

Attachment F

**Denali Commission Quarterly
Project Narrative and Funds Disbursement Request**

Project Name: CDVSA CIP Grant FY-08

Agency: Women in Safe Homes Reporting Period: January 1-March 31, 2008

Grant #: 08-CIP-05 Amount of Funds Requested \$41,865.50

1. What is the status of the project; include portions completed?

The front porch enclosure and main shelter bathroom remodel have been completed. The entryways that were accessible from the outside have been filled. The architect drawing presented to the fire marshall was completed and we received the permit on April 22. A fire proof safe, 3 office file cabinets, refrigerator, dishwasher, vacuum cleaner and oven have all been purchased, received and installed. The computer and new server have been ordered. Quickbooks software has been purchased and is running on a laptop until the new computer arrives. A new security system and cameras have been installed but two of the cameras were shipped with scratches on the lens and are on reorder.

The keyless door locks are ready to install this week as well as the remainder of the network stations (12).

2. Is the project on schedule; if not, how will this be dealt with?

The completion of all construction/remodel projects are not on schedule. The following now have a completion date of May 30, 2008:
Hardwire smoke alarm system, replacement of baseboards and thermostats, fan in shelter living room, gate to children's service room, cabinet in business office, kitchenette remodel in family services.

The materials for these projects are all in Ketchikan with the exception of the server and new computer, which will be here this week.

3. Is the project on budget; if not, how will this be dealt with?

Currently the project is underbudget because of work put on hold due to a finding when trying to fix the leak in the roof. Unfortunately, the contractor believes that this is a larger problem than anticipated and could possibly require a ventilation system and major remodel of the shelter. We had an appointment today with EPA to check on a concern by the contractor. We are going to have to do more digging (outside scope of original project) to get to the root of the problem.

Attached is a letter from Edwardson Enterprises, Alltek, and First City Electric.

Attachment F

4. Other comments/problems and solutions:

The washer and dryer was not recommended by SEARS after we told them what machines we were currently using. Instead, they gave us advice on how to run the machines we have more efficiently. The funds originally asked for were used to purchase a computer for the finance office along with software. We were able to install the software on our laptop until our new computer arrives. The software program is for non-profits which brings us into compliance with our funding agency (WISH was operating with a for profit software program).

Attachment G

**Denali Commission
Quarterly Project Financial Report**

Project Name: Naomi Michalsen

Agency: Women in Safe Homes Reporting Period: January 1 – March 31, 2008

Grant #: 08-CIP-05

Please include the following information:

(Use additional pages as necessary)

Budget Information:

1. The total project budget—Denali Commission and other funds combined
 Denali Commission award amount - \$41,865.50
 WISH match amount - \$41,865.50
 The total project budget is \$83,731
2. The total project expenditures as of the end of the most recent quarter
 \$5,637.30
3. The total amount of Denali Commission funds committed to the project
 \$41,865.50
4. The total expenditure of Denali Commission funds for the project as of the end of this
 reporting period
 \$2,818.65
5. The percentage of expenditures to the total budget
 7%
6. Project Performance Analysis (use PPA form on page2 of 641)

Project Schedule:

Show the project schedule with milestone dates for design and construction.

Form 641A

Attachment G

**Denali Commission
Quarterly Project Financial Report
Project Performance Analysis (PPA) Form**

Project Name: CDVSA Capital Improvements

Agency: Women in Safe Homes Reporting Period: January 1-March 31, 2008

Grant #:08-CIP-05

NOTE: Include Denali Commission Grant Funds Only on this form.

Line Items:	Approved Budget:	Actual Cost to Date:	Scheduled Completion Date:	Actual Work Performed:
Refrigerator		\$1,164.89	May 1, 2008	April 4, 2008
Dishwasher		\$649.99	May 1, 2008	April 4, 2008
Range		\$449.99	May 1, 2008	April 4, 2008
Vacuum	\$18,950	\$279.99	May 1, 2008	April 4, 2008
Installation&Plumbing	Equipment-	\$3,000.00	May 1, 2008	May 1, 2008
Quickbooks Software	Appliances	\$299.99	May 1, 2008	March 28, 2008
Computer		\$940	May 1, 2008	May 9, 2008
Server/Installation	\$4,,700	\$3,850	May 1, 2008	May 14, 2008
Network stations	\$1,200	\$1,200	May 1, 2008	May 15, 2008
Security System	\$9,065	\$9,065	May 1, 2008	May 15, 2008
Bathroom Repairs/Remodel	\$9,800	\$2,400	May 1, 2008	May 1, 2008
General Repairs	\$20,000	\$8,500	May 1, 2008	May 30, 2008
Architect/Inspection	\$12,500	\$1,900	May 1, 2008	May 1, 2008
Shipping/Other fees			May 1, 2008	May 30, 2008
Smoke Detectors	\$6,500	\$6,500	May 1, 2008	May 30, 2008
Office Supplies	\$1,016	\$818.65	May 1, 2008	April 10, 2008
Project Total:	\$83,731			
Denali Commission Totals:	\$41,865.50	\$41,418.50		

Signature: _____

Date: _____

Print Name and Title

Naomi Michalsen, Interim Director, WISH

Form 641B