

Grant Approval Memo



Grantee: Information Insights
Request Amount: \$2,300,000.00
Project Title: Mini Grants for Trust Beneficiaries: Behavioral Health & Intellectual and Developmental Disabilities (FY27)
Grant Term: 7/1/2026 to 6/30/2027
Trust Staff: Luke Lind

REQUESTED MOTION:

The Program and Planning Committee recommends that the board of trustees approve a \$2,300,000 FY27 Authority Grant to Information Insights for the Mini Grants for Trust Beneficiaries: Behavioral Health & Intellectual and Developmental Disabilities program. These funds will come from the Mini grants for beneficiaries experiencing mental illness, chronic alcoholism, substance use disorders and intellectual and developmental disabilities and traumatic brain injuries and the Trust Mini Grant Contract Administration lines of the FY27 budget.

Staff Analysis:

- What does this project do?
Trust funds will continue the Behavioral Health (BH) and Intellectual & Developmental Disabilities (IDD) mini grant program, which provides Trust beneficiaries with a broad range of equipment, supplies, and services to improve their quality of life, increase independent functioning, and help attain and maintain healthy and productive lifestyles.
- Who is receiving the funds?
Information Insights is a consulting firm based in Fairbanks with staff across Alaska. For nearly 30 years, they have provided research-based consulting, planning, and business services to clients throughout rural and urban Alaska and occasionally beyond. Their focus is expanding their client's capacity to fulfill their objectives through custom research and impartial analysis, strategic and business planning, public outreach and engagement, facilitation services, and administrative and program support. Information Insight's clients are municipalities, tribes, state and federal agencies, and nonprofit organizations and businesses of all sizes.
- Why is staff recommending this project?
For FY27, the Trust issued a competitive Request for Proposals (RFP) for the administration of the BH/IDD mini grant program. There were two applicants, and following input from the Alaska Commission on Aging, the Alaska Mental Health Board, the Advisory Board on Alcoholism and Drug Abuse, and the Governor's Council on Disabilities and Special Education, a Proposal Evaluation Committee of Trust staff selected Information Insights as the recommended recipient of this grant.
- Will this be a multi-year project?
This request is for the FY27 mini grant program. It is anticipated that future fiscal years (FY28 through FY31) will be brought to the Trustees each May for consideration of a continued award to Information Insights. Following this five-year period, a new competitive process will be used to determine the mini grant administrator for the next five-year period.

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Trust Five Year Funding History

Information Insights has administered the BH mini grant program since FY08 and the IDD mini grant program since FY17. Previously they have been a contractor selected through the State of Alaska procurement process.

Comp Plan Identification

Area of Focus	Objective	Comments
Area of Focus 3: Economic & Social Well-being	3.4 Enhance timely access to basic needs services	

Trust Focus Area Connection

Budget Area	Strategy	Comments
Non-Focus Area Allocation	NFA - Mini Grants	

Project Description

The mini grants are a long-standing Trust program designed to provide resources to Trust beneficiaries across the state. Mini grants are awarded monthly to community organizations on behalf of individual Trust beneficiaries. Grants are designated for specific purposes, and all purchases are verified by the administrator. Applying organizations must attest that other funding sources (Medicaid/private insurance/etc.) have been exhausted or are not available for the requested purposes.

Since 2019, over 5,500 BH/IDD mini grants have been awarded totaling over \$8,258,000.

Fiscal Year	# of Awarded BH/ID Mini Grants	Total Award Amount
2019	766	\$1,125,599
2020	762	\$1,081,027
2021	712	\$1,136,265
2022	756	\$1,130,500
2023	793	\$1,240,333
2024	825	\$1,267,224
2025	890	\$1,277,278

As the program has grown, the Trust has looked to identify ways that it could be made more efficient without increasing obstacles preventing access to the program or administrative costs. A primary issue that was identified was the disconnect between the awarding of the administrative contract for program management and the awarding of the actual mini grant funds. Historically, community agencies have applied directly to the Trust and then the contractor administers the grant process. This has led to confusion for both beneficiaries and community agencies on who to contact for assistance.

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For FY27, the decision was made to use a competitive grant process to combine both the administrative and grant components together. It is anticipated that this will have the following benefits:

- **Provide a single point of contact for the BH/IDD mini grant program:** Information Insights will administer all aspects of the program, from application through closeout, and will be able to provide a consistent resource to both community agencies and beneficiaries who have questions. Trust staff will continue to be available as needed to support Information Insights and to address any concerns from beneficiaries or community agencies that may arise.
- **Streamline the application process:** Currently, community organizations apply directly to the Trust while the former contractor managed and awarded the mini grants, which lead to confusion with other Trust grant programs. Information Insights will have a stand-alone grant application portal dedicated to the BH/IDD mini grants.
- **Allow program growth:** As the BH/IDD grant program has grown, more resources have been needed to keep up with demand and to continue oversight of the program. The updates proposed by Information Insights for FY27 will provide additional staff to assist with the program as well as new outreach efforts to help the program reach beneficiaries in regions that have historically not had significant numbers of applicants.
- **Keep administrative costs at an acceptable level:** For FY27, the cost to administrate the BH/IDD program will be 19.6% or \$453,000. For historical context, between FY21 and FY26, the administrative percentage to administer the program averaged 15.8%. However, there were substantial hidden costs previously, as the Trust provided the grant management software for the program as well as the bulk of the navigation for beneficiaries and community agencies. For FY27 and beyond, these additional costs are now fully captured in the proposal.
- **Continue what has been working:** While improving the process is always a key focus, this grant proposal provides important continuity for beneficiaries and community agencies by maintaining the monthly application and approval cycle to meet needs as they arise.

The application submitted by Information Insights is attached to this memo.

Proposed Project Performance Measures (developed by the Trust)

Quarterly Reports (due 10/31/2026, 1/31/2027, 4/30/2027)

Submit a quarterly report via email to Carrie Predeger (carrie.predeger@alaska.gov) and Lucas Lind (lucas.lind@alaska.gov) that includes the following:

- a. A synopsis of outreach activities that occurred during the reporting period for behavioral health (BH) and intellectual/developmental disabilities (I/DD) mini grant programs.

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- b. A summary of any emerging trends (geographical, categories of requests, possible gaps in service) identified during the reporting period for each mini grant program (BH and I/DD).
- c. A summary of the following data elements, to include graphs/charts/tables as applicable for each mini grant program (BH and I/DD) during the reporting period:
 - i. Fiscal year funding status to date and for the reporting period (total amount allocated, total amount remaining).
 - ii. Number (#) and dollar (\$) amount of all requests received to date and for the reporting period.
 - iii. Number (#) and dollar (\$) amount of requests awarded by beneficiary type (mental illness, substance misuse, traumatic brain injury, intellectual and developmental disabilities, and early intervention and infant learning), geographic location (Census tract), and category.
 - iv. Number (#) and dollar (\$) amount of requests not awarded by beneficiary type (mental illness, substance misuse, traumatic brain injury, intellectual and developmental disabilities, and early intervention and infant learning), geographic location (Census tract), and category.

Final Status Report (due 7/31/2027)

- a. Provide a cumulative fiscal year summary report that includes the following data elements for each mini grant program (BH and I/DD):
 - i. Number (#) and dollar (\$) amount of requests awarded by beneficiary type (mental illness, substance misuse, traumatic brain injury, intellectual and developmental disabilities, and early intervention and infant learning), geographic location (Census tract), and category.
 - ii. Number (#) and dollar (\$) amount of requests not awarded by beneficiary type (mental illness, substance misuse, traumatic brain injury, intellectual and developmental disabilities, and early intervention and infant learning), geographic location (Census tract), and category.
- b. Recipient outcomes that demonstrate the impact of mini-grant funds on independence, stability, and quality of life that were voluntarily shared with Information Insights by the applicant (community organization/agency), recipient, or family member.
- c. Results from the community organization/agency program satisfaction survey, including an overview and key themes.
- d. A summary of trends (geographical, categories of requests, possible gaps in service) identified during the fiscal year for each mini grant program (BH and I/DD).
- e. Provide a narrative that includes the timeline, activities, successes, challenges, and lessons learned during the transitional year of the Trust's mini grant program for individuals with mental illness, substance misuse, traumatic brain injury, intellectual and developmental disabilities, and/or enrolled in early intervention or infant learning. Be sure to include information about communication, marketing, and outreach activities

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that occurred during the fiscal year, as well as any changes that were made to the administration of the program (i.e., guideline updates, application updates, etc.).

Who We Serve

The BH/IDD mini grants will serve the following beneficiary groups:

- People with mental illness
- People with chronic alcoholism and/or other substance related disorders
- People with a traumatic head injury resulting in permanent brain injury
- People with intellectual and developmental disabilities
- Youth enrolled in early intervention or infant learning programs

In FY25, the BH/IDD grants served 890 beneficiaries.

Mental Illness/ Substance Abuse/Traumatic Brain Injury	569
Intellectual & Developmental Disabilities:	321

Project Budget (from grant application)

Mini Grants for Beneficiaries	\$1,847,000.00
Travel Costs Narrative	These funds will be used for the mini grants received by Trust beneficiaries and the \$100 administrative fee paid to the community organization per approved grant.
Personnel Services Costs	\$410,000.00
Personnel Services Narrative	Personnel costs include salaries and benefits for 2 full-time program staff and 1-3 part-time program staff. Year 1 accounts for added staff time towards program implementation and training.
Other Costs	\$43,000.00
Other Costs Narrative	<ul style="list-style-type: none">• Mini-Grant Management Software (Blackbaud Grantmaking) costs include the annual software expenses.• Microsoft 365 Software will be used for program needs outside of Blackbaud Grantmaking. This includes Excel data files, MS Word Documents, SharePoint for collaboration internally and with the Trust as needed, and Outlook for the designated program email address.• QuickBooks Accounting Software will be utilized to financially track and manage grant funding.

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- Adobe Acrobat Pro (3 licenses) will be utilized to track and manage grant agreements and corresponding grant reconciliation packets.
- Program phone and fax lines designated to the mini-grant program.
- Reporting materials, Office supplies, Outreach materials (including printing), Postage.
- Travel Expenses include the estimated cost for airfare, baggage fees, lodging, ground transportation, per diem, travel time, and mileage related to the proposed outreach and marketing plan that includes connecting with one rural hub per fiscal year, and two to three urban hubs.