as described in Section 302.34 has been entered into or purchases services from any person or private agency pursuant to Section 304.22 of this Part, the IV-D agency shall have responsibility for securing compliance with the requirements of the State plan by such agency or officials.

5. Section 302.13 PLAN AMENDMENTS

The State plan shall provide that the plan will be amended whenever necessary to reflect new or revised Federal statutes or regulations, or material change in any phase of State law, organization, policy, or IV-D agency operation.

Federal financial participation. Except where otherwise provided, Federal financial participation is available in the additional expenditures resulting from an amended provision of the State plan as of the first day of the calendar quarter in which an approvable amendment is submitted or the date on which the amended provision becomes effective in the State, whichever is later.

6. Section 302.14 FISCAL POLICIES AND ACCOUNTABILITY

The State plan shall provide that the IV-D agency, in discharging its fiscal accountability, will maintain an accounting system and supporting

fiscal records adequate to assure that claims for Federal funds are in accord with applicable Federal requirements.

7. Section 302.15 REPORTS AND MAINTENANCE OF RECORDS

The IV-D agency will maintain records necessary for the proper and efficient operation of the plan, including records regarding:

Applications for child support services available under the State plan,

Location of absent parents, actions to establish paternity and obtain and enforce child support, the costs incurred in such actions;

Amount and sources of child support collections, the distribution of these collections,

Any fees charged or paid for child support enforcement services,

Other administrative costs,

Other information required by HEW;

Statistical, fiscal, and other records necessary for reporting and accountability required by the Secretary of HEW.

The retention and custodial requirements for these records are prescribed in detail.

The IV-D agency will make such reports in such form and containing such information, as the Secretary may from time to time find necessary to assure the correctness and verification of such reports. Detailed audit and record maintenance systems are mandated.

8. Section 302.16 COST ALLOCATION

The State plan shall provide that, the IV-D agency has an approved cost allocation plan on file with the Regional Office which identifies and describes the methods and procedures the State has established for properly charging the costs of administration, services (excluding purchased services), and training activities under the plan in accordance with the Federal requirements set out in 45 CFR Part 74, Appendix C, and in Department and Office regulations and instructions. Detailed requirements are specified.

Federal financial participation. As a condition for receipt of Federal financial participation in administration of the IV-D program for any quarterly period, a IV-D agency's claim for such expenditures must be in accord with a cost allocation plan on file with and approved by the Regional Office for that period.

9. Section 302.17 INCLUSION OF STATE STATUTES

The State plan shall provide a copy of State statutes, or regulations promulgated pursuant and having the force of law (including citations of

such statutes and regulations), that provide procedures to be used in the determination of paternity of a child born out of wedlock, and to establish the child support obligation of a responsible parent, and to enforce such child support obligations.

10. Section 302.31 ESTABLISHING PATERNITY AND SECURING SUPPORT

The State plan shall provide that the IV-D agency will undertake:

- (a) In the case of a child born out of wedlock with respect to whom an assignment under Section 232.11 of this title is effective, to establish the paternity of such child; and
- (b) In the case of any child with respect to whom such assignment is effective, to secure support for such child from any person who is legally liable for such support, utilizing reciprocal arrangements adopted with other States when appropriate.

11. Section 302.32 CHILD SUPPORT PAYMENTS TO THE IV-D AGENCY

The State plan shall provide that:

- (a) In any case in which child support payments are collected for a recipient of aid under the State's title IV-D (AFDC) plan with respect to whom an assignment under Section 232.11 is effective, such payments shall be made to the IV-D agency and shall not be paid directly to the family except as provided in paragraph (b).
- (b) As soon as possible but not later than 30 days after the end of a month, the IV-D agency will inform the agency administering the State's title IV-A (AFDC) plan of the amount of the collection which represents payment on the required support obligation for that month as determined in Section 302.51 (a). Upon being informed of this amount, the IV-A (AFDC) agency will determine if such amount is sufficient to make the family ineligible for an assistance payment pursuant to the State's IV-A plan (See Section 232.20 of Chapter II of this Title). If such amount is sufficient to make the family ineligible for an assistance payment, the IV-A agency will notify the IV-D agency of such fact and the IV-D agency must pay such amount to the family in the month for which the IV-A agency had determined that the family is ineligible for an assistance payment except in those cases pursuant to Section 205.10 of this title in which a family is nevertheless entitled to an assistance payment pending the result of a hearing. With such payment the IV-D agency will notify the family if it will continue to collect and distribute current support payments pursuant to Section 302.5 (e) (1) of this part.
- (c) If the IV-A agency determines that the amount of the collection which represents payment on the required support obligation for the month does not make the family ineligible for an assistance payment, or if a hearing is requested pursu-

ant to Section 205.10 of this title the IV-A agency will notify the IV-D agency of such fact and the IV-D agency will distribute such amount pursuant to Section 302.51 of this part.

- (d) To the extent any amount collected in a month includes payment on required support obligations for past months, that portion of such amount will be distributed by the IV-D agency pursuant to Section 302.51. Other detailed provisions for payment plans are provided.

12. Section 302.33 INDIVIDUALS NOT OTHERWISE ELIGIBLE FOR PATERNITY AND CHILD SUPPORT SERVICES

- (a) The State plan shall provide that the child support collection or paternity determination services established under the plan shall be made available to any individuals not otherwise eligible for such services upon application filed by such individual with the IV-D agency.
- (b) The State plan may provide for an application fee to be charged each individual who applies for services under this section. If the State elects to charge a fee, the State plan shall specify either:
 - (1) A flat dollar amount not to exceed \$20 to be charged each applicant; or,
 - (2) A fee schedule to be used to determine the fee to be charged each applicant, based on each applicant's income and will be designed so as not to discourage the application for such services by those most in need of them.
- (c) The State plan may provide for recovery of any costs incurred in excess of the application fee in collection of child support. If the State elects to recover such costs they shall be deducted from the amount of such recovery.
- (d) The IV-D agency may take as assignment of support rights from an individual applying for paternity or child support services under this section. However, such assignment shall not constitute an assignment for purposes of Section 232.11 of this title and may not be a condition of receipt of such services.

13. Section 302.34 COOPERATIVE ARRANGEMENTS

The State plan shall provide that the State will enter into written agreements for cooperative arrangements with appropriate courts and law-enforcement officials. Such agreements may be entered into with a single official covering more than one court, official, or agency, if such single official has the legal authority to enter into agreements on behalf of such courts, officials, or agencies. Such agreements shall contain provisions for providing courts and law-enforcement officials

with pertinent information needed in locating absent parents, establishing paternity and securing support, including the immediate transfer of the information obtained under Section 235.70 of this title to the court or law-enforcement official, to the extent that such information is relevant to the duties to be performed pursuant to the agreement. Other topics such as prosecution of fraud directly related to paternity and child support, reimbursement to courts and law-enforcement officials for this assistance are treated.

14. Section 302.35 STATE PARENT LOCATOR SERVICE

The State plan shall provide that:

- (a) The IV-D agency will establish a parent locator service utilizing:
 - (1) All sources of information and records available in the State, and in other States as appropriate; and
 - (2) The Federal PLS of the Department of Health, Education, and Welfare.
- (b) The State PLS will have a central State office and may also establish or designate offices at the local level.
- (c) The IV-D agency will accept applications to utilize the Federal PLS from:
 - (1) Any State or local agency or official seeking to collect child support obligations pursuant to the State plan;
 - (2) A court which has authority to issue an order against an absent parent for the support and maintenance of a child, or any agency of such court; or
 - (3) The resident parent, legal guardian, attorney, or agent of a child who is not receiving aid under title IV-A of the Act.

However, prior to the submission of any request to the Federal PLS, the State PLS must first make diligent and reasonable efforts to exhaust the State and local parent locator resources;
- (d) Any requests to the Federal PLS under section 453 of the Act will be submitted only by the central State office in accordance with the manner and form prescribed by the Secretary.
- (e) The IV-D agency will collect or pay the fee which is required by section 453 (e) (2) of the Act to be charged the individuals described in paragraph (c) (3) of this section.

15. Section 302.36 COOPERATION WITH OTHER STATES

The State plan shall provide that the State will cooperate with any other State:

- (a) In establishing paternity, if necessary;
- (b) In locating an absent parent who is present in the State and against whom any action is being taken under a IV-D program in any other State;
- (c) In securing compliance by an absent parent who is present in the State with an order issued by a court of competent jurisdiction against such parent for the support and maintenance of a child or children of such parent with respect to whom aid is being provided under the plan approved under title IV-A of the Social Security Act in any other State; and,
- (d) In carrying out any other function required under a plan approved under title IV-D.

16. Section 302.37 DISTRIBUTION OF CHILD SUPPORT PAYMENTS

The State plan shall provide that, pursuant to the requirements of Section 302.32 of this Part, amounts collected as child support will be distributed as provided in Section 302.51 of this part.

17. Section 302.38 PAYMENTS TO THE FAMILY

The State plan shall provide that any payment required to be made under Sections 302.32 and 302.51 of this Part to a family will be made to the resident parent, legal guardian, or caretaker relative having custody of or responsibility for the child or children.

18. Section 302.39 STANDARDS FOR AN EFFECTIVE PROGRAM

The State plan shall provide that the IV-D agency will comply with the standards for an effective program and the organizational and staffing requirements prescribed by Part 303 of this Chapter.

19. Section 302.50 SUPPORT OBLIGATIONS

The State plan shall provide as follows:

- (a) The support rights assigned to the IV-D agency pursuant to Section 232.11 of this title constitute an obligation owed to the State by the individual responsible for providing such support. Such obligation shall be established by:
 - (1) Order of a court of competent jurisdiction;
 - (2) Other legal process as established by State laws, such as an administrative hearing process or a legally enforceable and binding agreement; or,

- (3) For cases receiving child support services under the provisions of section 402 (a) (17) and (18) of the Act prior to July 1, 1975, the obligation may be that established by an agreement which was entered into prior to July 1, 1975 which does not meet the requirement of paragraph (a) (2) of this section.
- (b) The amount of the obligation described in paragraph (a) of this section shall be:
 - (1) The amount specified in the order of a court of competent jurisdiction which covers the assigned support rights; or
 - (2) If there is no court order, an amount determined in writing by the IV-D agency as part of the legal process referred to in paragraph (a) (2) of this section in accordance with a formula which meets the criteria prescribed in Section 302.53.
- (c) The obligation described in paragraph (a) of this section shall be deemed for collection purposes to be collectible under all applicable State and local processes.
- (d) Any amounts which represent support payments collected from an individual responsible for providing support under the State plan shall reduce, dollar for dollar, the amount of his obligation under this section.

20. Section 302.51 DISTRIBUTION OF CHILD SUPPORT COLLECTIONS

- (a) For the purposes of distribution under this section, amounts collected shall be treated first as payment on the required support obligation for the month in which the support was collected and if any amounts are collected which are in excess of such amount, these excess amounts shall be treated as amounts which represent payment on the required support obligation for previous months.
- (b) The amounts collected as support by the IV-D agency pursuant to the State plan for children who are current recipients of aid under the State's title IV-A (AFDC) plan and for whom an assignment under Section 232.11 of this title is effective shall be distributed as specified in a detailed provision of regulation which accompanies 302.51.
- (c) If an amount collected as child support represents payment on the required support obligation for future months, the amount shall be applied to such future months with exceptions listed.

21. Section 302.52 INCENTIVE PAYMENTS TO POLITICAL SUBDIVISIONS AND OTHER STATES

The State plan shall provide as follows:

(a) When, pursuant to the State plan, a political subdivision of the State (or a legal entity of the political subdivision, such as a Prosecuting or District Attorney or a Friend of the Court) makes, for the State of which it is political subdivision, or on State makes for another State, the enforcement and collection of the support rights assigned under Section 232.11 of this title (either within or outside of the State making the enforcement or collection), the IV-D agency making the distribution pursuant to Section 302.51 of this Chapter of the amounts collected shall pay to the political subdivision or State making the enforcement and collection from the amounts which would otherwise represent the Federal share of the assistance payments to the family of the absent parent:

- (1) An amount equal to 25 percent of any amount collected (and required to be retained by the State to reduce or repay assistance payments in accordance with Section 302.51 (b) (2) or (4)) which represents payment on the required support obligation owed for 12 months; and
- (2) An amount equal to 10 percent of any amount collected (and required to be retained by the State to reduce or repay assistance payments in accordance with Section 302.51 (b) (2) or (4)) which is attributable to the support obligation owed for any month after the first 12 months for which collections are made. Other incentive provisions and payment transmitting provisions are listed.

22. Section 202.53 FORMULA FOR DETERMINING THE AMOUNT OF THE OBLIGATION

(a) There shall be a formula to be utilized by the IV-D agency in determining the amount of the support obligation pursuant to Section 302.50 when there is no court order covering the obligation. Such formula must take into consideration the following criteria:

- (1) All earnings, income resources of the absent parent including real and personal property;
- (2) The earnings potential of the absent parent;
- (3) The reasonable necessities of the absent parent;
- (4) The ability of the absent parent to borrow;
- (5) The needs of the child for whom the support is sought;
- (6) The amount of assistance which would be paid to the child under the full standard of need of the State's IV-A (AFDC) plan;
- (7) The existence of other dependents; and

- (8) Other reasonable criteria which the State may choose to incorporate. Child benefit assurances are required and listed.

23. Section 302.70 REQUEST FOR INFORMATION FROM THE FEDERAL PARENT LOCATOR SERVICE (PLS)

The State plan shall provide as follows:

- (a) All requests for information from the Federal PLS will originate from the central office of the State PLS.
- (b) Diligent and reasonable efforts to exhaust all appropriate State and local locate sources will be made prior to requesting information from the Federal PLS.
- (c) All requests will be on such forms and in such format as may be prescribed by HEW.
- (d) Each request to the Federal PLS must contain specific information, as detailed, if known.
- (e) All requests to the Federal PLS will be accompanied by a statement, signed by the head of the IV-D agency or his designee, attesting purposes of the request, confidentiality assurances and other assurances.
- (f) The State PLS shall collect such fee as HEW may from time to time establish for each request to the Federal PLS pursuant to Section 302.35 (c) (3).

24. Section 302.71 REQUESTS FOR COLLECTION BY THE SECRETARY OF THE TREASURY

- (a) The State plan shall provide that the IV-D agency may request the Secretary to certify the amount of any child support obligation assigned to the IV-D agency to the Secretary of the Treasury or his delegate for collection pursuant to the provisions of section 6305 of the Internal Revenue Code of 1954. Such requests shall be submitted to the Regional Office, using such forms as may be prescribed by the Office of Child Support Enforcement, signed by the head of the IV-D agency or his designee, and accompanied by specified information.

25. Section 302.72 APPLICATIONS TO USE THE COURTS OF THE UNITED STATES TO ENFORCE COURT ORDERS

- (a) The State plan shall provide that the IV-D agency may apply to the Secretary for permission to utilize a United States district court to enforce a child support order of a court of competent jurisdiction against an absent parent who is present in another State when the IV-D agency can furnish certain listed evidence.

Child Support Enforcement Agency
SB 659 PL 93-647, PL 94-88

Comparisons of Similar Programs
 Caseloads and Personnel

<u>Program</u>	<u>Caseloads</u>	<u>Personnel</u>
1. A. F. D. C.	3,500	46.2 ^{**}
2. Food Stamps	3,490	72.0 ^{**}
3. Medicaid	6,900	27.8 ^{**}
4. Dept. of Revenue Collections Staff	5,379	30.0
5. Child Support Enforcement Agency ⁽¹⁾	⁽⁴⁾ 8,113	⁽¹⁾ 30.0 ⁽³⁾

⁽¹⁾ Proposed

⁽²⁾ Includes a total of 64 Eligibility workers in all three programs

⁽³⁾ Does not include department of Law Support.
 Includes 1 Existing and 23 new positions

4 AFDC 2,113; Non AFDC 6,000

STATE OF ALASKA

OFFICE OF THE GOVERNOR

BUDGET & MANAGEMENT

JAY S. HAMMOND, GOVERNOR

POUCH AM — JUNEAU 99811
PHONE 465-2213

February 22, 1977

Honorable John Sackett
Chairman, Senate Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

Dear Senator Sackett:

We are requesting an amendment to Senate Bill 122 to include an additional supplemental appropriation of \$29,900 in general funds. This appropriation would be used to pay prior year bills in the Regional Laboratories component, Laboratories BRU, in the Division of Public Health. These bills were incurred in the moving of the Northern Regional Lab from the Fairbanks Court and Office Building to the Arctic Research Lab at the University of Alaska.

The attached information explains the need for the supplemental. With this amendment, the total request in Senate Bill 122, as amended by the Senate Health, Education, and Social Services Committee, would be \$1,515,994.

Thank you for your attention to this matter.

Sincerely,

Ron Lehr

Ron Lehr
Deputy Director

Child Enforcement

154.1

Adult Prob Serv - Alcohol program

25,000

ARCA - 146.8

Ketchikan Gateway Rehab 25.0

MEMORANDUM

State of Alaska

TO: Ron Lind
Director
Budget & Management
Dept. of Administration

DATE: February 17, 1977

FILE NO:

TELEPHONE NO:

FROM: Francis S. ^{fgw}L. Williamson
Commissioner
Dept. of Health & Social Services

SUBJECT: Request for Supplemental
Northern Regional Laboratory
BRU: Laboratories

Request supplemental appropriation of \$29,920 for FY '77 current year expenditures for the Laboratories BRU to cover expenditures incurred FY '76-'77 in the relocation and moving of the Northern Regional Laboratory from the State Court House in Fairbanks to the Arctic Health Research Building, University of Alaska Campus, Fairbanks.

Legislative History

The move was anticipated in FY'75 (Appendix A), a supplemental requested (Appendices B,C) and introduced (SB 163 -Appendix D); space leased (Appendix E) and legislative questions answered (Appendix F). Cost estimates based on start of move prior to May 1975 (Appendices B & C). Due to the lengthy legislative session and finance committee restrictions on supplementals, the required funds were not authorized until June 25, 1975 [HCSSB 163 - SLA 1975, Ch. 163, (Appendix G, H)]. The required move could not be accomplished in the remaining five days. The Division of Buildings indicated that an RSA would obligate the FY 75 funds and enable the required design work, bid advertising, award, and required relocation in FY '76. (Appendix I, J).

Construction History

Design, bid preparation, and advertisement coordinated between Division of Building, University of Alaska and G.D.M. and Associates (Appendices K,L). Bid opened September 4, 1975 with two bids received.

Modern Construction	\$285,000
Chandler Plumbing & Heating	\$244,705

Architects estimate was \$70,000 for construction with \$10,000 in addition for moving and architect fees (Appendix H-2). An additional \$10,000 for the air handling system changes would be paid by the University of Alaska. Total available funds for the move was \$90,000.

Available funds, in view of the bids, were inadequate. The laboratory had to be relocated as the Court System was demanding the space in the Court Building and all of the State offices had to be moved by November, 1975. No other

space available for the laboratory. In discussions with the State Leasing Officer it was decided that Division of Buildings would work with the Department and the architect, G.D.M. and Associates, in authorizing the work on a separate item basis (Appendix M). There was no contract with G.D.M. and Associates (architects) to protect the state against escalation in final billings vs. initial bids. Utilizing the component bids as a guide, separate contractors for the moving, plumbing, wiring, and cabinetry and mechanical work were secured. As an example the moving costs in the two master contracts were in excess of \$5,000 yet the same moving vendor provided the state the same services as an independent contractor for \$2,647.77. There were comparable savings in the other required services and all costs were at least 50% lower than the master and component bids. On this basis the move was authorized and accomplished on 11/21/75. The Arctic Health Research Building rooms B-13 to B-15 had to be remodelled even though occupied by the laboratory. This, plus material shortages, delayed the final completion of laboratory until November 4, 1976 (FY'77).

Shortly after occupying the building, in November, the architect advised that he had underestimated the cost of the mechanical work. There was no agreement, contract, or bond requirement that would protect the state from alterations in the architect's estimate. It was understood that the time pressures and other variables due to the pipeline construction activities precluded a guaranteed estimate. The basic problem was that the air handling system for the building was overloaded and a new system to handle the basement area was required. A larger unit costing \$15,585 had to be ordered, and an additional \$31,291.00 was needed for the mechanical air handling duct work. The University of Alaska agreed to the purchase of the equipment unit (\$15,585) and we felt that we could pick up the balance from the RSA and year-end funds within the Division of Public Health. Division of Administrative Services in Dept. of Health & Social Services was also alerted as to the possibility of a supplemental. On this basis we issued authorization to complete the work, (Appendices N-S).

Mechanical work on the installation of the critical air handling systems, ducts and exhaust hoods was authorized on June 8, 1976 and completion promised within 90 days after authorization, the final completion date was 11/4/76. Non-arrival of equipment on scheduled date and material shortages were the primary causes of the delay in completion.

Fiscal History

Funds authorized (80,700) by HCSSB 163-SLA 1975, Ch 163 (Appendix G,H) encumbered by RSA 065-024 (#194) with Division of Buildings on June 27, 1975 (Appendix J).

Vendor payments for \$44,179.52 covering architectural fees, moving, plumbing and electrical work between 9/22/75 and 5/3/76 submitted to and paid by Division of Buildings as per RSA 065-024 (#194) (Appendix U-1, U-2).

To cover additional mechanical work costs, \$10,000 was transferred from the Laboratory BRU (equipment funds) to RSA 065-024 (#194) on 6/25/76. (Appendix V). Though submitted by the Division of Public Health on 6/25/76, the Dept. of Health and Social Services, Division of Administrative Services did not process the RSA until August and reached Budget and Management a day after the cut off date for encumbrance of FY '76 funds. Advised by Budget and Management that the \$10,000 could not be encumbered as the RSA arrived one day after the closing date for encumbrances. This money was then automatically considered as lapsed funds for FY '76.

Bills from Holaday Parks for initial phase of mechanical work (\$35,143.81) forwarded to Division of Buildings for payment as per RSA 065-024 (#194) on September 3, 1976 and returned "due to lack of authorization on its books to pay this bill." (Appendix T-1). RSA encumbrance of \$61,162.62 had not been carried over. Approval received from Division of Finance on 8/19/76 to restore the RSA encumbrance. (Appendix X).

Deputy Director, Division of Administrative Services, Dept. of Health & Social Services ruled that encumbrance of balance as well as the entire authorization was illegal. His ruling was that the money authorized by the legislature on June 25, 1975 was specifically FY '75 funds and the language of the bill did not allow continuation of the funds beyond FY '75 even though the legislative intent was to permit continuation. All fund transfers to reimburse Division of Building for bills (\$24,642.14) paid on RSA 065-024 (#194) were frozen, Deputy Director's ruling was that a supplemental for the complete cost of the move (\$108,923.66) would have to be submitted. Furthermore no vendor payments would be authorized until the supplemental was approved by the legislature. Vendors in the meantime were requesting payment as the first phase of the mechanical work (\$35,000) had not been paid.

A supplemental request for \$117,167.21, the final estimated cost, was prepared but not submitted. Decision was to try to identify unexpended FY '76 funds within the department and reimburse Division of Buildings for the total final billings. Total cost revised to \$108,923.66 based on final bills. Decision questioned on 11/4/76 by Director of Budget and Management and a formal A. G.'s. opinion on the legality of the transfers requested (Appendix Y) and received on 12/10/76 (Appendix Z).

The approval of the retroactive appropriation transfers and the ruling by Division of Finance that the \$80,700 authorization was a valid encumbrance enabled our department to utilize the \$61,162.62 balance of the RSA to reimburse the Division of Buildings and pay the first phase of the mechanical work. In addition \$3,581.52 of current year FY '77 Laboratory funds were transferred to pay towards final bills held by Division of Buildings. Balance of \$24,642.14 required in lapsed FY '76 funds to enable payment from current year funds.

Laboratory BRU identified an additional \$5,642 of current year funds covered by lapsed FY '76 funds. No other funds available within Laboratory BRU. Balance of \$19,000 identified in other BRU appropriations of the Division of Public Health and appropriate RPs prepared and submitted to Division of Budget and Management on January 10, 1977.

RP's submitted to Legislative Budget and Audit Committee and reviewed on February 10, 1977. No formal action due to questions raised by the Committee Auditor on the legality of the AG opinion.

A final bill for \$1,532.60 covering plumbing services was submitted by the plumbing contractor after all bills had been presumed paid. This represented the 10% he had deducted as a retainer from his original bill of \$15,327 (Appendix ZZ). An additional balance due of \$163.53 was reported by Fiscal Services, Dept. of Health & Social Services. These bills thereby increase the total costs from \$108,923 to \$110,619 and revises the supplemental request from \$28,223 to \$29,920. To resolve the issue, the only course of action left is to request a supplemental of \$29,920 to pay the vendors.

Comment:

1. The vendors made every effort to keep costs down and to meet our needs. In return, timely payment was expected. There is a final payment due Holaday Parks (\$28,047.75) since November and the vendor needs to know when payment can be expected. In addition a plumbing bill for \$1,532.60 needs to be paid. (The above paid to this date, but subsequent to this writing).
2. The final cost over-run was \$29,919.53. Original estimate of \$80,700 valid in 1975 but increased wages and materials plus unexpected mechanical costs increased the state share to \$110,619.79.
3. The lowest bid on the master contract was \$244,705. By following the procedures described in this memo the total cost was \$130,267 (includes University of Alaska share). A SAVINGS TO THE STATE of \$114,438.

Ron Lind

-5-

February 17, 1977

Summary

Total Cost to the State for Laboratory move (Exclusive of University of Alaska Payments)	\$110,619.79
Legislative authorization	80,700.00
Supplemental funds required	<u>\$29,919.79</u>
	or
	29.920

APPROVED BY: *Ron Lind*
Director, Division of Public Health

DATE: 2/17/77

FSLW/FPP/nb

STATE OF ALASKA
 Dept: of Administration
 Budget & Management Div.

REVISED PROGRAM
 COST ANALYSIS SUMMARY
 by BUDGET COMPONENT

FY - 77

		code	
AGENCY HEALTH &	CATEGORY	03	HEALTH
SOCIAL SERVICES	PROGRAM	31	PUBLIC HEALTH
DIVISION PUBLIC HEALTH	SUB-PROGRAM	06	LABORATORIES
	ELEMENT	01	REGIONAL LABS
	SUB-ELEMENT		

CODE	EXPENDITURE BY OBJECT	PRESENT AUTHORIZATION	REVISION INCREASE, (DECREASE)	AMENDED AUTHORIZATION
100	PERSONAL SERVICES	741.5		741.5
200	TRAVEL	14.2		14.2
300	CONTRACTUAL SERVICES	177.9	30.0	207.9
400	COMMODITIES	177.3		177.3
500	EQUIPMENT	14.9		14.9
600	LANDS, BUILDINGS, NON-STRUCTURAL IMPROVEMENTS			
700	GRANTS, CLAIMS, SHARED REVENUE			
800	MISCELLANEOUS			
	INTER-AGENCY TRANSFERS (INCLUDED ABOVE)			
	TOTAL	1,125.8	30.0	1,155.8
NEW CODE	FEDERAL RECEIPTS	75.0		75.0
	REQUIRED GENERAL FUND MATCHING	30.0		30.0
	OTHER GENERAL FUND	1,020.8	30.0	1,050.8
	INTER-AGENCY TRANSFERS			
	OTHER:			
	TOTAL	1,125.8	30.0	1,155.8
	PERMANENT FULL-TIME POSITIONS	31.0		31.0
	PERMANENT PART-TIME POSITIONS	4.0		4.0
	TEMPORARY (FULL-TIME EQUIVALENTS)			
	NUMBER OF MAN MONTHS	409.0		409.0

(CURRENT FY)



	FY ____	FY ____	FY ____	FY ____	FY ____	FY ____
EXPENDITURES - TOTAL						
SOURCE OF FUNDS						
FEDERAL						
REQ. G.F. MATCH						
OTHER G. F.						
OTHER (SPECIFY)						

NORTHERN REGIONAL CLBS.
ACTIVITY AS OF 2/17/77

COLUMN WRITE

VENDOR	INVOICE #	AMOUNT
* C.D.M & ASSOC.	75-03-1	58316
	75-03	888394
	75-03-04	181794
	75-03-05	114749
	75-03-06	75258
	75-03-07	81327
	75-03-07	15000
ROBERTS PLUMBING	1443	1379440
	0809	153260
RAMAR CONSTRUCTION CO.	4-15-76	2180482
SOURDOUGH EXPRESS	11-21-75	95794
	11-30-75	89796
	11-24-75	79187
HOLIDAY-PARKS	8-11-76	3500000
	5-14-76	14381
TOTAL PAID BY DIV. of BLDG.		8907178
HOLIDAY-PARKS (V0639752)	PAID by HESS 2/17/77	(2204775)
TOTAL AMT PAID TO DATE		11711953

* Includes \$6500 paid for through an RSP agreement utilizing FY75 operating funds, for expenses incurred in generating the original cost estimates utilized in the production of the submittal C-163 SIA 75.

This is not considered as the supplier's price and is not part of the total project expenditures against the original submittal.

MEMORANDUM

TO: Donald K. Freedman, M.D.
Director, Division of Public Health

DATE : October 31, 1973

FROM: Frank P. Pauls, Dr. PH *F.P. Pauls*
Chief, Section of Laboratories

SUBJECT: Fairbanks Office Building

We have received official word through the Division of Administrative Services that the regional offices, including the laboratory, will be moved into the new State Office office building. Bids for construction will be let on Nov. 14, 1973. Occupancy is to be in the early spring of 1975. Dr. Paul Frith and his staff are aware of the move and have had some input.

The move will be in FY 75 and funds have not been provided for this in the proposed budget. There will be special requirements for the laboratory that we will apparently have to absorb or request a supplemental. There will also be increases in rental and utilities that were not anticipated.

For the laboratory itself we are gaining about 50 sq. ft. and losing storage space.

Space needs were based on a survey and study conducted in 1971-72 and do not reflect current or future needs of the division.

STATE
of ALASKA

MEMORANDUM

file:
NRL-Regional Lab
move.

TO:

Lois Jund
Assistant Director

DATE : November 7, 1974

FROM:

Frank P. Pauls, Dr. PH *F.P. Pauls*
Chief, Section of LaboratoriesSUBJECT: Fairbanks - Regional
Office Move

In exploring the possibility of moving the Northern Regional Laboratory in Fairbanks from the State Court-Office Building to the Arctic Health Research Center in FY 75 instead of FY 76 we learned the following:

(1). The contractor for the Fairbanks Regional Office Building has notified the Division of Buildings that the building will be available to the state between May 15-30, 1974.

(2). Mr. Gordon Oakes, Planning Section, Division of Buildings has notified Mr. Steve Dozier, Leasing Officer, Division of General Services/Supply that the building will be available for occupancy in June instead of October, 1975.

(3). Mr. Steve Dozier will be issuing a memorandum today, November 7, stating that the move may be in June.

(4). Consensus is that the moving costs should be in FY 76 budget and not to ask for supplemental to cover possible June move.

Note → (5). The opinion expressed in (4) does not apply to the Northern Regional Laboratory proposed move. Here a supplemental request is necessary.

MEMORANDUM

TO: Lois Jund
Assistant Director

DATE : November 7, 1974

FROM: Frank P. Pauls, Dr. PH *F.P. Pauls*
Chief, Section of Laboratories

SUBJECT: Move - Northern Regional
Laboratory

I request that consideration be given to requesting a supplemental appropriation to the FY 75 budget for the Section of Laboratories for the moving of the Northern Regional Laboratory in FY 75 instead of in FY 76. The moving costs estimated at \$80,700 were included in our BRU FY 76 request.

Our reasons are as follows:

1. Budget saving of \$12,000⁰- \$16,000.

~~Construction~~ and labor costs will increase 15-20% after July 1, 1975. Contracts expire June 30, 1975. The budgeted figure does not include the increases therefore a move in FY 76 will cost approximately \$92,000 instead of the anticipated \$80,700.

Current examples of costs are:

	<u>FY 75</u>	<u>FY 76 : 75</u>
Plumbers	\$30/hr.	\$33-35/hr
Moving	\$104/hr.	\$120/hr

Moving of the laboratory will involve dismantling of counter furniture and laboratory equipment, moving, remodelling of facility and installation of fixed furniture and equipment.

2. Availability of manpower and services.

Pipeline and support activities will be in full swing by July and will absorb local resources. Services will be available but at a peak premium cost. A move in March or April, 1975 will be prior to intense pipeline demands and local services will be available.

3. Space availability at the Arctic Health Research Center Building.

Proposed space will be available and a move in March-April will allow a more efficient and orderly move with a minimum disruption of services.

Further request that, with the Commissioner's approval, the earlier move be presented at the Budget review hearing on November 13.

STATE OF ALASKA
Dept: of Administration
Budget & Management Div.

REVISED PROGRAM
COST ANALYSIS SUMMARY
by BUDGET COMPONENT

AGENCY	CATEGORY	03	HEALTH
Health & Soc. Svcs.	PROGRAM	31	Public Health
DIVISION	SUB-PROGRAM	04	Laboratories
Public Health	ELEMENT		
	SUB-ELEMENT		

FY 75

CODE	EXPENDITURE BY OBJECT	PRESENT AUTHORIZATION	REVISION INCREASE, (DECREASE)	AMENDED AUTHORIZATION
100	PERSONAL SERVICES	462.7		462.7
200	TRAVEL	8.8		8.8
300	CONTRACTUAL SERVICES	160.1	80.7	240.8
400	COMMODITIES	72.4		72.4
500	EQUIPMENT	8.7		8.7
600	LANDS, BUILDINGS, NON-STRUCTURAL IMPROVEMENTS			
700	GRANTS, CLAIMS, SHARED REVENUE			
800	MISCELLANEOUS			
	INTER-AGENCY TRANSFERS (INCLUDED ABOVE)			
	TOTAL	712.7	80.7	793.4
NEW CODE	FEDERAL RECEIPTS	118.1		118.1
	REQUIRED GENERAL FUND MATCHING	49.8		49.8
	OTHER GENERAL FUND	528.6	80.7	609.3
	INTER-AGENCY TRANSFERS	9.2		9.2
	OTHER:	7.0		7.0
	TOTAL	712.7	80.7	793.4
	PERMANENT FULL-TIME POSITIONS	29.0		29.0
	PERMANENT PART-TIME POSITIONS	4.0		4.0
	TEMPORARY (FULL-TIME EQUIVALENTS)			
	NUMBER OF MAN MONTHS	372		372

(CURRENT FY)

	FY 75	FY 76	FY 77	FY 78	FY 79	FY 80
EXPENDITURES - TOTAL	793.4	787.9	827.3	863.7	912.1	957.7
SOURCE OF FUNDS						
FEDERAL	118.1	75.8	69.8	18.4	19.2	20.8
REQ. G.F. MATCH	49.8	30.0	0	0	0	0
OTHER G. F.	609.3	665.9	741.3	834.1	876.7	920.7
OTHER (SPECIFY)	7.0	7.0	7.0	7.0	7.0	7.0
Inter-Agency	9.2	9.2	9.2	9.2	9.2	9.2

EXPLANATION

FY 75

AGENCY	CATEGORY	Code	
Health & Soc. Svcs.	PROGRAM	03	HEALTH
		31	Public Health
DIVISION	SUBPROGRAM	04	Laboratories
Public Health	ELEMENT		
	SUB-ELEMENT		

300 - CONTRACTURAL SERVICES

01 - Regional Laboratories

80,700

Mandatory move of Northern Regional Laboratory from State Court Office Building in Fairbanks. Space required by State Court System. New Regional Office Building available in latter part of FY 75 does not include space for the laboratory. The University of Alaska has agreed to lease space for the Northern Regional Laboratory in the Arctic Health Research Center Building on the Fairbanks campus. Move in FY 75 will save the state approximately \$12,000 due to escalating construction costs after July 1, 1975. and premium demands for support services by the pipeline construction projects. Funds not available in current FY 75 budget.

Move Requires:

- (1) Dismantling of 4 rooms of fixed laboratory cabinetry, disconnection of all electrical and plumbing fixtures, removal of doors and door jambs for moving out of equipment too wide for doorways ; repair of doorways;
- (2) Packing and moving of laboratory in two stages to prevent disruption of emergency services (approximate distance 5 miles);
- (3) Alteration of new space to conform with laboratory requirements, reinstallation of cabinetry, installation and connection of electrical circuits and utilities, modification of mechanical facilities (air exhaust).

C-4

POSITION PAPER
ON
SENATE BILL 163

An act relating to making a special appropriation to the Department of Health and Social Services, Laboratories; and providing for an effective date.

The bill provides for a supplemental appropriation for \$80,700 from the general fund for FY 75. The requested funds are to pay for the expenses incurred in moving the Northern Regional Laboratory from the Fairbanks Court and Office Building to the Arctic Health Research Building at the University of Alaska.

The move is mandatory due to the need for the present laboratory space by the State Court System by July 1, 1975. Though other state offices are to be moved into the new state regional office building, there is no provision for the laboratory. Due to the special requirements for utilities and mechanical services (separate air handling system due to pathogenic organisms) and lack of storage and expansion space, the laboratory was eliminated in the final design stage. The space in the Arctic Health Research Building will be adequate as the building has all of the basic utilities and services and was specifically designed for laboratory use. Available space will require modification.

Moving of the Northern Regional Laboratory requires:

- 1). Dismantling of a four room laboratory with complex equipment (autoclaves, stills, dishwasher, biological safety cabinets) and special interconnected laboratory cabinetry, with electrical and plumbing connections.
- 2). Removal and reinstallation of fire door walls on Court Building's second floor to permit moving equipment down the stairs.
- 3). Packing and moving of laboratory in two stages to prevent disruption of work. Approximate distance 5 miles.
- 4). Remodelling of new premises with modification of air exhaust system and rewiring and plumbing to accommodate laboratory benchwork and equipment.
- 5). Reinstallation of benchwork and equipment.

Total cost of \$80,700 based on architect's estimates. Breakdown is as follows:

Dismantling of laboratory	\$9,000
Moving and packing	6,550
Remodeling (wall changes - mechanical services to connect exhaust system).	20,000
Reinstallation (wiring, plumbing, gas from utilidor through wall to bench sites. Connection of benchwork).	45,150

Supplemental requested to accomplish move in FY 75 at a savings of \$12,000. If move made in FY 76 labor costs will escalate due to the new wage scales effective July 1, 1975 and premium prices due to pipeline construction.

The Department supports the Bill without change.

Recommended By: *P. L. [unclear]* Date: *2/24/75*
Division Director

Approved By: *Francis S. Williams* Date: *3/24/75*
Commissioner

Comments by Governor's Office:

By: _____ Date: _____

Introduced: 2/11/75
Referred: Finance

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IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

SENATE BILL NO. 163

IN THE LEGISLATURE OF THE STATE OF ALASKA

NINTH LEGISLATURE - FIRST SESSION

A BILL

For an Act entitled: "An Act making a special appropriation to the Department of Health and Social Services, laboratories; and providing for an effective date."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

* Section 1. The sum of \$80,700 is appropriated from the general fund to the Department of Health and Social Services for the fiscal year ending June 30, 1975, for the expenses which will be incurred in moving the northern regional laboratory from the Fairbanks Court and Office Building to the Arctic Research Laboratory at the University of Alaska.

* Sec. 2. This Act takes effect immediately in accordance with AS 01.10.070(c).

Copies to Frith & Savage.

TO:

Andrew S. Warwick
Commissioner
Department of Administration

DATE : April 8, 1975

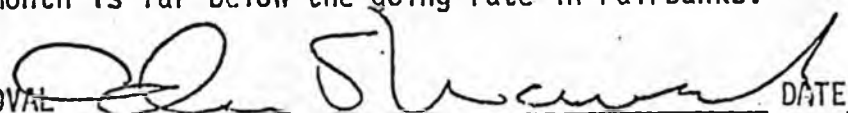
FROM: A.M. Saylor, Director
Division of General Services & Supply
Department of Administration

SUBJECT: Bid Waiver Request, Northern
Regional Lab, P.R. No. 06-52-202

The subject is recommended for approval.

A facility is required that is easily adaptable to the laboratory requirements of the Regional Lab. The University space is best suited for this program. Also, the rent rate of 67 cents per square foot per month is far below the going rate in Fairbanks.

APPROVAL


Andrew S. Warwick, Commissioner

DATE

4/10/75

Attachment
cc: Steve Dozier

RECEIVED

APR 13 1975

BRANCH OF PUBLIC
HEALTH LABORATORIES

MEMORANDUM

TO: [The Honorable Andrew Warwick
Commissioner of Administration

DATE : March 20, 1975

FROM: Francis S.L. Williamson, Commissioner
Department of Health and Social Services

SUBJECT: Bid Waiver Request
Northern Regional Lab.
PR #06 52-202

Request bid waiver be approved for the leasing of space in the Arctic Health Research Center Building for the Northern Regional Laboratory - Fairbanks from the University of Alaska, Fairbanks.

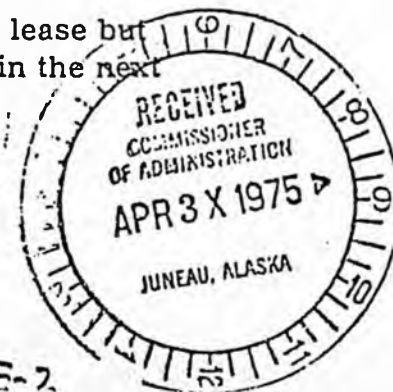
The Northern Regional Laboratory must move from the present location in the State Court House due to the need for space by the Court System. Though the other state agencies and offices have been provided space in the new regional office building the space needs of the laboratory cannot be met and new space must be secured.

The laboratory has special needs for utilities and mechanical services that are not readily available in the usual office buildings in Fairbanks. Any available space would require extensive remodeling as would any new space. A preliminary survey of space in the Fairbanks areas has been made and there are two immediate sites with others available in two-three years.

A professional building with a second floor will remodel to suit tenant needs. Approximate rental would be \$30.00/sq. ft. per year if the owner had to remodel or modify the premises. The total annual rent for the required 3,049 gross sq. ft. of laboratory space would be \$91,470 without utilities.

The University of Alaska has space available in the Arctic Health Research Center Building with annual rental of \$8.00/sq. ft./ year or \$24,392 per year. This includes utilities, janitorial service, and shared use of animal quarters and library. It should be pointed out that the Virology-Rabies Unit of the Northern Regional Laboratory is already in the Arctic Health Research Center Building. Moving the Northern Regional Laboratory into the same building will permit consolidation and more efficient and economic operation of the Northern Regional Laboratory.

The Fairbanks Memorial Hospital plans to expand and is willing to lease but the space will not be available until 1977. We need the space within the next three months.



March 20, 1975

The University of Alaska space will be available in May 1975 and as the annual rent is the most favorable to the State, it would be to the best interests of the State to enter into a lease for the required 3,049 gross sq. ft. of laboratory space and 500 sq. ft. of storage.

Attachments



PURCHASE REQUISITION

TO: DEPARTMENT OF ADMINISTRATION, DIVISION OF SUPPLY

ROOM H. MACKAY BUILDING
338 DENALI STREET
ANCHORAGE, ALASKA 99501

ROOM 210, ALASKA OFF BLDG
POUCH C
JUNEAU, ALASKA 99801

1 - DIVISION OF SUPPLY

DEPT NO

REQ NO.

INSTRUCTIONS: FILL IN FORM BY TYPEWRITER. DOUBLE SPACE ENTRIES BETWEEN ITEMS. USE CONTINUATION SHEET 02-099A IF ADDITIONAL SPACE IS NEEDED.

PR-06 52-202

FROM	DEPARTMENT	DATE DELIVERY REQUIRED:	DATE OF PR
	Health and Social Services	May 15, 1975	March 10, 1975
	DIVISION	F.O.B. POINT	
	Public Health	Fairbanks, Alaska	
DELIVER TO: Section of Laboratories, Alaska Division of Public Health, Pouch H-06D, Juneau 99811		SHIPPING INSTRUCTIONS:	
THIS SECTION FOR USE OF DIVISION OF SUPPLY ONLY			
ID NO.	OPENING DATE	P. O. NO.	
		N 4/3/75	

BUDGET ITEM NO.	QUANTITY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	AMOUNT
			Location: Fairbanks, Alaska		
			Description: Lease of Rms, B 13-15, Lower Level Arctic Health Research Building, University of Alaska.		
	Sq. ft	Laboratory Space	3049 gross sq/ ft.	\$8/sq.ft /yr	24,392
		Storage Space	500 gross sq./ft.	\$4/sq.ft .yr	2,000
			Above required for the Northern Regional Laboratory		
			Detailed specification sheet attached:		
			For information contact:		
			Dr. Frank P. Pauls, Chief, Section of Laboratories Alaska Division of Public Health Pouch H-06D, Juneau, Alaska 99811 Phone: 907-465-3140		
			Dr. Paul Frith Northern Regional Health Officer Alaska Division of Public Health 604 Barnette Fairbanks, Alaska 99701 Phone: 907-452-1592		
				TOTAL ALL PAGES	\$

TO BE COMPLETED BY ORDERING DEPARTMENT								PAGE NO. 1 OF 1 PAGES	NOT TO EXCEED	\$ 26,392
TRAN	DEPT.	DIV. & PROG.	FUNC TION	SUB FUNC TION	OBJECT RECEIPT	HWY FUNCT	PROJECT LEDGER	PER CENT OR ITEM NO.	SUGGESTED VENDORS	
	06	31	1	830	330				Business Manager, Northern Region University of Alaska Fairbanks, Alaska 99701	
									REQUISITIONED BY Frank P. Pauls, Chief, Sect. of Labs.	
									I HEREBY CERTIFY THAT THE UN-ENCUMBERED BALANCE IN THE APPROPRIATION CITED HEREON IS SUFFICIENT TO COVER THIS PURCHASE AND THAT THIS PURCHASE IS AUTHORIZED HEREUNDER.	
									DIVISIONAL APPROVAL <i>[Signature]</i>	
									E-4 <i>[Signature]</i>	

FOR OFFICE, WAREHOUSE, AND OTHER SPACE

Requesting Department Health and Social Services	Space to be Occupied by (Div., Sec., Other) Northern Regional Laboratory Alaska Division of Public Health																																																	
Division Public Health	Location of Space Requested Lower level - Arctic Health Research Center Bldg. University of Alaska, Fairbanks (Rms. B-13-B15).																																																	
Address Pouch H-06-D Juneau, Alaska 99811	Purchase Requisition Number																																																	
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Space Details</td> <td style="width:20%;">Square Feet</td> <td style="width:50%;">No. Employees to Occupy Space</td> </tr> <tr> <td>Laboratory</td> <td align="center">3,049</td> <td> <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td align="center">Now Authorized</td> <td align="center">Projected during Lease Period</td> <td align="center">Square feet</td> </tr> <tr> <td>Microbiologists</td> <td align="center">4</td> <td align="center">6</td> <td></td> </tr> <tr> <td>Clerical</td> <td align="center">1</td> <td align="center">3</td> <td></td> </tr> <tr> <td>Files/Stor.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lab. Asst.</td> <td align="center">3</td> <td align="center">4</td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td align="center">3,549</td> <td align="center">8</td> <td align="center">13</td> </tr> </table> </td> </tr> </table>	Space Details	Square Feet	No. Employees to Occupy Space	Laboratory	3,049	<table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td align="center">Now Authorized</td> <td align="center">Projected during Lease Period</td> <td align="center">Square feet</td> </tr> <tr> <td>Microbiologists</td> <td align="center">4</td> <td align="center">6</td> <td></td> </tr> <tr> <td>Clerical</td> <td align="center">1</td> <td align="center">3</td> <td></td> </tr> <tr> <td>Files/Stor.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lab. Asst.</td> <td align="center">3</td> <td align="center">4</td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td align="center">3,549</td> <td align="center">8</td> <td align="center">13</td> </tr> </table>		Now Authorized	Projected during Lease Period	Square feet	Microbiologists	4	6		Clerical	1	3		Files/Stor.				Lab. Asst.	3	4		Other				Total	3,549	8	13	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"></td> <td style="width:20%; text-align: center;">Term or occupancy</td> <td style="width:20%; text-align: center;">Long term occupancy</td> </tr> <tr> <td>Beginning</td> <td></td> <td align="center">May 15, 1975</td> </tr> <tr> <td>Ending</td> <td></td> <td align="center">June 30, 1976</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>Option to Renew (Years) with review of rental</td> <td></td> <td align="center">2-3 years</td> </tr> </table>		Term or occupancy	Long term occupancy	Beginning		May 15, 1975	Ending		June 30, 1976	Other			Option to Renew (Years) with review of rental		2-3 years
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Facilities and Utilities Required Rental to include heat, power, utilities, Janitorial service, and common use of a library and animal quarters. Parking spaces to be available for 10. Garbage disposal.	Signature of Authorized Official <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Title</td> <td style="width:40%;">Date</td> </tr> <tr> <td align="center">Chief, Section of Laboratories</td> <td></td> </tr> </table>	Title	Date	Chief, Section of Laboratories																																														
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Chief, Section of Laboratories																																																		
Attach Rough Draft of desired Floor Plan and any Special Requirements																																																		

JUSTIFICATION

Mandatory move from state court building due to state court system need for space. Laboratory is not included in new regional office space. New quarters must have all utilities and mechanical services stubbed in. AHRC building is specifically designed for laboratory usage and has all of required utilities to accommodate the Northern Regional Lab.

NOTE: The Department of Administration assumes all space requests to be based on actual need. Those requests determined to be in excess will be returned to the requesting agency. To assist in determining factual space requirements please use a "Space Allocation Chart".

STATE OF ALASKA

WILLIAM A. EGAN, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH
LABORATORY SECTION

POUCH H — JUNEAU 99801

April 29, 1974

The Honorable George C. Silides
Alaska State Senate
Pouch V
Juneau, Alaska 99801

Dear Senator Silides:

As requested in your letter of April 18, 1974, the following information is furnished regarding the relocation of the Northern Regional Laboratory of the Division of Public Health. We hope the information will be of assistance to you in formulating a reply to Mrs. Mary Carey. We should also point out that Mrs. Carey is the Chief Nurse at the Fairbanks Health Center and is not a part of the Public Health Laboratory in the Court Building.

In August, 1973 our agency was notified by the Department of Administration that the State Court System needed all of the space now utilized by this and other agencies in the Court Building and relocation would be required by August, 1975. A new regional office building would be completed by then to take care of our needs.

In reviewing the new building design and space allocations we discovered that the laboratory space was inadequate and could not be expanded at any time. There was no provision of flexibility to meet shifting program needs or increased workloads. The space allocation was made on the basis of a 1972 survey and did not take into account population growth or pipeline impact. We voiced our concern but still planned to move into the new building.

In January, 1974 we were notified by the Departments of Public Works and Administration that the laboratory would have to be relocated to another site since the architect had indicated the laboratory posed a potential fire hazard and would not be compatible with the space needs of the other agencies. The relocation costs though would still be borne by the Departments of Administration and Public Works. The relocation decision was protested, as it meant physical fragmentation of the Northern Regional Office and separation of the laboratory from the balance of the agency, but we were advised the original decision stood.

The choice of sites in the Fairbanks area is limited and we did investigate sites at the Fairbanks Memorial Hospital, Professional Building and the Arctic Health Research Center. Our findings were:

- (a) Fairbanks Memorial Hospital - Space available. in 2-4 years.
Cost estimate - \$18.00 sq. ft./yr.

Appendix F-1

- (b) Professional Building - Space available. Cost estimate - \$30.00 sq. ft./yr. Tenant to pay remodelling costs. Laboratory rental \$60,000/yr.
- (c) Arctic Health Research Center - Space available. Cost estimate \$8.00 sq. ft./yr. Includes heat, utilities, janitorial services and common use of storeroom; animal quarters and library. Laboratory rental \$16,000/yr.

Final selection of the Arctic Health Research Center for the laboratory was made on the timely availability of space for present and future needs, cost and availability of other support services. It is fully recognized that there will be some distance between downtown Fairbanks and the Arctic Health Research Center and plans are to operate messenger service so that the needs of the community are met. The situation has been explained to the laboratory staff and they are aware of the factors that governed the choice. The laboratory staff has accepted the decision and will make every effort to continue the same level of service as in the past.

We hope the above will be of assistance to you in answering Mrs. Carey's telegram. If we can be of any further help please advise.

DEPARTMENT OF HEALTH & SOCI. SERVICES
Intra-Department Route Slip
Juneau Central Office

- Office of Commissioner
 - Adm. Officer
 - Information
 - Comp. Planning
 - Aging
 - Drug Abuse
- Dir, Fam. & Children Svcs.
 - Adm. Officer
 - Family Program Unit
 - Adult Assistance
 - Food Stamp
 - WIN
 - Title IV-XVI Unit
 - Alcoholism
 - Pioneer Home Admin
- Dir, Admin Services
 - Personnel
 - Supply -
 - General Services
 - Data Processing
 - Education
 - Comptroller
 - Fiscal Operations
 - Statistics
 - Bureau of Vital Stat.
 - Title IV-XVI Unit
 - Violent Crime Comp.
 - Program Audit
- Dir, Public Health
 - Administration
 - Family Health
 - Comm. Health
 - Labs
 - Nursing
 - Environmental Health
 - Medicare
 - Health Education
 - Med. Soc. Work
- Dir, Corrections
 - Correct Fac.
 - Probation/Parole
- Dir, Medical Assistance
 - Audit/Invoice Processing
 - Systems Support
 - Medical Surveillance
- Dir, Mental Health
 - Admin

TO: _____

- Approval, Signature & Return
- Draft Reply by 4/26
- Necessary Action
- Reply Direct w/cc this office
- Per request
- Comment by _____
- Disseminate to all concerned
- Call me
- Information and File
- Other _____

COMMENTS:
4-29 - delay 0.15

Dept. of Health & Social Services
Division of Public Health
Pouch H
Juneau, Alaska 99801

Office/Section _____ DATE 4/22
BY Donald K. Proctor, M.D.

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Intra-Department Route Slip

- Commissioner
- Secretary
- Deputy Commissioner
- Secretary
- Administrative Officer
- Secretary
- Aging
- Comprehensive Health Plan
- Dir, Admin Svcs
- Dir, Mental Health
- Dir, Public Health
- Dir, Corrections
- Dir, P & C S
- Dir, Medical Ass't
- Drug Abuse
- Parole Board
- Violent Crimes

- As Requested
- Approval
- Action
- Signature Information
- Initial File
- Prepare reply direct w/cc this office NLT
- Prepare draft reply memo/letter NLT
- Comment NLT
- Discuss attached with me NLT
- Phone me (re: attached) See me (re: attach)
- Note attached & return to me
- Develop & present your position NLT
- Acknowledgment to writer has been made

RECEIVED

APR 22 1974

BRANCH OF PUBLIC HEALTH LABORATORIES

FROM OFFICE OF THE COMMISSIONER
By Proctor
DHSS OS 13
06-5220
DATE 4/22/74
F-3

Alaska State Legislature

SENATOR
GEORGE C. SILIDES
DISTRICT J
POST OFFICE BOX 746
FAIRBANKS, ALASKA 99707



ALASKA'S INTERIOR
WHILE IN JUNEAU
POUCH V
JUNEAU, ALASKA 99801

Senate

April 18, 1974



Frederick McGinnis
Commissioner
Alaska Department of Health and Social Services
Pouch H
Juneau, Alaska 99801

Dear Commissioner McGinnis:

Mrs. Mary Cary of Fairbanks has contacted me concerning the proposed transfer of the state laboratory from its downtown location to the Arctic Health Research Laboratory. A copy of her telegram to me is attached hereto for your information, as is a copy of my reply to Mrs. Cary.

I would appreciate the Department's comments on this matter for my information and guidance as well as for the information of Mrs. Cary.

Very truly yours,

A handwritten signature in cursive script, appearing to read "George C. Silides".

George C. Silides
State Senator
District J

Attachments

cc: Mrs. Mary Cary

TELEGRAM

GOA ALASKA COMMUNICATIONS, INC.
PHONE: 533-0140
JUNEAU, ALASKA 99801

1974 APR 12 PM 4 47

12044 NL FAIRBANKS ALASKA 65 04-12 210P ADT

PMS SEN GEORGE SILIDES

JUN 3561

BT

PLEASE CHECK WHY STATE LABORATORY MUST MOVE FROM
PRESENT STATE OFFICE BUILDING NO PLANS FOR LABORATORY
IN NEW STATE BUILDING RUMOR TO USE ARCTIC HEALTH
RESEARCH LAB WHICH MUST BE RENOVATED FOR STATE LAB
PURPOSES WOULD BE MILES FROM ITS USERS WINTER
CONDITIONS ALONE MAKE THIS PLACE UNFEASIBLE FOR
EFFICIENCY AND MORALE LAB FACILITIES SHOULD NOT BE
SEPARATED FROM OTHER STATE HEALTH SERVICES AND USERS.

MARY GARY

RECEIVED
APR 23

BRANCH OF PUBLIC
HEALTH LABORATORIES

F-5

Alaska State Legislature

SENATOR
GEORGE C. SILIDES
DISTRICT J

POST OFFICE BOX 746
FAIRBANKS, ALASKA 99701



Senate

ALASKA'S INTERIOR

WHILE IN JUNEAU
PO BOX 11
JUNEAU ALASKA 99801

April 18, 1974

Mrs. Mary Cary
Public Health Laboratory
604 Barnette Street
Fairbanks, Alaska 99701

Dear Mrs. Cary:

Thank you for your message regarding removal of the laboratory from the state office building.

This is normally a departmental administrative matter and not properly within our purview. The exception lies in the area of fiscal responsibility.

In view of your concern I am asking Commissioner McGinnis to supply us with his comments and reasons for the transfer and will contact you again when his reply is received.

I also prefer to see all state services under one roof, but there may be a plausible explanation for this proposed transfer in location.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "GCS", written over a horizontal line.

George C. Silides
State Senator
District J

cc: Frederick McGinnis
Commissioner
Alaska Department of Health and Social Services

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF ADMINISTRATIVE SERVICES

Financial Management Office

Jay S. Hammond, Governor

Pouch H 02 E
Juneau, Alaska 99811

~~XXXXXXXXXXXXXXXXXXXX~~

May 1, 1975

HFC#15

The Honorable Hugh Malone
Chairman, House Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

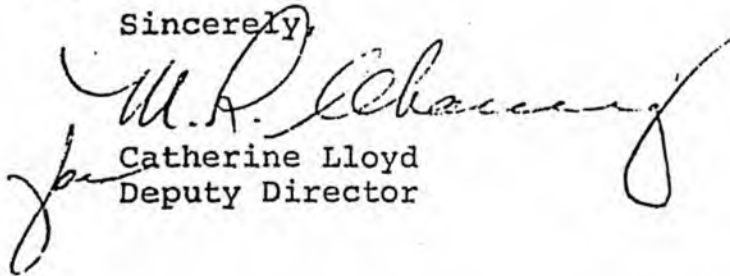
Dear Mr. Malone:

SB 163, an act appropriating funds for relocating the Northern Regional Laboratory was submitted by the Governor in the amount of \$80,700. The senate in passing the bill amended it down to \$70,000.

Enclosed is support data dated April 29, 1975 from Dr. Pauls outlining the need for the original amount and the urgency of passage this session.

We would certainly appreciate the opportunity to appear before your Committee at your convenience to further explain this bill.

Sincerely,


Catherine Lloyd
Deputy Director

Enclosures

cc: Dr. Freedman
Dr. Pauls ✓
Budget & Management

RECEIVED

1975

BRANCH OF PUBLIC
HEALTH LABORATORIES

Donna G-1

TO: Francis S.L. Williamson
Commissioner
Dept. of Health & Social Services

DATE : April 29, 1975

Thru: Donald K. Freedman, M.D. MPH
Director, Division of Public Health

SUBJECT: Senate Bill 163 am

From: Frank P. Pauls, Dr. PH *F.P. Pauls*
Chief, Section of Laboratories

Senate Bill 163 am reduced the original supplemental request from \$80,700 to \$70,000 for the moving of the Northern Regional Laboratory. The reduction is not realistic in the face of rapidly escalating construction costs and premium prices we will have to pay in competition with the pipeline contractors.

Attached is the estimate of remodeling costs presented by the architect, which we just received. The remodeling costs of \$70,000 will utilize the entire proposed appropriation, leaving nothing for moving or dismantling. The moving costs alone will be \$6,550 and dismantling estimated at \$9,000.

We do not have the additional funds to make up the difference. Request restoration of the \$10,700 on the basis of the increased costs of remodeling as confirmed by the architect.

Attached is our original position paper on SB 163.

architects.

G.D.M. & Associates

Suite 45A Alaska National Bank Building Fairbanks, Alaska 99701 907/452-7213

Gerald D. Myers

Larry H. Lander

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APR 21 1975

BRANCH OF PUBLIC
HEALTH LABORATORIES

4-21-75

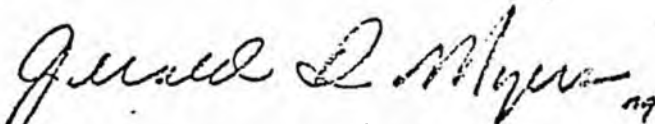
Dr. Frank Pauls
Director of Laboratories
Dept. of Health & Social Services
Division of Public Health
Pouch H
Juneau, AK 99811

Dear Dr. Pauls:

As per your instructions we have attached a preliminary plan of the proposed laboratory layout for your review. We anticipate a cost of \$70,000.00 to remodel approximately 1650 square feet for the laboratory use. There is an additional 2000 square feet of space in which we anticipate no remodel work.

Moving costs, contingency fund and architectural/engineering costs are not included in the estimate. One explanation for the high construction cost is the addition of a self contained air handling unit. The buildings existing mechanical system is presently overloaded thereby requiring the new units.

Sincerely yours,



Gerald D. Myers, A.I.A.

ARCHITECTS: G.D.M. & ASSOCIATES

GDM/ng

encl:

TO: Mr. Milton Barker
Budget Analyst
Senate Finance Committee

DATE : May 2, 1975

FROM: Frank P. Pauls, Dr. PH
Chief, Section of Laboratories

SUBJECT: Senate Bill 163 am

Attached is the architect's estimate for remodeling costs for the new facility for the Northern Regional Laboratory in the Arctic Health Research Center Building in Fairbanks. This information was not available when we submitted our planning data to you in March.

Our original estimate for the total moving costs was \$80,700 of which \$65,150 was for remodeling. The architect's estimate of \$70,000 for this work reflects the added labor costs and an air handling system. The cost of the latter is being shared by the University.

The reduction of our original request from \$80,700 to \$70,000 leaves no funds available for the dismantling of the laboratory in the Court Building or the physical move. It also places our entire move in jeopardy as we can not move until the funds are authorized nor can we move if we know the costs will exceed the appropriation.

We sincerely hope that in light of the architect's information it will be possible to restore the special appropriation to \$80,700.

architects.
G.D.M. & Associates

Suite 45A Alaska National Bank Building Fairbanks, Alaska 99701 907/452-7213

Gerald D. Myers
Larry H. Lander

RECEIVED

APR 22 1975

BRANCH OF PUBLIC
HEALTH LABORATORIES

4-21-75

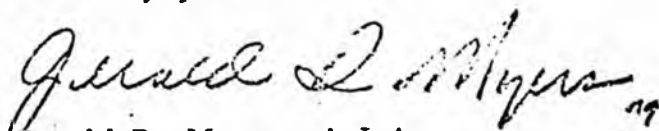
Dr. Frank Pauls
Director of Laboratories
Dept. of Health & Social Services
Division of Public Health
Pouch H
Juneau, AK 99811

Dear Dr. Pauls:

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Moving costs, contingency fund and architectural/engineering costs are not included in the estimate. One explanation for the high construction cost is the addition of a self contained air handling unit. The buildings existing mechanical system is presently overloaded thereby requiring the new units.

Sincerely yours,



Gerald D. Myers, A.I.A.
ARCHITECTS: G.D.M. & ASSOCIATES

GDM/ng

encl:

Note: moving costs and architectural fees of \$10,700 not included.
University agrees to pay an added \$10,000 towards purchase of mechanical air handling unit.

H-2



WAREHOUSE INC.

WAREHOUSE — 1426 WELLS STREET
ARR INDUSTRIAL AREA
PHONE 452-1286, P. O. BOX 227
FAIRBANKS, ALASKA 99701



November 26, 1974

State Division of Public Health
604 Barnette Street
Fairbanks, Alaska 99701

Gentlemen:

We would estimate the following cost to pack and move the Laboratory from the Alaska State Building to the Arctic Research Building at the University of Alaska.

5 men/1truck 40 hours @ \$128.50	\$5,140.00
50 each dishpack cartons @ \$5.15	257.50
100 each small cartons @ \$1.10	<u>110.00</u>
Total Estimated Cost	\$5,507.50

The above estimated costs do not include the electrical or plumbing costs to disconnect equipment to be moved.

These costs do not include the disassembly and reassembly of the work benches and cabinets. We are able to perform these services, but it is not possible to estimate with accuracy the cost.

Actual charges will be based upon actual time taken and materials used to perform the service.

Thank you very much for allowing us to offer our services.

Sincerely,

H & S WAREHOUSE, INC.

Raymond I. Karns
Operations Manager

RIK/bm

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DEC 4 1974

FAIRBANKS

NOV 27 1974

RHO-NRO

BRANCH OF PUBLIC
HEALTH LABORATORIES

Bill Race, Director
Division of Buildings
Department of Public Works

June 23, 1975

Steven E. Dozier
Leasing & Facilities Manager
Division of General Services & Supply
Department of Administration

Department of Health & Social Services,
Northern Regional Laboratory,
Fairbanks

Bill, please recall our previous conversations during which I explained that the University of Alaska would not put out the bids for required remodeling.

The Department of Health and Social Services has advised that, through assistance of the Division of Buildings, they are making some progress and that Jerry Meyers should soon have the working plans for remodeling at the University completed. There is, apparently, some problem with the mechanical portion of this but I'm sure with your assistance it will be resolved timely.

There is some confusion regarding this move and to insure proper coordination I want to clarify the procedure. There is considerable mechanical work required in order for the Laboratory to be removed from the Court and Office Building. This work will be done by the Division of Buildings and coordinated with Dr. Frank Pauls of the Department of Health and Social Services. Dr. Pauls is responsible for having the equipment moved to the University. It is important that dismantling of equipment from the Court and Office Building, moving to the University, and remodeling at the University all be coordinated.

As mentioned, the University will not bid or contract for remodeling. This is why we have requested your assistance. It should be possible for the Division of Buildings to work with the Architect and the Department of Health and Social Services to accomplish this. Your assistance is appreciated.

If you have any questions or I can be of assistance, please call.

SED:n1

cc: Department of Health & Social Services

Liz Rivers
Dr. Pauls ✓
Division of Buildings
Everett Simpson
Gordon Oakes

6/25
cc: J. Savage ✓
P. Frith

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JUN 23 1975

DEPARTMENT OF PUBLIC
WORKS

Appendix I

STATE
of ALASKA**MEMORANDUM**

TO: Francis S.L. Williamson
Commissioner

THRU: Donald K. Freedman, M.D. MPH
Director, Division of Public Health

FROM: Frank P. Pauls, Dr. PH *F. P. Pauls*
Chief, Section of Laboratories

DATE : June 25, 1975

SUBJECT: Reimbursable Services Agreement
Division of Buildings

Request certification and signature for attached Reimbursable Services Agreement with Division of Buildings.

Agreement covers dismantling, packing and moving and reinstallation of the Northern Regional Laboratory from the Alaska State Courthouse Building in Fairbanks to the Arctic Health Research Center Building on the University of Alaska campus.

The RSA is essential to encumber the \$80,700 supplemental appropriation for FY 75 which was requested in November, 1974, presented to the Legislature on 2/11/75 and approved by the Governor on June 25, 1975. As the funds could not be obligated or bids let prior to legislative and governor approval there is little time left to encumber the funds through our regular channels. The RSA with Division of Buildings, with their consent, will enable us to encumber the funds.

The relocation is a complex matter requiring dismantling of laboratory benchwork and equipment, disconnection of mechanical and utility services, moving and reinstallation in another facility. The reinstallation requires rewiring, replumbing and modification of the new quarters and revamping of the mechanical and air handling systems. A design architect has been working on this phase and on receipt of the working drawings the Division of Buildings can start their work.

All steps in the proposed move have been taken with the approval and guidance of the State Leasing Officer.

attachments

Appendix J-1

REIMBURSABLE SERVICES AGREEMENT

The Department of Health and Social Services (Agency) hereby requests the following services

to be performed by the Division of Buildings, Dept. of Public Works (Agency)

PROJECT OR PROGRAM TITLE: Relocation of Northern Regional Laboratory to Arctic Health

Research center Bldg., University of Alaska, Fairbanks.

DESCRIPTION AND TERMS OF REIMBURSEMENT:

Payment upon receipt of interagency billing

RSA 065-024 (Attach additional information as required)

DATE COMPLETION REQUIRED: July 30, 1975

ACCOUNT CODE TO BE CHARGED: 06-31-1-830-380

ESTIMATED COST OF PROJECT OR SERVICES REQUESTED

Table with 3 columns: Item, Estimate, Actual. Rows include Planning and engineering, Land acquisition, Construction, Supervision, Equipment, Contingency, Other services (itemize) Moving & packing, Dismantling, and TOTAL.

NOTE: Requesting agency must submit an encumbrance document with this agreement.

I certify, based on the above estimate, that sufficient funds are available to pay this obligation and that the appropriation code to be charged has a sufficient balance to cover this obligation through Interagency Charges Account (line item 900).

Signed: Donald K. Freedman, M.D. MPH, REQUESTING AGENCY AUTHORIZED REPRESENTATIVE, Director, Division of Public Health

Approved: George C. McHenry, SERVING AGENCY AUTHORIZED REPRESENTATIVE

6/25/75, Thomas S.L. Williamson, Commissioner's Office, Date

Date: 27 Jun 75

J-2

7/14/75 - copies to Trivette.



LAWS OF ALASKA

1975

Source

HCSSB 163

Chapter No.

163

AN ACT

Making a special appropriation to the Department of Health and Social Services, laboratories; and providing for an effective date.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

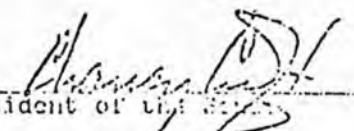
* Section 1. The sum of \$90,700 is appropriated from the general fund to the Department of Health and Social Services for the fiscal year ending June 30, 1975, for the expenses which will be incurred in moving the northern regional laboratory from the Fairbanks Court and Office Building to the Arctic Research Laboratory at the University of Alaska. . .

* Sec. 2. This Act takes effect immediately in accordance with AS 01.10.070(c).

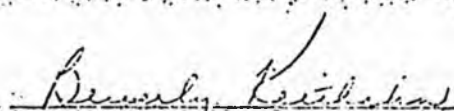
Authentication

The following officers of the Legislature certify that the attached enrolled bill, HOUSE CS FOR SENATE BILL NO. 163, consisting of 1 pages, was passed in conformity with the requirements of the constitution and laws of the State of Alaska and the Uniform Rules of the Legislature.

Passed by the Senate June 1, 1975


President of the Senate

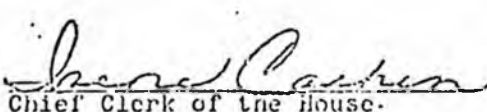
ATTEST:


Secretary of the Senate

Passed by the House June 1, 1975

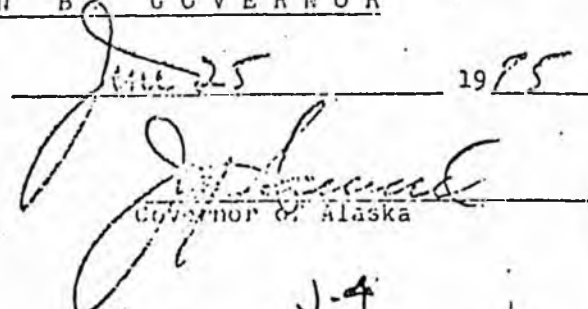

Speaker of the House

ATTEST:


Chief Clerk of the House

ACTION BY GOVERNOR

Approved by the Governor

June 25 1975

Governor of Alaska

J-4

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS

TO: [Dr. Frank Pauls
Chief, Section of Laboratories
Division of Public Health
Department of Health &
Social Services

DATE : September 3, 1975

FROM: George C. McCurry, P. *GC*
Chief of Maintenance
Division of Buildings

SUBJECT: Northern Regional
Laboratory
Relocation
DB 6-0420

According to our cost accountant, you should have the University of Alaska bill your department directly for charges incurred in moving the laboratory to the University building.

Your R.S.A. #189 for \$6,500 has \$583.16 in charges against it for GDM's architectural fees. R.S.A. #194 (\$80,700) has had no charges made against it.

RECEIVED

1 1975

BRANCH OF PUBLIC
HEALTH LABORATORIES

Appendix K