

**Department of Commerce,
Community and Economic
Development
FY21 Community Assistance Program**

**APPLICATION MUST BE SUBMITTED NO
LATER THAN JUNE 1, 2020**



**State of Alaska
Mike Dunleavy, Governor**

**Department of Commerce, Community,
and Economic Development
Julie Anderson, Commissioner**

**Division of Community and Regional
Affairs
Sandra Moller, Director**



**FY 2021 COMMUNITY ASSISTANCE PROGRAM
PROPOSED CAP BUDGET**

Name of Municipality

Please describe below how your organization proposes to use its estimated FY 2021 Community Assistance Program payment.

FUEL	\$ _____
ELECTRICITY	\$ _____
INSURANCE	\$ _____
EDUCATION	\$ _____
EMS	\$ _____
WATER/SEWER	\$ _____
PUBLIC SAFETY	\$ _____
FIRE	\$ _____
ROAD MAINTENANCE	\$ _____
HARBORS	\$ _____
HEALTH	\$ _____
GENERAL ADMINISTRATION	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
FY 2021 ESTIMATED PAYMENT	\$ _____

**FY 2021 COMMUNITY ASSISTANCE PROGRAM
Statement of Expenditures for Prior Year Payment**

Name of Municipality

Please detail below how your organization spent its FY 2020 Community Assistance Payment.

FUEL	\$ _____
ELECTRICITY	\$ _____
INSURANCE	\$ _____
EDUCATION	\$ _____
EMS	\$ _____
WATER/SEWER	\$ _____
PUBLIC SAFETY	\$ _____
FIRE	\$ _____
ROAD MAINTENANCE	\$ _____
HARBORS	\$ _____
HEALTH	\$ _____
GENERAL ADMINISTRATION	\$ _____
OTHER _____	\$ _____
SAVINGS/NOT SPENT	\$ _____

FY 2020 TOTAL PAYMENT \$ _____

Instructions for FY21 Community Assistance Program Requirements and Certification Municipality Application

The municipality's requirements and certification application form must be received or postmarked no later than June 1, 2020. Please check or initial each box indicating the municipality understands the requirement for receiving the community assistance payment. Be certain the form is signed and dated before submitting.

The municipality may submit the requirements and certification form by electronic mail received no later than 4:30PM on June 1st 2020. This is the preferred method for receiving the form. Email forms to: caa@alaska.gov (See special instructions for submitting by email.)

The community assistance payment will not be made until all other required documents have been submitted. Please submit the other required documents at the earliest opportunity as they become available; these are not subject to the June 1st deadline. All other required documents may also be submitted by electronic mail.

Community Assistance Program regulations (3 AAC 180) effective December 22, 2017, require all entities to submit a statement of expenditures of the prior year's community assistance payment and the budget for the current year's payment. A statement of expenditures form and budget form are provided as part of the application.

The current annual budget (for the program year) must include the non-code ordinance adopting the budget. Please submit these as one combined document when possible. A link to the budget on the municipality's website may be provided in lieu of a hard copy or email attachment.

The annual audit or, for a second class city, an audit or statement of annual income and expenditures, may be submitted by hard copy, email attachment, or a link to the audit on the municipality's website. A statement of annual income and expenditures must also include the resolution approved by the governing body certifying the statement.

A certified financial statement is not an allowable substitute for an audit when a second class city has met the audit threshold criteria.

In addition to the current annual budget and annual audit, in order to receive a community assistance payment, the municipality is required to submit to the Office of State Assessor (OSA), as applicable: tax assessment and tax levy numbers for the most recently completed annual budget cycle, a summary of optional property tax exemptions authorized together with the estimate of the revenues lost to the borough, a taxpayer notice, and maps and descriptions of all annexed or detached territory which as annexed or detached prior to June 1 of the application year.

Provide a copy of the tax payer notice furnished with the property tax statements or a copy of the Affidavit of Publication from the newspaper in which the notice was published. Provide a copy of the notice posted for sales tax and use tax or a copy of the Affidavit of Publication from the newspaper in which the notice was published.

The municipality is not required to submit to DCRA any of the reports required by OSA.

Special Instruction for submitting by electronic mail

Emailed documents must be submitted to: caa@alaska.gov

The subject line must include: Entity name –CAP Program – FY Document Name

Ex's. "Icy Borough – CAP – FY21 Application", "Snow Town – CAP – FY21 Budget"

Mail to: DCCED DCRA CAA, PO Box 110809, Juneau, AK 99811-0809 or Fax: 907-465-4761

If there are questions concerning the Community Assistance Program, please contact Jean Mason at (907)465-5647 or email caa@alaska.gov.

Statutes, regulations, and forms are available at:

<https://www.commerce.alaska.gov/web/dcra/CommunityAidAccountability/CommunityRevenueSharing.aspx>