

Agency: Commerce, Community and Economic Development**Grants to Named Recipients (AS 37.05.316)****Grant Recipient: Alaska Center for Children and Adults****Federal Tax ID: 92-0026479****Project Title:****Project Type: New Construction and Land Acquisition**

Alaska Center for Children and Adults - ACCA Facility Upgrade and Expansion

State Funding Requested: \$2,250,000**House District: Fairbanks Areawide (7-11)**

One-Time Need

Brief Project Description:

This project will bring existing ACCA facility up to code, replace boiler and roof, expand office space and add new public section of facility for disability services, community trainings and shared services.

Funding Plan:

Total Project Cost:	\$3,887,433
Funding Already Secured:	(\$800,000)
FY2013 State Funding Request:	<u>(\$2,250,000)</u>
Project Deficit:	\$837,433

Funding Details:

1998-2011 ACCA raised and designated \$800,000 donor funds for building upgrade and expansion project, primarily from bequests.

Detailed Project Description and Justification:

ACCA has provided disability services in Fairbanks and across rural/remote Northern Alaska since 1956. Due to expanded services as a regional disability hub, ACCA programs require additional space. ACCA has worked with the Foraker Group Pre-Development Program for the past several years to develop this project. Steps included Strategic Planning, Project Planning, Facilities Assessment, Development of Concept Design, and Financial Planning. ACCA is ready to move forward the Facility Expansion and Upgrade project in Summer 2012.

The ACCA project involves demolition of the original 1962 ACCA facility, upgrade of the existing 1998 ACCA facility to meet current usage needs and codes, and a 3400 square foot expansion of the ACCA main building. The project will turn the existing ACCA facility into a separate professional area. This section would contain two pods of cubicles for direct service staff, and convert 7 shared offices to private offices for supervisors and one person programs. The existing facility was designed for 16 staff, the new facility will have capacity for up to 33. The 3400 square foot building expansion would contain new reception, lobby, public restrooms, storage, treatment rooms, conference facility and 2 offices for community partner programs. It also includes a 2400 square foot basement to house new mechanical systems and provide additional storage.

Please see attached Board of Directors list, Strategic Plan, Facilities Assessment, Concept Design, Cost Estimate, and ACCA Audited Financial Statements for detailed information about this project.

Project Timeline:

When funding is received from the State of Alaska ACCA in summer 2012, we will begin working with architects to fully develop architectural plans for the project. During the winter season of 2012-13 we will establish project management and secure the additional funds needed. We will be ready to begin building by spring 2013. The project will be completed by the end of 2014 and expanded services can be in place by 2015.

Entity Responsible for the Ongoing Operation and Maintenance of this Project:

Alaska Center for Children and Adults

Grant Recipient Contact Information:

Name: Susan E. Kessler
Title: Executive Director
Address: 1020 Barnette Street
Fairbanks, Alaska 99701
Phone Number: (907)347-7318
Email: susan@acca-ilp.org

Has this project been through a public review process at the local level and is it a community priority? Yes No



ACCA

Alaska Center for Children and Adults



FACILITY UPGRADE AND EXPANSION FAIRBANKS, ALASKA

Prepared in Partnership with:

Chris Kowalczewski, The Foraker Group, Pre-Development Program

Bettisworth North Architects and Planners, Inc.

PDC, Inc. Engineers

HMS, Inc. Cost Estimators

Table of Contents

Agency Description..... 2

Project Need 4

Project Planning..... 4

Project Description..... 5

Project Cost Estimate..... 6

Project Funding Breakdown..... 7

Project Timeline 7

Appendices

- Board of Directors List
- Strategic Plan
- Facilities Assessment
- Concept Design
- Cost Estimate
- Audited Financial Statements

Agency Description

Alaska Center for Children and Adults (ACCA, Inc.), formerly Alaska Crippled Children and Adults, is a 501(c)3 organization which has served children and adults who experience disabilities since 1956.

Current ACCA programs and projects include:

- *Infant Learning Program* - Provides home and community based Occupational, Speech and Physical Therapy, Mental Health, Special Instruction and Service Coordination to more than 400 children per year across the regions of Copper River Basin, Delta Junction, Fairbanks North Star Borough and North Slope Borough.
- *Pyramid Demonstration Site* – Partners with Fairbanks Native Association Early Head Start and Fairbanks North Star Borough School District Special Education to provide staff training and targeted Social Emotional supports to children aged birth to 5 years.
- *Community Based Playgroups* – Provides space and materials for 2 weekly parent-led playgroups which allow children with developmental disabilities to be included in play opportunities with typically developing children.
- *Early Childhood Vision and Hearing Screening Clinic* – Provides a monthly opportunity for any child ages birth to 5 years to access a free vision and hearing screening, as well as offering screenings at Community Health Fairs across the ILP region.
- *FACES FASD Diagnostic Team* – Provides Pediatric Medical, Occupational and Speech Therapy, and Psychological evaluations which may lead to Fetal Alcohol Syndrome diagnosis, for up to 30 children per year from the Northern and Interior Regions of Alaska.
- *Speech Clinic* – Provides Speech/Language Therapy and Cognitive Rehabilitation for up to 40 adults per year in Fairbanks. Treatment focuses on individuals who have Acquired Brain Disorders resulting from trauma, anoxic events, toxic substance, malignancy, or other neurological brain disorders. Other treatment areas of Speech Clinic include Augmentative and Alternative Communication supports and Aural Rehabilitation.
- *Grow Your Own Speech Therapist Program* – Supports Fairbanks students in their completion of the UAA/ECU Speech/Language Pathology Master’s degree program.
- *Technology User Group* – Supports Speech Clinic clients in troubleshooting Augmentative and Alternative Communication and other technological devices including iPods, iPads, iPhones, Dynavox devices, PC/Macintosh computers.
- *Support Group Partnerships* – Provides conference facilities and distance technology equipment to Autism Society of Alaska, Down Syndrome Society, and an FASD Parent support group for monthly parent support meetings and trainings.
- *Training Partnerships* – Provides conference facilities, distance technology and local organization which make disability training available in Fairbanks. Training partners have included the Alaska Child Trauma Center, Assistive Technology of Alaska, Stone Soup Group, Autism Society of Alaska, Special Education Service Agency, Arctic FASD Regional Training Center, Alaska Children’s Services, and State of Alaska Infant Learning Program.
- *Medical Equipment Loan Closet* – Loans equipment including wheelchairs, walkers, crutches, knee scooters, bedside commodes, toilet seat boosters and tub transfer benches in Fairbanks.

All ACCA services are provided without regard for ability to pay.

ACCA is governed by a volunteer Board of Directors (see appendix), whose length of service range from 2 to 25 years. The Board is a committed group of professionals and parents who provide oversight of all ACCA activities. ACCA is led by Susan E. Kessler, Executive Director, who has been with the agency for more than 15 years. She has a background in Special Education and holds a Certificate of Nonprofit Management. ACCA has been serving Fairbanks as well as rural and remote Alaska since 1956. The mission of the agency is as follows:

The purpose of ACCA is to assist in improving the lives of people with disabilities and their families by providing quality diagnostic, therapeutic, educational, and referral services in conjunction with other community providers without regard to ability to pay.

Highlights of our history include:

- 1956 - Medical, equipment and therapy services provided to children across Alaska in response to the Polio epidemic.
- 1962 – Speech Clinic began serving Fairbanks.
- 1982 – Project TEACH Infant Learning Program began serving Fairbanks.
- 1988 - Infant Learning Program began providing itinerant assessments in Barrow.
- 1998 - Infant Learning Program began serving the Valdez and the Copper River Basin regions.
- 2004 – FACES FAS Diagnostic Team moved from Public Health to ACCA, serving Fairbanks and remote communities including Anaktuvuk Pass, Arctic Village, Barrow, Fort Yukon, Gambell, McGrath, Minto, Nome, St. Mary's, and Tanana.
- 2008 – Infant Learning Program began serving the North Slope region.
- 2011 – Infant Learning Program began serving the Delta Junction region.

Over the past 10-15 years the State of Alaska has turned to ACCA with increasing frequency to provide services to rural and remote regions of the State. ACCA is meeting community needs by providing itinerant professional services which are not available in remote Alaska. Increased Federal and State regulation make it difficult for small rural programs to maintain compliance. Use of a regional service model with central shared administrative costs and strong local partnerships results in improved services to families. ACCA has a Strategic Plan (see appendix) in place which responds to the need for increased professional disability services in the Interior and Northern Regions of Alaska.

In addition to direct services to families, ACCA serves as a center for disability training in Fairbanks. There are many Anchorage- based organizations which are funded to provide statewide services, such as Stone Soup Group, Alaska Brain Injury Network, Special Education Service Agency, Assistive Technology of Alaska, Arctic FASD Regional Training Center, and Alaska Autism Resource Center. Community providers and families are concerned that Fairbanks and rural/remote areas of Alaska do not receive the levels of support they require from these statewide organizations. By serving as a local partner to these organizations, ACCA is able to ensure our communities receive the training and supports they deserve.

Project Need

With an expansion of ACCA services and an increased focus on itinerant rural and remote services, ACCA is in need of expanded facilities. In order to meet current staffing needs we have fit 24 work stations into a space intended for 16. Several offices are being converted to hold 3 work stations rather than 2. Part time and contract staff must share desks. Three therapy treatment rooms have been converted to offices. Half of the conference room must now be used for therapy treatment, impacting our meeting and training schedule. Privacy has become a concern within our facility, with stricter regulations under HIPAA and FERPA. ACCA is excited that our facility is bustling with activity. However space concerns are hindering our ability to expand our partnerships and regional services. In the future we require space for additional Speech Clinic therapists, additional ILP staff in order to meet expanded eligibility criteria for ILP services, a dedicated conference room, and office space which can be utilized by statewide program partners.

Project Planning

The ACCA facility has been located at the corner of 10th Avenue and Barnette Street in Fairbanks since 1962. The original facility, funded by community donations, has undergone several expansions and upgrades over the past 50 years. It continues to be in operation and currently houses a Fairbanks Native Association (FNA) Head Start program. In 1988, through the JOBS bill, the Alaska Legislature allocated \$400,000 to ACCA to support the construction of a new facility on an adjoining lot. This is the current ACCA facility. Original plans for this facility included a future building expansion. Since 1988, the ACCA Board of Directors has planned for the retirement of our original facility and an expansion of our “new” building. ACCA has solicited and set aside specific funds to support a building expansion project. Thanks to generous donors, ACCA currently holds more than 20% of the funds needed for this project.

For the past 3 years ACCA has participated in the Foraker Group Pre-Development Program, sponsored by the Rasmuson Foundation. Steps we have taken with support from the experts at the Foraker Group are as follows:

1. Strategic Planning – ACCA was working from a strategic plan which was developed in 2005. In 2010 we updated this plan to include development of ACCA as a regional hub. This plan also discusses short and long term planning for ACCA facility usage. (see attachment)
2. Project Planning – ACCA worked with Chris Kowalczewski and Mike Walsh of the Foraker Group throughout the Pre-Development process to determine the need for a capital project, explore alternatives, define the project scope and decide how to proceed through each step.
3. Facilities Assessment – ACCA worked with Bettisworth North Architects and Planners, PDC Engineering (Structural, Mechanical and Electrical), and HMS Cost Estimating to complete a code and condition survey of all existing ACCA facilities. (see attachment)
4. Concept Design – Bettisworth North Architects worked with the ACCA Board of Directors and staff to develop a concept design which would meet current and future needs of ACCA. (see attachment)
5. Financial Planning – The ACCA Board of Directors has developed a funding plan for this project which will allow us to complete the Facility Expansion and Upgrade by the year 2015.

Project Description

The ACCA Facility Upgrade and Expansion Project involves demolition of the original ACCA facility, upgrade of the existing ACCA facility to meet current codes, and a 3400 square foot expansion of the ACCA main building. The survey team determined that the original facility has reached the end of its useful life and that costs of renovation would exceed the worth of the building. The Concept Design (see attachment) makes the following changes to the ACCA facility:

- Expand available desk space to accommodate up to 33 desks including 9 private offices to accommodate privacy needs for staff supervision or stand-alone programs.
- Provide for a complete separation of the professional and public areas of the ACCA facility. This separation will allow staff to maintain the highest standards of confidentiality and security, while opening up use of the facility for community partners.
- Provide office space to house up to 2 community partner programs. These programs could share ACCA reception, conference facilities and treatment space.
- Provide ADA accessible community training facility with modern technological equipment to facilitate training opportunities for families and staff, and distance delivery of services.
- Provide space to allow expansion of ACCA Speech/Language Clinic through the Grow Your Own Speech Therapist program.
- Achieve 100% ADA compliance
- Increase energy efficiency
- Replace worn/damaged systems, including original boiler, air handler and roof.
- Eliminate old facility which has reached the end of its useful life
- Provide ground-level storage for Medical Equipment Loan Closet program
- Increase storage for therapeutic equipment and toys and documents/records.

The Concept Design (see attached) outlines a facility upgrade and expansion which meets all of the goals listed above. The Concept Design involves turning the existing ACCA facility into a separate professional area of the facility. This section would establish two pods of cubicles for direct service staff, which is a more efficient use of space. Existing shared offices will be used as private offices for supervisors and one person programs. The 3400 square foot building expansion would contain reception, lobby, public restrooms, storage, 3 treatment rooms, conference facility and 2 community partner offices. The addition includes a 2400 square foot basement to house new mechanical systems and provide additional storage.

Project Cost Estimate

The Project Cost Estimate provides an overview of costs associated with the ACCA Facility Upgrade and Expansion Project, based on the concept design. Conceptual Design Cost Estimation was prepared by HMS, Inc. (see attachment)

01 Site Work	\$253,129
02 Substructure	139,145
03 Superstructure	129,257
04 Exterior Closure	108,429
05 Roof Systems	129,793
06 Interior Construction	283,542
07 Conveying System	0
08 Mechanical	501,973
09 Electrical	226,847
10 Equipment	2,848
11 Special Construction	0
12 General Requirements	852,420
13 Contingencies	425,636
Subtotal Construction Costs	\$3,053,019
Administrative Costs	75,000
Furnishings	200,000
Design Costs	248,562
Management Costs	127,245
Soft Costs Subtotal	\$650,807
Project Contingency	183,607
Total Estimated Project Cost	\$3,887,433

Project Funding Breakdown

The ACCA Board of Directors has prioritized soliciting and designating donated funds toward the goal of this facility expansion, and has already secured a significant number of the dollars required for completion of this project. With a combination of existing secured funds, bank financing, and additional local fundraising ACCA will be able to provide \$1,000,000 in local funding for this project. We are looking to the State of Alaska to provide \$2,250,000 to supplement these local funds. With local and State funding in place, we will be looking to the Rasmuson Foundation and other private foundations for the remaining \$837,433 in funds necessary to complete this project.

Total Project Cost	3,887,433
Funding Already Secured	(800,000)
FY2013 State Funding Request	(2,250,000)
Project Deficit	837,433
Anticipated Local Fundraising	300,000
Anticipated Foundation Fundraising	537,433

As demonstrated by funding already secured, ACCA has demonstrated strong local support for this project. We do not anticipate any barriers in obtaining the additional local funding this project will require. ACCA has been planning this project for more than 20 years. It is a sound investment in the future of disability services in the Fairbanks area and across rural/remote Northern Alaska.

Project Timeline

ACCA is ready to move forward with our Facility Upgrade and Expansion Project. With funding from the State of Alaska in the summer of 2012, we will begin detailed planning and development of architectural drawings next winter and will be ready to break ground in spring 2013. The Facility Upgrade and Expansion Project will be completed in full by the end 2014, allowing us to continue to meet the growing needs of the communities we serve.

ACCA 2012 BOARD COMPOSITION ANALYSIS

Access	Access to Community Leaders	X	X	X	X	X	X	X	X	X	X	X
	Access to People with Expertise	X	X	X	X	X	X		X	X		X
	Access to People with Financial Resources	X	X		X	X	X		X			
Expertise	Public Relations	X			X		X	X			X	
	Financial Management	X										X
	Fundraising		X		X		X					
	Personnel Administration									X		
	Legal								X			
	Health & Human Services	X	X	X	X	X	X	X			X	X
Community Representation	Medical	X	X									X
	Legal								X			
	Corporate	X										
	Local Media											
	Churches				X		X					
	Political									X		
	Education			X	X		X				X	
	Law Enforcement											
	Union									X		
	Financial											X
	Other				X		X					
Geographic Area	FNSB								X			X
	City of Fairbanks	X	X	X		X	X	X		X	X	
	City of North Pole				X							
	Other											
Race/Ethnic	Caucasian		X	X	X	X	X	X	X			X
	African American									X	X	
	Hispanic											
	Asian & Pacific Islander											
	Alaska Native - Native American	X										
	Other											
Age	Over 65		X			X						
	51 - 65											X
	36 - 50	X		X	X				X	X	X	
	Under 35						X	X				
Gender	Female	X	X	X	X	X	X				X	X
	Male							X	X	X		
Name of Board Member	Years on board	9	16	4	0	24	0	10	6	11	11	0
		Tracy Charles-Smith	Mary MacFarlane, MD	Deborah Babcock	Lori Wilson	LaVada (Sam) Bush	Heidi Haas	Isaac Bush	Allen Cheek	Rodney Perdue	Shirley Williams	Diane Borgeson

ACCA STRATEGIC PLAN (2010-2015)

May 3, 2010

Core Purpose

Serving and Empowering People with Disabilities

Core Values

Compassion; Flexible; Accessibility; Respect; Advocacy

Long-Term Goal (2015)

ACCA is the recognized regional hub for quality services, effective advocacy, professional enrichment, committed leadership and accessible technology.

Vivid Description for long-term goal:

- *Being a regional hub is multifaceted. As a hub for services and effective advocacy, ACCA will be a voice for people and families with disabilities. For professionals in the field, ACCA will help them build up their own skill sets and expertise, while doing so raising the status of the field – it will be a place where we build a sustainable human resources foundation. As a regional hub of technology, ACCA will help develop and maintain relevant and accessible technology for providing the highest quality services. Taken together, ACCA will be positioning itself to provide leadership in the field as dynamic, innovative, forward thinkers.*
- *At its core, as a regional hub ACCA has been able to build and maintain a sustainable infrastructure – that translates to a solid business model with a robust financial footing, providing a diverse mix of high quality, highly effective services.*

Mid-Term Goal (2012)

ACCA's income stream is adequate and sustainable.

Vivid Description for mid-term goal:

- *The building blocks of sustainable income are continuing to decrease reliance on one-time, non-sustainable grants, and increasing the percentage of sustainable funding sources, including charitable giving and earned revenue.*
- *Increasing the sustainability of ACCA will be a function of a sound Business Plan for Sustainability.*

Short-Term Goals: Annual Operating Plan (2010-2011)

Internal Capacity

- Address immediate facilities use needs (May 2010)
- Finalize a Sustainable Facilities Plan describing what a state-of-the-art facility would look like (January 2011)

Partnerships

- Maintain and as necessary continue to pursue partnerships that add value to ACCA (now and ongoing)
- Board to develop an "Elevator Speech" (Fall 2010)
- Formalize a structured Feedback Loop with the community and stakeholders (Spring 2011)

Resources: Human and Financial – Quantity

- Rural Supervisor (1 FTE) on staff (2010)
- Complete and begin to implement an ACCA Business Plan (Spring/Summer 2011)
- Develop a Management Structure to meet "hub concept" (2011)

Mission and Program

- Conduct a board-level discussion about regional services (Fall 2010)
- Investigate use of technology as part of a comprehensive regional service plan (2011)
- Support Grow Your Own Speech Therapist Program to train Fairbanks residents to become Speech Language Pathologists
- Reopen ACCA Speech Clinic to provide services to older children and adults

ACCA STRATEGIC PLAN (2010-2015)
May 3, 2010

Annual Operating Plan Implementation Notes (2010 – 2011)

Internal Capacity

- Address immediate facilities use needs (May 2010)
 - Air conditioning and window coverings
 - Furniture replacement
 - Retrofit to increase total office space
- Finalize a Sustainable Facilities Plan describing what a state-of-the-art facility would look like (Fall 2010)
 - At the core of such a plan is recognition that a facilities plan is not just about “a” building, and that the current building is not the root of all of ACCA’s problems. Such a plan will address the role of smaller satellite offices and regional hubs, among other things.

Partnerships

- Maintain and as necessary continue to pursue partnerships that add value to ACCA (now and ongoing)
 - Board and staff to develop a process for being at the table with important partners
 - The Stone Soup Group
 - SESA – Special Education Service Agency
 - ATLA – Assistive Technology of Alaska
 - AARC – Alaska Autism Resource Center
 - Autism Society of Alaska
 - FAS Regional Training Center
- Formalize a structured Feedback Loop with the community and stakeholders (Spring 2011)
 - Assessing quality of program, customer service and satisfaction, professional competence

Resources: Human and Financial – Quantity

- Complete and begin to implement an ACCA Business Plan (Spring/Summer 2011)
 - Improving individual charitable giving by more fully pursuing “alumni”

Mission and Program

- Consider supports to regional ILP partners in providing services to rural/remote regions (Now)
 - Meet with TCC ILP to discuss regions served and potential partnerships.
- Investigate use of technology as part of a comprehensive regional service plan (2011)
 - Explore technology options to support distance provision of services
 - Set up conference room to allow participation in web-based trainings and meetings
 - Train staff in use of video with families for consulting services.
- Support Grow Your Own Speech Therapist Program to train Fairbanks residents to become Speech Language Pathologists
 - Work with State of Alaska to access scholarships for local students.
 - Provide funding to support local students’ travel costs
 - Provide paid internships when possible.
- Reopen ACCA Speech Clinic to provide services to older children and adults
 - Recruit full-time Speech Pathologist for ACCA Speech Clinic.

ALASKA CENTER FOR CHILDREN & ADULTS

Facilities Assessment

Fairbanks, Alaska | February 23, 2010



BETTISWORTH NORTH
ARCHITECTS AND PLANNERS

212 FRONT STREET FAIRBANKS, ALASKA 99701
PHONE » (907) 456-5780 FAX » (907) 451-8522

Table of Contents

Acknowledgments ii

Executive Summary 1

 Purpose of Condition Survey 1

 Project Goals 2

General Conditions Survey 3

 Introduction..... 3

 Site Analysis..... 4

Building A (ACCA) Conditions Survey..... 8

 Architectural Building Systems..... 8

 Exterior..... 8

 Interior 11

 Structural..... 15

 Mechanical 16

 Electrical 21

 Code Review 25

 Area Analysis 27

Building B (FNA Building) Conditions Survey 28

 Architectural Building Systems..... 29

 Exterior..... 29

 Interior 31

 Structural..... 33

 Mechanical 34

 Electrical 38

 Code Review 42

Preliminary Cost Estimates 44

 Option 1 44

 Option 2 45

 Option 3 46

Appendices

Option 1:

- Building A (ACCA) Site Plan
- Building A (ACCA) Floor Plan
- Building B (FNA Head Start) Floor Plan

Option 2:

- Building A (ACCA) New Site Plan
- Building A (ACCA) Renovation Plan
- Building B (FNA Head Start) Renovation Plan

Option 3:

- Building A (ACCA) Site Plan
- Building A (ACCA) Floor Plan

Acknowledgments

ACKNOWLEDGMENTS

Client

Alaska Center for Children and Adults
Susan Kessler
1020 Barnette Street, Fairbanks, AK 99701
Phone: (907) 456-4003, Fax: (907) 456-6124

Contracting Agency

Foraker Group
Chris Kowalczewski
Pre-Development
161 Klewin Street, Suite 101, Anchorage, AK 99508
Phone: (907) 743-1200, Fax: (907) 276-5014

Consultants

Architectural

Bettisworth North Architects and Planners Inc.
Tracy A. Vanairsdale, AIA, LEED AP, Principal
Alexander B. Bettisworth, Assoc. AIA
212 Front Street, Fairbanks, AK 99701
Phone: (907) 456-5780, Fax: (907) 451-8522

Structural, Mechanical, and Electrical Engineering

PDC Inc. Engineers
Structural: James Loftus, P.E.
Mechanical: Aaron Sirois, P.E.
Electrical: Maxwell Hobson, P.E.
1028 Aurora Drive, Fairbanks, AK 99709
Phone: (907) 452-1414, Fax: (907) 456-2707

Cost Estimating

HMS Inc.
Ehsan Mughal, Principal Estimator
4103 Minnesota Drive, Anchorage, AK 99503
Phone: (907) 561-1653, Fax: (907) 562-0420

Executive Summary

EXECUTIVE SUMMARY

The Alaska Center for Children and Adults is a non-profit agency that has served the Fairbanks community since 1956. It began with a grass roots community effort to assist people needing orthopedic referrals and equipment as well as speech therapy. The agency was known as 'Alaska Crippled Children and Adults' and was associated with Easter Seals Society. In 1998, the agency adopted a new name, 'Alaska Center for Children and Adults.' Over the years, programs for individuals with disabilities have grown in the Fairbanks community.

The ACCA campus is comprised of two parcels of land located at 1020 Barnette Street in Fairbanks, Alaska, on Lot 8A Block 115 with a total square footage of 22,516. This is the location of the ACCA offices that will be referred to as Building A in this report. There is an additional 14,539 sq. ft. on the adjacent, Lot 8B Block 115. This is the location of the original ACCA 'Gilded Cage' Gift Shop, further referenced as Building B in this report. This facility is now leased to the Fairbanks Native Association Head Start Program. Both of these parcels and buildings are owned outright by ACCA.

Building A is a 6,400 sq. ft. facility split between two (2) floors, 5,190 sq. ft. on the first floor and an additional 1,156 sq. ft. in the basement. It was constructed in 1988, with the planned demolition of Building B, to allow for a future 2,000 sq. ft. addition.

Building B was moved to the site in 1960 from another downtown location and was the original Alaska Crippled Children 'Gilded Cage' gift shop, selling Native Alaskan Arts and Crafts as part of their fund raising campaign. The building is 3,200 sq. ft., 2,100 on the ground floor and 1,100 sq. ft. in the basement. It is comprised of the original building that was moved to the site and the addition of two (2) ATCO units that were added at an unknown date. It is currently leased by the Fairbanks Native Association Head Start program on an annual basis while they look for a permanent location. While the income generated from this is a bonus to the ACCA programs, the timeline of when FNA will terminate its lease is unknown.

The current programs offered by ACCA from their offices located in Building B includes:

1. Infant learning program, providing services to parents and children as part of project TEACH.
2. FACES program, providing on-site and in-home services for children experiencing difficulties related to prenatal exposure to alcohol.
3. Provide adaptive equipment for handicap individuals in the community.

As part of the original mission of ACCA, speech therapy was offered. Due to lack of space and available therapists, this program has been dropped from their existing programs. It is hoped that, in the future, ACCA will again be able to provide this needed service to the Fairbanks community.

Purpose of Condition Survey

Bettisworth North Architects and Planners has been requested by the Foraker Group to perform a facility assessment of the two buildings mentioned above. The assessment will focus on the existing conditions and identify deficiencies affecting the facility operations, durability, and code compliance. This assessment has been organized to present the existing conditions, report the observed problems, and document the proposed upgrades. Options for renovating and providing additional area have also been created in concept form and included in this report. This report, included in the following pages, shall assist both ACCA and the Foraker Group in planning facility improvement projects or plan for new additions to accommodate a growth in the ACCA program and related space needs.

The report is organized into three sections: 1) Condition Survey for Building A, 2) Condition Survey for Building B, and 3) Three options created for renovations and additions for each of the buildings.

Project Goals

This list of project goals is a combined effort of our conversations with ACCA Director and Staff and Foraker Project Manager, Chris Kowalczewski.

1. Provide an accessible and efficient environment for clients, staff, and public.
2. Review operational needs of existing program and identify options that allow for growth in ACCA program.
3. Identify deferred maintenance requirements and report on life expectancies of major systems.
4. Evaluate opportunities for maximum expansion on the existing site, including the renovation and/or demolition of Building B.

Remodel and expansion of the existing 21-year-old facility will enable ACCA to meet the needs of its clients more effectively and ensure the facility's longevity. The expanded facility, with the necessary upgrades to the existing facility, can be used to expand their existing programs and services. The result will be a facility and an agency that is better able to provide service to the community of Fairbanks and the interior of Alaska.



ACCA Facility Building A



Head Start Facility Building B

General Conditions Survey

GENERAL CONDITIONS SURVEY

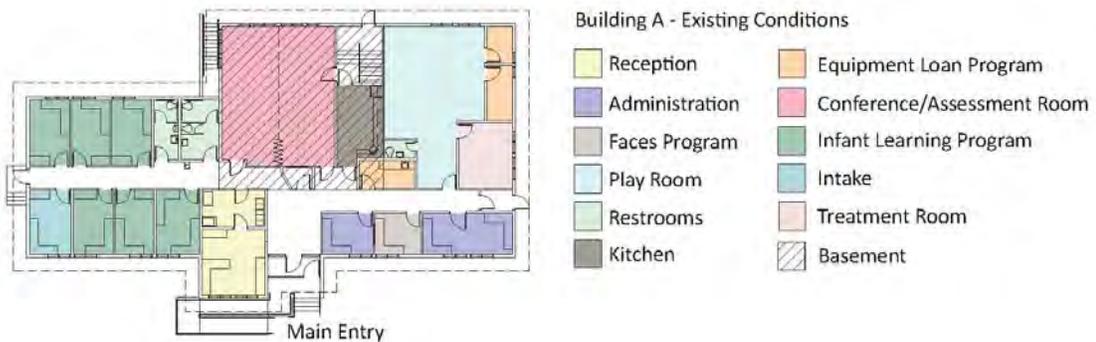
INTRODUCTION

This report describes the existing conditions and feasibility of renovating and/or expanding the ACCA Facility, Building A and Building B, Head Start.

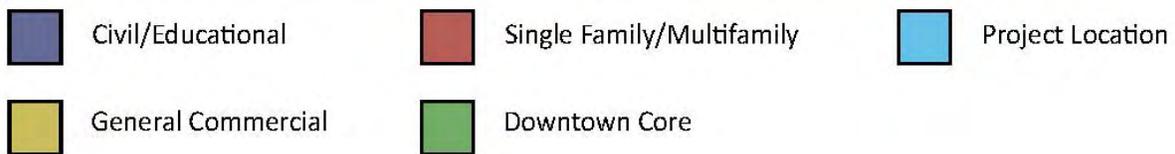
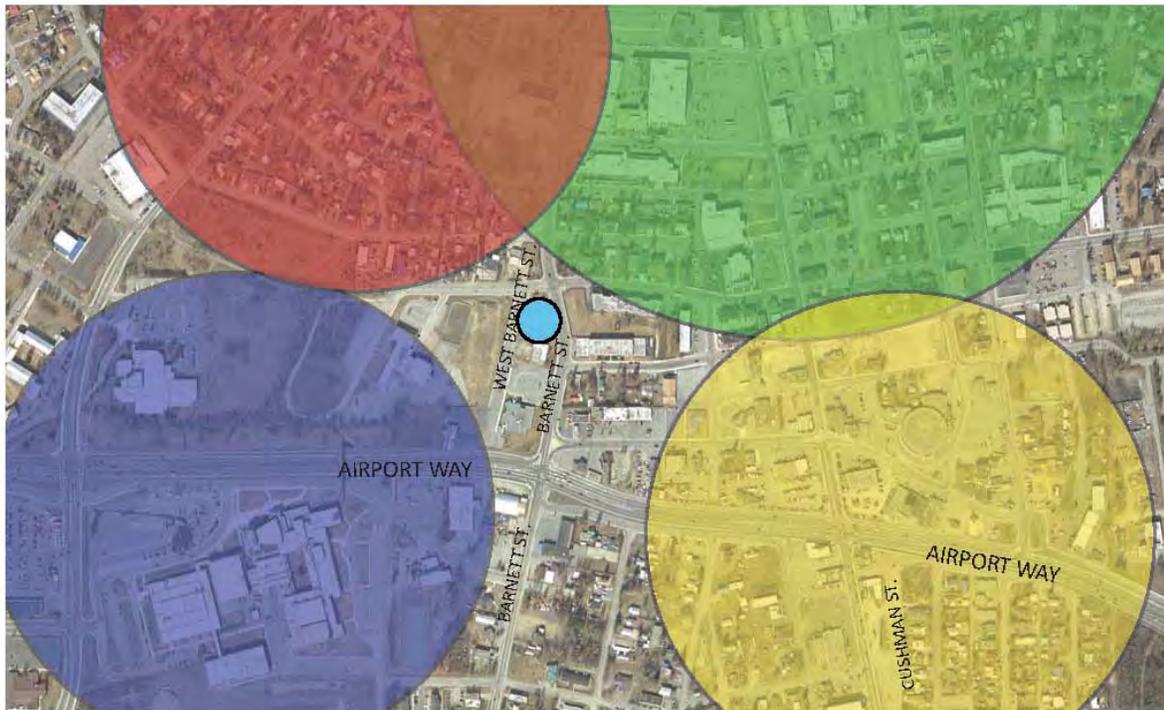
An on-site inspection was performed by the project team on October 5, 2009. A thorough investigation of the existing building systems was accomplished with the help of the staff at ACCA and the Head Start program.

The existing ACCA facility, Building A, was built in 1988 and is a 6,400 sq. ft. wood frame building. There have been no major system upgrades since that time. The building is structurally sound and reasonably well maintained, but the life of the building components and systems needs to be evaluated and code improvements done to ensure the continued function of the facility.

Building B, Head Start, is a 3,200 sq. ft. building made up of the original wood frame structure that was moved to the site in 1960, and the addition of two (2) ATCO type trailer units that were added at a later date. Neither the original frame structure or the trailer units have structural defects. General maintenance of the facility has been neglected. Code improvements need to be made and the mechanical and electrical systems need to be upgraded to maintain continued operation.



SITE ANALYSIS



PROJECT VICINITY, CITY OF FAIRBANKS

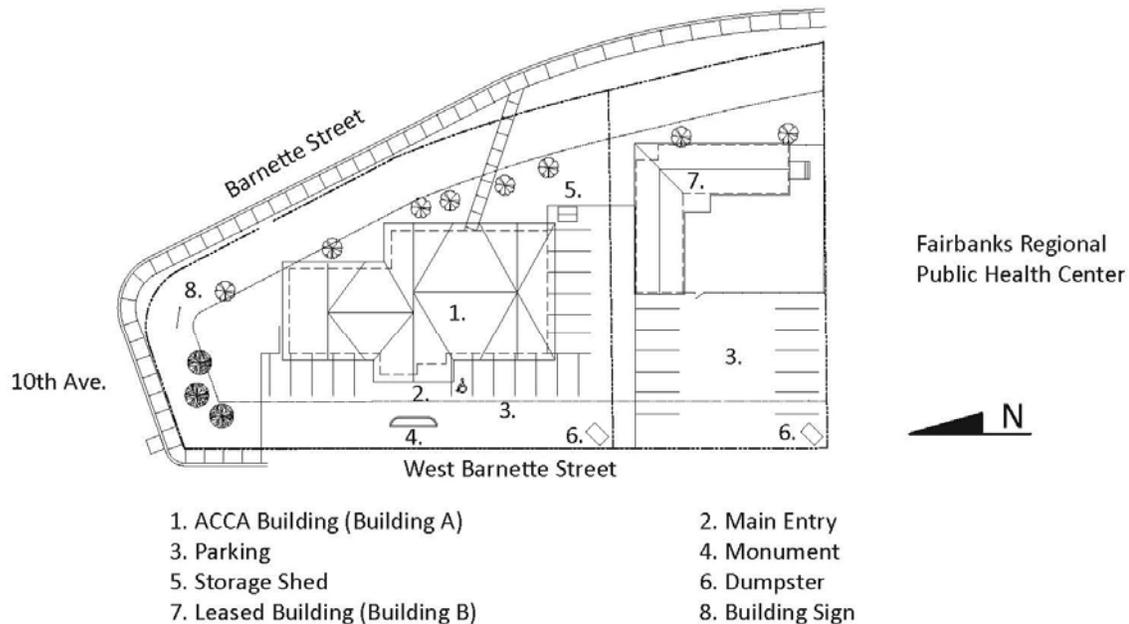
Existing Conditions: General

The parcels are zoned multi-family office (MFO) under Title 18 of the Fairbanks North Star Borough Code of Ordinance, which allows for high density residential and non-residential activities. Surrounding facilities and services include the Fairbanks Regional Health Clinic, Barnette Magnet School, Fairbanks Counseling and Adoption, Fairbanks Public Library and single family residential.

The architecture for both Buildings A and B would be classified as residential, fitting into the surrounding scale and architecture.

Access to the site is by way of Barnette Street, a four lane, one way road that travels north to south from the city core and Tenth Avenue heading west. There is access to public transportation two blocks to the north on Eighth Avenue and at the Public Library, one-third of a mile away. Pedestrian walkways are not maintained outside the city core during winter months and are marginally accessible.

Existing local sidewalks and curb cuts end at the site boundary to the north on West Barnette and the current site does not tie into or continue sidewalks across the West Barnette site boundary, creating a discontinuous pedestrian access to the facility.



Building A (ACCA): Site Specific

Parking on site allows for sixteen (16) spaces and one (1) handicap accessible space along the west and south sides of the building. These are next to the building face with no parking bumpers to define parking stalls or sidewalks to protect the building. There are eighteen (18) engine block heater outlets provided that are surface mounted to the face of the building. The parking lot is paved with asphalt that is in reasonable condition and sheet drains to West Barnette.

There is a concrete planter and monument stone located west of the main entry in the parking lot, creating an area for drop off at the entry.

Access to the building is provided by a concrete ramp and stairs, with metal pipe rail that is institutional in nature. The stairs are not uniform, causing a trip hazard and the railing for both the ramp and stair is mounted too low, at 31" above the walking surface, 34"-36" min-max.

The north and east side of the site is landscaped with grass and mature birch and spruce trees. The existing ACCA facility sign is located on the north side of the lot facing the oncoming traffic on Barnette Street. There is no building signage at the front entry of the facility.

Downspouts from gutters need to be adjusted and or reattached to building, and splash blocks should be placed to divert water away from building.

There is a residential grade metal storage shed located on the southeast side of the facility that is used for overflow storage from the equipment loan program.

A refuse dumpster with no enclosure is located on the West Barnette side of the property.

Building B (FNA): Site Specific

Parking on site is on the west side of the building and has room for twelve (12) spaces. There is not a designated handicap accessible space provided. There are two engine block heater outlets provided, located on the west face of the building. The parking lot is gravel with evidence of puddling throughout the surface.

There is a playground on the southwest side of the building surrounded by chain link fence. The playground is a pea gravel base with wooden playground equipment.

The south and east side of the site is landscaped with grass and shrubs.

A refuse dumpster with no enclosure is located on the West Barnette side of the property.

Reported and Observed Problems: Building A (ACCA) Site



Entry Stairs and Ramp



Storage Shed



ACCA Parking, Monument Planter

1. The stairs are not uniform in height, 6-1/4" – 8-3/4" and do not meet code. IBC requires all stair risers to be uniform within 3/8 inch.

The railing serving the ramp is mounted at 31" above walking surface. ANSI requires a height of 34"-36" to meet accessibility code.

Main entry ramp and stair are not protected from snow. IBC requires ramp access be kept free of water, snow, and ice.

2. Residential style prefabricated metal storage shed on southeast corner of lot is in poor condition as a result of damage from snow removal equipment.

3. Monument planter creates a difficult entry for vehicles and pedestrians. Originally conceived as a pull through dropoff, it adds a level of congestion to the front of the building.

Parking does not have clearly marked stalls. ADA parking stall has ADA sign posted, but code requires stalls be painted to designate access aisles for ADA stalls.

Pedestrian access from vehicles to building is not defined. There are no site sidewalks provided to lead pedestrian traffic from vehicle to building.



Building Signage



Dumpster



Engine Block Heater Outlets

4. Building signage is located on the northeast side of building facing traffic on Barnette Street.

5. Refuse dumpster is required to be screened per local Landscape Commission.

6. Engine block heaters are provided and are residential grade weatherproof units. Many of the protective covers have been broken or are missing.

Required Upgrades: Building A (ACCA) Site

1. Entry ramp and stairs must be replaced with new concrete ramp to meet ADA accessibility codes. Stairs must be constructed in a manner so that all riser heights are uniform to meet City of Fairbanks building codes.
2. Ramp must be constructed with a rise-to-run ratio of 1:12 maximum per ANSI 2003.
3. Railings for ramp and stairs must be mounted at a height of between 34 and 36 inches per ANSI 2003.
4. Parking striping must be added to the parking lot to indicate appropriate parking and access aisles, per ADA/ANSI.
5. Refuse dumpster is required to be screened, per Fairbanks Landscape Ordinance.

Proposed Upgrades: Building A (ACCA) Site

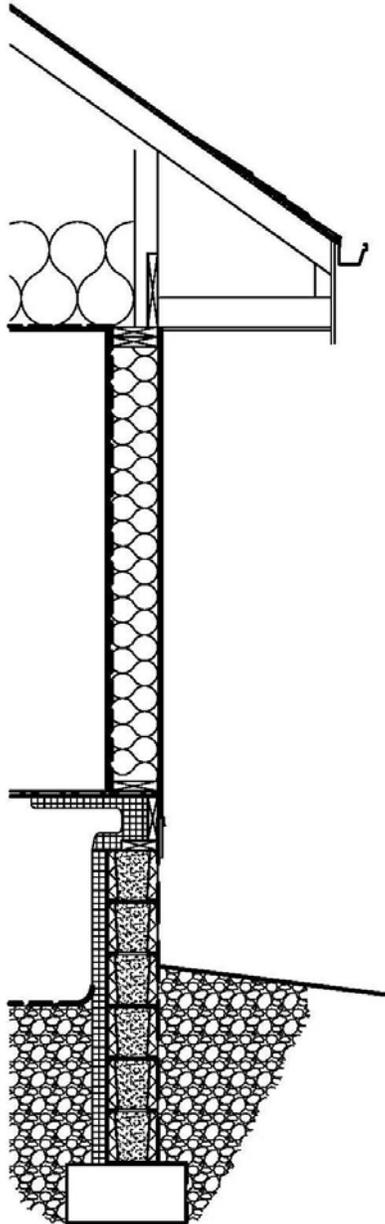
1. The addition of sidewalks serving the parking lot would greatly improve access to building.
2. We recommend removing monument planter to improve safety and access of vehicle and pedestrian routes to the building.
3. Landscaping between building and parking would soften the look at the entry and could help reduce heat gain in the summer months by shading the west windows.
4. Building signage at the front entry would improve wayfinding and visibility for the community.
5. Removal of the existing storage shed and providing indoor conditioned storage for holding overflow from equipment loan program would make access to this equipment more convenient, as well as extend the life of the equipment.
6. Replacement of engine block heaters with new GFI type weatherproof units.

Building A (ACCA) Conditions Survey

**BUILDING A (ACCA):
ARCHITECTURAL BUILDING SYSTEMS**

EXTERIOR

EXISTING CONDITIONS: BUILDING A, ACCA FACILITY



1. Exterior Wall: Typical wall system includes:
 - 5/8" painted plywood
 - 2x8 wood framing at 24" o.c.
 - R-21 fiberglass batt insulation
 - 6 mil poly vapor barrier
 - 5/8" gypsum wall board
2. Fascia: Continuous 3/4" painted plywood with fiberglass ventilation screen.
3. Windows: All exterior windows are vinyl clad wood, operable casements, with double pane glass. Assumed U-value of .2.
4. Doors: Exterior doors are of two types:
 - Thermally broken aluminum storefront system with 1" insulated double pane glass at entry.
 - Insulated hollow metal door and frame at secondary exits.
5. Roof (from top to bottom): This information was obtained from design drawings. We were unable to confirm the actual construction method or thickness of insulation in the roof. Ventilation is provided by continuous eave vents and venting at the gable end. The roof is original to the building, constructed in 1988. The average life span of asphalt shingles is 20 years.
 - Asphalt shingles
 - 5/8" plywood sheathing
 - 2x4 truss sloped at 3-1/2" per foot
 - 16" of fiberglass batt insulation, assumed R-value of 50
 - 6 mil vapor barrier
 - 5/8" gypsum wallboard
6. Foundation: 8" concrete block foundation with dampproofing on a 24" strip footing. Foundation insulation is located on the inside of the block foundation and is 3" spray foam with spray applied thermal fireproofing covering. The crawl space is vented with manually operable louvers. See diagram on page 3 for location of basement vs. crawl space.

Wall Section

OBSERVED AND REPORTED PROBLEMS: BUILDING A, ACCA FACILITY



Natural Ventilation



Roof Venting



Original Windows



Racked Door

1. Reports of high interior temperatures during the summer months inside the facility are an indication of possible venting problems and lack of insulation in the roof. While both the soffit and gable end vents are present, there is no ridge venting to allow excess heat to leave the attic space. This should be further investigated to determine how shear walls were provided in the attic space.
2. The roof is original to the building, making it 21 years old, and has reached the end of its useful life. The average life span of asphalt shingles in this region is 20 years. The shingles are beginning to delaminate and the roof is losing shingles. During the inspection, several shingles were discovered on the ground that did not have the tab pulled on them, indicating that portions of the roof may not have been installed properly.
3. Windows in the facility are in reasonable condition, but are 20+ years old. New windows on the market are much more energy efficient and would require much less maintenance.
4. Secondary exterior doors need adjustment to close and seal properly. Some of these doors are racked or twisted and other are in need of adjustment at the hinges. At the time of the survey, several were leaking conditioned air to the exterior.



Crawl Space Vent



Entry Doors

5. Crawl space vents are in poor condition and are no longer operating as designed, preventing moisture from escaping the crawl space area.

6. Existing entry doors are power assisted and meet ANSI accessibility code because power operators have been installed. The exterior vestibule and interior vestibule are very close together and their locations alone do not meet ANSI/ADA accessibility code standards, making movement through the space difficult, and the arctic entry less functional in limiting air movement.

Required Upgrades: Building A (ACCA) Exterior

1. The roofline over the main entry ramp and stair should be extended to protect area from water and snow buildup.

Proposed Upgrades: Building A (ACCA) Exterior

1. The complete removal and replacement of the existing asphalt roof with new asphalt or metal panel roofing material. Shingles with a similar reflectance or metal panel would be recommended. Additional ridge venting should be installed during this process if determined to be required, to reduce heat gain in the building.
2. While the windows are not in need of replacement, it is advised that they be a part of any major renovation or addition to improve their energy efficiency and match any new work.
3. Close off existing crawl space vents with concrete block to match. This needs to be done in conjunction with the addition of conditioned air in the crawl space.
4. Adjust existing exterior doors to ensure proper function and seal.

INTERIOR

EXISTING CONDITIONS: BUILDING A, ACCA FACILITY

1. Interior walls are framed from floor to underside of roof truss.
 - 5/8" gypsum wallboard
 - 2x4 wood framing
 - Sound batt insulation, design drawings indicate the installation of resilient channel at two offices located north of Reception, Admin. Office, and Faces Office. This provides additional sound separation qualities.
2. Floor system (from top to bottom):
 - Carpet or sheet vinyl
 - 3/4" tongue and groove plywood
 - 2x8 wood framing
 - Vapor barrier in crawl space is 10 mil poly sheet loose laid on existing soil, sealed to spray foam at exterior.
3. Typical doors are hollow metal frames and solid core wood doors specified as 20 minute.
4. Ceiling is a hard lid of gypsum wallboard on bottom cord of truss.

OBSERVED AND REPORTED PROBLEMS



Fire Extinguisher Cabinet

1. Fire extinguishers are present and appropriately spaced. IFC requires that extinguishers be located to limit the overall travel distance to any extinguisher to 75 ft. The extinguishers do need to be inspected and have updated registration. This should be done as part of the annual maintenance schedule.



Smoke Detector

2. There is no automatic fire suppression system in the building, and many of the smoke detectors have been disabled. This creates a life safety issue for the staff and clients.



Air Ducts

3. There are reports of poor air quality (“stuffy”) in the building and poor ventilation. Fresh air ducts are using old forced air ducting system with registers at the floor level. This does not allow fresh air to properly circulate in the room.



Men's Toilet Room

4. Men's Toilet Room: The urinal is out of order and facilities do not meet ADA/ANSI guidelines for clearances. UBC 1997 Plumbing code requires two (2) fixtures each for men and women's toilet rooms in B occupancies over 16 people.



Women's Toilet Room

5. Women's Toilet Room: The door swing on ADA stall is not code compliant. The swing is in the wrong direction.



Door Stop

6. Interior doors and hardware need adjustment to operate properly. This includes door leaf seal, closure pressure and door stops.



Door Swing/Clearance

7. Seven (7) doors in the facility do not meet the ADA/ANSI accessibility guidelines for clearances.



Typical Office Layout

8. Current office furniture is not appropriate for spaces, making it problematic for laying out office spaces for most efficient work space and storage. Most of the existing offices are 120 -140 sq. ft. and are being used by two staff members.



Conference Room Storage

9. The original storage room on the main floor of the facility has been converted into an office, eliminating any designated file storage or general office storage space in the facility.



Equipment Loan Storage

10. Equipment loan program and toy storage has no designated space or appropriate storage system and is disconnected from appropriate sink for cleaning of toys after use. Storage is currently in basement and is difficult to access.

REQUIRED UPGRADES: BUILDING A (ACCA) INTERIOR

1. Existing men's toilet room does not meet ADA/ANSI code and must be renovated to meet all clearances.
2. Relocate doors into conference room to meet ADA/ANSI clear space requirements.

RECOMMENDED UPGRADES: BUILDING A (ACCA) INTERIOR

1. Renovation of reception area to meet the needs of the facility better, providing an ADA accessible counter for clients, and more functional reception layout.
2. Add fire alarm and suppression system to the building to improve life safety and reduce insurance operating cost.
3. Adjust all interior doors and hardware to insure proper function.

STRUCTURAL BUILDING SYSTEMS – BUILDING A (ACCA)

This structure was evaluated utilizing drawings that were prepared for its construction by Design Alaska, dated 1988. The structure is constructed with typical 2x8 wood stud wall components, with plywood sheathing on the exterior walls. The roof is primarily framed with metal plate connected wood trusses, again with plywood sheathing on top. There are no signs of deterioration beyond normal wear and tear.

The structure appears to have been constructed in one phase. There is a basement that runs under part of the building and a crawlspace under the rest. The basement walls are all grouted concrete masonry units (CMU). There are no signs of significant cracking or indications that the subsurface soils are settling. The foundation is in good condition.

The floor over the basement and the crawl space consists of 2x8 joists at 16" on center resting on the perimeter CMU walls or on wood beams carried by posts. The posts in the crawlspace rest on concrete spread footings. The joists are sized appropriately, as are the beams. There is no need for concern about the ability of the floor framing to carry typical office type loads.

The roof is constructed with a combination of trusses and rafters. The rafters run between the trusses to make up the complex hip and valley profile. There is a system of large girder trusses that carry standard trusses. This framing allows for the relocation of interior partitions. It is important to note that such a relocation, or an elimination of partitions, will have an impact on the lateral force resisting system. Comments about that issue follow below. The roof framing shows no sign of deterioration or failure.

The lateral force resisting system consists of plywood shear walls on the perimeter and interior gypsum shear walls. The walls are distributed throughout the floor plan as appropriate to carry the forces from wind and seismic load cases. Calculations were performed to verify that they have the capacity for the anticipated forces. As mentioned above, the possible future elimination of some of the partitions will cause a need to re-analyze and re-design the structure's lateral force resisting system. This would potentially be costly. As constructed now, there is no need for concern about the lateral force resisting system for this structure.

SECONDARY OBSERVATIONS

1. The ramp at the front stairs has several areas of patched concrete where segments have spalled off. This will continue to be a maintenance issue.
2. The stair into the front entry are uneven. All the steps are 6-3/4" high except the top one, which is 8-3/4".
3. The roof drain at the northeast corner of the building comes down on a splash block that slopes towards the building. All of this runoff flows down the basement/foundation wall. The drain should be repaired and re-graded.
4. The gutters need cleaning.

MECHANICAL BUILDING SYSTEMS – BUILDING A (ACCA)

HEATING SYSTEM

Description

The heat for the building is provided by a single oil fired Burnham V-37 cast iron hydronic boiler located in the basement. A circulating pump distributes a heated glycol mixture to air handling coils and terminal units throughout the facility. A manually operated glycol tank provides freeze protection for the hydronic system. A pneumatic system is used to control the heating system operation and appeared to be in good working condition, though outdated. In general, all of the equipment was in good working condition, and has many years of useful life remaining.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Distribution Piping



Expansion Tank

1. The hydronic piping within the boiler room and the visible distribution piping outside of the boiler room is not insulated, resulting in uncontrolled heating of the spaces and excessive energy use. This condition is a burn hazard for persons working around the piping. All piping should be insulated with 1" fiberglass insulation with an exterior vapor barrier to reduce undesired heat loss and lessen the burn hazard.
2. The boiler does not have an outside air reset controller installed. Outside air reset actively controls the supply temperature of the boiler to match the heat load of the building. This reduces standby losses on the system and lowers fuel usage, especially in shoulder seasons when the heating system runs intermittently at low loads. An outside air reset controller can easily be added to the existing system and typically pays for itself within one to two years.
3. Many of the rooms do not have thermostats for localized heating control. Currently, a single thermostat controls multiple spaces, leading to either overheated or under heated spaces. Staff indicated that personal electric heaters are used to supplement the heat. Electric heat is more expensive to use than hydronic and could be eliminated if occupants are given individual control within their areas by providing thermostats.
4. The stairwell that leads to the basement does not have any equipment installed to accommodate the heat load. It is expected that the area would be very cold during winter months; adding finned tube radiators to this area would provide a cost effective solution to the problem.
5. The expansion tank is not supported. This situation stresses the piping and can cause leaking or a piping failure. The tank should be supported from an appropriate location on the ceiling to relieve the stresses. The tank is likely past its useful life.



Covered Finned Tube Radiators



Absence of Seismic Bracing

6. The barometric damper on the boiler flue is not properly balanced and remains in the open position when the boiler is not firing. This allows products of combustion to enter the boiler room when the burner is off. The damper weight should be adjusted so it remains closed when the boiler is off and opens upon burner activation.
7. Throughout the building finned tube radiators were either covered or enclosed with storage. This situation restricts air flow and reduces the heating capacity of the units. Storage of boxes, toys and office supplies should be moved away from radiators and heating equipment to ensure proper airflow to the units.

CODE DEFICIENCIES

1. Combustible materials are stored in the boiler room. To minimize the fire hazard, combustibles are not allowed in spaces where oil fired appliances are installed. All combustible materials, including paper, cardboard, wood and plastics should be removed from the boiler room and stored elsewhere. (IFC)
2. The boiler is not seismically braced. Seismic bracing is required to prevent equipment from moving in seismic events. Movement can damage equipment or injure persons. Provide appropriate seismic restraint for the boiler. (IBC)
3. The water heater is not seismically braced. Seismic bracing is required to prevent equipment from moving in seismic events. Movement can damage equipment or injure persons. Provide appropriate seismic restraint for the water heater.
4. The glycol tank is not seismically braced. Seismic bracing is required to prevent equipment from moving in seismic events. Movement can damage equipment or injure persons. Provide appropriate seismic restraint for the glycol tank. (IBC)
5. The Boiler Room has several penetrations that are not fire sealed. The room is required to be fire rated and needs fire caulking to achieve this. All penetrations into the boiler room need to be sealed with a listed fire caulking. (IFC)

VENTILATION SYSTEM – BUILDING A (ACCA)

DESCRIPTION

Ventilation for the building is provided by a constant volume air handling unit (AHU). Ducts are located in crawl spaces and provide air to spaces from diffusers in the floor. The AHU has a glycol based heating coil that is controlled by a modulating 3-way valve to adjust the heating output. The system is setup to provide a minimum amount of outside air to the spaces. If the spaces require cooling then the outside air damper modulates open as needed to cool the space. A Tour Anderson control panel with a 7-day timer is located on the wall adjacent to the AHU, providing the ability to program hours of operation; however this function appeared to be disabled. The control panel was difficult to use and outdated. A bypass timer is included to allow occupants to override the timer function and turn the AHU on during unoccupied times.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Relief Air Damper



AHU Timer



Relief Air Exterior Well

1. The relief air damper is not weighted, making it difficult or impossible for the damper to function properly and resulting in an over-pressurized building. An over-pressurized building forces conditioned air out of the building envelope, wasting energy.
2. AHU operation is controlled with a 7-day timer. Typically timers are used to turn the air handler off during unoccupied times and restart the unit several hours before the building reopens. All of the pins in the timer have been removed, resulting in continuous operation of the unit. We recommend replacing the pins to save on operational costs during unoccupied hours. The system also has a bypass timer located adjacent to the control panel that can be activated should occupants require ventilation during periods outside of normal business hours. Occupants should be informed of this function and instructed in its use.
3. The AHU has drains installed in the base of the unit to allow for any condensate to be drained. The drain does not have a trap to prevent air from being re-entrained into the unit. Since the unit does not have cooling coils it is unlikely that condensation is formed and the drains can be capped.
4. Currently, no mechanical cooling systems are installed in the building. ACCA staff indicated that during summer months the building has problems with overheating. The problem is exacerbated when smoke from wildfires necessitates reducing outside air ventilation into the building. Practical options for mechanically cooling the building include either cooling individual spaces with unitary air conditioners or installing a direct expansion coil in the existing air handler.
5. The clearance around the air handler did not appear to be adequate for maintaining or removing the heating coil.



Relief Air Exterior Well



Air Handler Balance Valve



Combustible Materials in Mech. Room

6. The relief air opens into a small well outside of the building and has a hood installed, presumably to prevent rain from entering through the damper. However, since the hood does not cover the entire well it is possible for snow to fill in the gaps and restrict or block the path for air to be relieved. The hood should be removed and replaced with a larger hood that covers the entire well. The location of the hood will also need to be raised out of the well so it can extend over all edges. The hood should be checked periodically during winter months to ensure that snow drifts have not covered the opening.
7. Staff mentioned that at times during the winter ventilation air is noticeably cold. Cold supply air is an intermittent problem and suggests either a problem with the circulation pump that supplies the air handler heating coil or an improperly adjusted outside air damper. A controls contractor can adjust how the system modulates dampers to ensure accurate supply temperatures.
8. The air handling unit's motor is noisy. This is likely due to worn bearings that should be replaced. Misaligned drive belts can shorten the life of bearings. Replace motor bearings and check belt alignment to prevent future bearing wear.
9. Staff expressed the desire to add a cooking range to the kitchen. A typical residential sized range requires a 4" round exhaust duct. Due to the kitchen's proximity to the exterior walls this should be easily accomplished.
10. The balance valve on the air handler heating coil shows signs of leakage around the pressure ports. The balance valve should be replaced or repaired if possible.
11. The return air duct located in the mechanical room is very dirty. This allows dust and other contaminants to be re-entrained into the supply air system and also gives an indication of how dirty ducts throughout the building area. We recommend that the entire duct system is cleaned to improve air quality in the building.
12. The heating coil circulation pump serving the air handler was not running. The control sequence calls for the pump to run continuously. A switch located adjacent to the control panel is used to turn the pump on and off. It is possible that the pump was deactivated to reduce operating costs during the summer when heating is not required. If the pump is not activated when freezing temperatures are reached the coil could be damaged or destroyed by freezing the fluid in the coil. Re-activate the circulation pump serving the AHU. If a regular summer shutdown of the pump is desired then regular schedules should be determined and posted in the Mechanical Room adjacent to the control panel to prevent damages from possible freezing temperatures.



Combustible Materials in Mech. Room

CODE DEFICIENCIES

1. Combustible materials are stored in the Mechanical Room which serves as a fire rated air return plenum. All combustible materials, including paper, cardboard, wood and plastics should be removed from the Mechanical Room and stored elsewhere. (IFC)
2. The supply air duct does not have a smoke detector installed. The smoke detector is intended to shut down the air handler upon activation to contain smoke and prevent it from being distributed to other areas of the building. A smoke detector should be installed in the supply air duct directly after exiting the AHU. (IMC)
3. The air handling unit is not seismically braced. Seismic bracing is required to prevent equipment from moving in seismic events. Movement can damage equipment or injure persons. Provide appropriate seismic restraint for the air handler. (IBC)
4. The door to the Mechanical Room is made from combustible materials. The entire room has a one hour fire rating since it acts as a return air plenum. The door is required to have the same fire rating as the rest of the room. Replace the door to the Mechanical Room with non-combustible construction similar to the door of the boiler room. (IFC)

HOT WATER AND PLUMBING SYSTEMS – BUILDING A (ACCA)

DESCRIPTION

Hot water for the facility is provided by a single 32-gallon electric water heater with a 4,500 watt heating element. Cold water enters the building in the boiler room and is distributed to fixtures throughout the facility.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Main Corridor Drinking Fountain

1. None of the hot water piping within the facility is insulated, resulting in uncontrolled heating of the room, excessive energy use, and lower hot water temperatures at fixtures.
2. During the site visit the kitchen sink was tested to see how long it takes for hot water to arrive at the fixture which took nearly a half minute and was lukewarm at best. Adding a hot water recirculation line would alleviate this problem by ensuring that hot water is always available within a few seconds. This system would require additional copper tubing and a small circulation pump to operate.
3. The drinking fountain in the main corridor had virtually no flow when tested. Building water pressure at other fixtures appeared to be adequate. The drinking fountain requires maintenance service to correct the pressure issue and restore flow to the fixture.
4. The urinal in the Men's Room is out of order. A plumber should be contacted to fix the problem.

ELECTRICAL BUILDING SYSTEMS – BUILDING A (ACCA)

EXTERIOR

OBSERVATION

1. Service: Electrical service is overhead, 120/240 volts, single phase, 300 or 400 amps, and is located on the east side of the building. There is a current transformer enclosure and separate meter ahead of two 200 amp fused disconnect switches; each fused with 150 amp Class RK5 fuses. The switches are labeled A and B, and there are two like-named panelboards in the basement boiler room.
2. Power: Non-GFCI duplex receptacles are located on the north, west, and south exterior walls.
3. Lighting—Two Types:
 - a. General lighting consists of original recessed eave-mounted incandescent flood light fixtures. The incandescent units may be controlled from a photo control located on the west side of the building, although this could not be confirmed by the users.
 - b. Specific lighting consists of small wall mounted high pressure sodium (HPS) fixtures, one each located near the north and south exit door locations. The HPS fixtures may have been installed to address the problem of the short life for the incandescent units, but the HPS fixtures also provide more light. The HPS fixtures are generally wired to exterior receptacle circuits and appear to include an integral photo control option.

REPORTED AND OBSERVED PROBLEMS



Fused Switch Enclosures



Power Receptacles



Exterior Lighting Fixtures

1. Service:
 - a. For both Fused Switch Enclosures A and B, the interlock that prevents opening of the cover is nonfunctional, and there is no guard of the line side terminals. It did not appear that the neutral is bonded in the switch; a bare bonding conductor bonds the switch enclosure back to the current transformer enclosure. The feeders to the panelboards are raceway grounded only with no separate equipment grounding conductor (EGC). While the enclosures appear to be in good condition, they are functionally obsolete.
 - b. No ground electrode conductor (GEC) is visible at the service location, nor at interior Panelboards A and B. If there is a main bonding jumper and GEC, then they are concealed within and behind the Current Transformer enclosure.
2. Power: The non-GFCI duplex receptacles on the exterior north, west, and south sides are fed from non-GFCI branch breakers in Panelboards A and B.
3. Lighting: Both exterior lighting fixture types appear to be in good condition; however, the users indicated that the life of the incandescent lamps is very short: they burn out quickly.

RECOMMENDATIONS TO SOLVE REPORTED AND OBSERVED PROBLEMS

1. Service:
 - a. For the interim, we recommend padlocking the Fused Switch Enclosures A and B such that they are guarded against accidental contact with live parts and, when allowed, can only be accessed by a qualified electrician.
 - b. The Fused Switch Enclosures A and B should be replaced with new 200 amp fused switch Type NEMA 3R enclosures.
 - c. A qualified electrician should determine if a ground rod exists. If none exists, a ground rod should be installed with a grounding electrode conductor installed between the ground rod to each fused switch enclosure.
 - d. A qualified electrician should determine if the raceways between the Fused Switch Enclosures to Panelboards A and B are continuous. If continuous, a grounding bushing and bonding jumper should be installed to bond the raceway to the equipment. Otherwise, it is recommended that the feeder conductors be pulled out of the raceways and new conductors with equipment ground conductors be installed.
2. Power: The non-GFCI duplex receptacles on the exterior north, west, and south sides should be replaced with GFCI duplex receptacles, non-feed-through type, with weatherproof in-use covers.
3. Lighting:
 - a. For the interim, we recommend replacing the incandescent lamps with new.
 - b. The incandescent fixtures should be replaced with LED equivalent fixtures to address the short life problem and to reduce energy consumption.
 - c. There are modern LED equivalents for the HPS fixtures, but replacement is not required unless damaged, or to address appearance concerns.

INTERIOR

OBSERVATION

1. Lighting:
 - a. Interior lighting consists largely of original modular surface mounted four tube T-12 40W based fluorescent fixtures.
 - b. There are a number of economy emergency lighting units throughout the facility on the main floor.
 - c. The Exit signs appear to be the self illuminating kind.
2. Power:
 - a. Original branch circuits from the surface mounted Panelboards A and B are largely Type NM (Romex) cables routed concealed throughout the rest of the facility. Circuits added since initial construction are wire in conduit. There are relatively few branch circuits for this type of facility, but the users only complaint of insufficient circuits is regarding the kitchen receptacles.
 - b. There are a number of convenience receptacles throughout the facility; GFCI receptacles are generally present where expected with the exception of areas accessible to children.
 - c. A multi-outlet assembly in Room 116 is installed above a countertop near a sink.
 - d. The water heater in the boiler room is electric.
3. Smoke detectors are located on the main floor.
4. Telecommunications and Internet Access:
 - a. The telephone service is underground to a backboard in the basement.
 - b. The equipment and wiring on the backboard is neat and appears to be in good condition, although some of the equipment may not be in use.

REPORTED AND OBSERVED PROBLEMS



Fluorescent Fixtures



Dark Corridors and Exits



GFCI Receptacle



Panelboards A and B



Smoke Detector

1. Lighting:
 - a. The fluorescent fixtures are in fair to poor condition and are functionally obsolete. Approximately 10% of the fixtures are non-functional, and there is a mix of cool and warm colored lamps in each room. All fixtures we examined internally have magnetic ballasts.
 - b. The user indicated that the interior lighting did not seem right and some people get headaches.
 - c. All of the lighting is manually switched from the inside and thus the building is dark when the staff enters at the beginning of the day; and dark after the staff leaves at the end of the day. This occurs for a larger part of the year.
 - d. While some emergency lighting fixtures tested OK, most of them failed.
 - e. The exit signs don't work; most are the self illuminating type based on a radioactive isotope. The remaining units are battery equipped incandescent units. The user indicated that the signs are generally nonfunctional.
 - f. The north basement exit door is missing an exit sign.
 - g. An exit sign is located over the Multi-Purpose Room 106 door; the door is locked on the egress side and the door handle has a key lock.

2. Power:
 - a. In general, all of the convenience receptacles and GFCI receptacles appear to be in good condition. Many receptacles have after market "filler" plugs installed, and all receptacles present in areas accessible to children are non-GFCI type.
 - b. The owner indicated that sometimes when the microwave is used the breaker trips.
 - c. While the multi-outlet assembly in Room 116 appears to be in good condition, it is not GFCI protected.
 - d. The water heater appears to be in good condition.

3. The area in front of Panelboards A and B is cluttered with storage items, which violates NEC working space and clear space requirements.

4. Fire Alarm System:
 - a. No centralized fire alarm system exists, and no smoke detection is evident at the large air handler in the basement.
 - b. Of the number of unit-type smoke detectors found in the kitchen, stairway, and other locations, some appear to be non-functional; the battery compartment is open with the battery removed.
 - c. No fire alarm notification appliances are present on the building exterior.



Telecommunications/Internet Equipment

5. No carbon monoxide detectors are present within the facility. The user indicated that during cold winter days they often smelled car exhaust brought in by their air intake system.
6. Telecommunications and Internet Access:
 - a. The area in front of the equipment is cluttered with storage items, which violates NEC working space requirements.
 - b. Discussion with the user indicates that the telephone system includes a paging function, and they are satisfied with the system that they have.
 - c. Discussion with the user indicates that they have subscribed to a wireless service, to include a wireless network within the facility, and are satisfied with the service and system that they have.

RECOMMENDATIONS TO SOLVE REPORTED AND OBSERVED PROBLEMS

1. Lighting:
 - a. For the interim, we recommend re-lamping with all warm-colored lamps to improve lighting consistency and determine if bad bulbs are the reason for the fixtures that are out.
 - b. The entire lighting system should be replaced with a new high efficiency system based largely on indirect lighting. Occupancy sensors should be utilized to minimize energy costs and address user concerns with traversing the dark interior of the building at the end and beginning of the work day.
 - c. The emergency lighting fixtures should be replaced with new. Note that there is no emergency power source (generator, inverter, etc.) in this facility.
 - d. The exit sign over the door in Multi-Purpose Room 106 that leads to the stairwell should be removed. All other exit signs should be replaced with battery equipped LED units; and one should be installed at the north exit doorway location in the basement.
2. Power:
 - a. Based on a City of Fairbanks amendment, all the non-GFCI duplex receptacles located in areas accessible to children should be replaced with GFCI duplex receptacles, non-feed-thru type.
 - b. It is recommended to install a receptacle dedicated for the use of the microwave and fed from a new branch breaker in Panelboard B.
 - c. The multi-outlet assembly in Room 116 should be replaced with GFCI duplex receptacles, non-feed-thru type.
3. Working Space and Clear Space Requirements: A qualified electrician should determine the required working space for Panelboards A and B, and for the telecommunications and internet access panels and correct discrepancies found.
4. The smoke detectors should be replaced by a fire alarm system that will notify emergency services in the event of a fire; carbon monoxide detection should be included.

CODE REVIEW: BUILDING A (ACCA)

The original building was built under the 1985 Uniform Building Code, which was the current code at the time of construction in 1988. We have conducted this study based on the current adopted code for Fairbanks, the 2006 International Building Code and the 2006 International Fire Code.

Zoning regulations are from the Fairbanks North Star Borough Title 18, Zoning Regulations.

Total Facility Size: Approximately 6,346 gross sq. ft. (5,190 sq. ft. First Floor and 1,156 sq. ft. Basement)

Occupancy: Business

Required Set Backs: Front Yard – 20 ft., Side Yard – 10 ft., Back Yard – 20 ft.

Maximum Height: Unrestricted

Required Parking Stalls:

- Minimum standards for off street parking required by Title 18 is one stall per 200 sq. ft. of leasable space.
- 14 and 1 car accessible space are required.
- There are currently 15 stalls and 1 car accessible space.

Type of Construction: The construction type of this building appears to be Type V-B which is non-rated construction.

Sprinkler System: The building is not equipped with a sprinkler system.

Doors: Doors at assembly spaces, such as the Conference and Play Rooms, do not swing in the path of travel for proper existing.

Limit on Building Size: Per IBC Table 503, Allowable Height is two (2) stories and the Allowable Building Area is 9,000 sq. ft.

Buildings have limitations of both height and size based upon their fire resistance, or Type of Construction. An increase in fire resistance will allow larger and taller buildings. In general, there are two circumstances that would decrease a buildings fire hazard and allow an increase to the allowable building areas included in the IBC. These include:

1. Isolating the building from adjacent structures:

Because this facility has the required amount of min. 20 ft. of public area or street frontage on the entire perimeter, we are allowed to utilize an increase in area as defined in this provision, per IBC Section 506.

$$9,000 \times (9,000 \times .72) = 15,480 \text{ sq. ft. total.}$$

2. Providing an automatic fire suppression system (sprinklers).

Currently there is no sprinkler system installed. If it were to be installed as the assumed Type V-B construction, per IBC Section 503, would allow an area increase of: 9,000 sq. ft. + area increase of 6,023 = 15,023 x 2 stories = 30,047 sq. ft. total.

Occupant Load: Based upon Table 1004.1.1

First Floor

Business Areas (Offices) = 4,890 sq. ft. / 100 sq. ft. per occupant = 49 occupants
 Group A Conference Rooms = 1,300 sq. ft. / 15 sq. ft. per occupant = 86 occupants

Basement

Group S Accessory Storage/Mech. = 1,156 sq. ft. / 300 sq. ft. per occupant = 4 occupants
 Total: 139 Occupants

Exiting: Per IBC 1019, a total of two (2) exits are required and four (4) exist in the building. There are no rated corridors currently in the facility.

Fire Extinguishers: Fire Extinguisher are present and appear to be reasonably spaced to meet code. NFPA requires a minimum travel distance of 139 ft. to a fire extinguisher from any point in the facility. These extinguishers are in need to be recertified.

Exiting: The occupant load of the building 70 requiring two (2) exits, three (3) are provided.

Entry Stairs: Front entry stairs and north entry stairs are not code compliant; the risers are not consistent with the top riser at 8-3/4" outside of the maximum allowed of 8-1/4".

Plumbing Fixtures: The State of Alaska has adopted the 1997 Uniform Building Code to establish plumbing fixture counts. To calculate the required number of fixtures, we utilized the occupancy Table A-29-A.

First Floor - Group B Offices = 5,190 sq. ft. / 200 sq. ft. per occupant = 26 occupants
 Basement - Group S Accessory Storage/Mech. = 1,156 sq. ft. / 5,000 sq. ft. per occupant = 1 occupant
 Total: 69 Occupants

For a building of this occupant load, the 1997 UBC requires that (2) water closets are required for B occupancies for each men and women = (4) total. One men's toilet can be replaced with a urinal if desired. One lavatory sink is required per two (2) toilets.

Accessibility: Americans with Disabilities Act (ADA) Compliance

Parking: Parking count is ADA compliant, per IBC Table 1106.1, providing one (1) stall designated for ADA, however there is not the required clearance for passenger loading and unloading adjacent to this stall. This space must be clearly marked with signage and paint, and must be connected to the main entry with a walkway.

Main Entry Ramp: The entry ramp is not code compliant, the handrail is mounted to low at 31 inches, as 34 – 38 inches is allowed.

Doors: Clearances at several doors, including the main entry do not meet the requirements for ADA. Although main entry does have power assist.

Door Hardware: Doors observed to have proper ADA compliant lever hardware.

Restrooms: None of the restrooms are handicap accessible. They do not meet the required clearances, fixture types, heights nor turning radiuses.

Cabinetry and Reception Counter: Workroom, Kitchen and Reception Counter are inaccessible, they are too high at 36 inches. ADA requires tops of accessible tables and counters to be from 28 inches to 34 inches. The Kitchen sinks do not meet the front approach requirements, of 30 inches x 48 inches clear space, and knee clearance. A side approach is an option, but requires a 34 inch high sink and a shallow basin.

Drinking Fountain: The existing drinking fountain does not meet ADA requirements for accessibility, including the need for a high and low fountain, providing for the bending impaired.

Existing Area Table, Building A (ACCA)

	Current Staff	No. of Rooms	Total Sq. Footage Existing
OFFICE SPACE			
Director	1	1	102
Infant Learning Program	2	1	130
Infant Learning Program	2	1	124
Infant Learning Program	2	1	132
Infant Learning Program	2	1	127
Infant Learning Program	2	1	122
Space Shared with Itinerant Worker	1	1	140
Faces Coordinator	1	1	93
Intake Specialist (Shared with Itinerant Worker)	1	1	135
Reception	2	1	208
Accounting	2	1	182
Subtotal Office Space (Net)	18	11	1,495

	Current Number	Existing Sq. Footage
ADDITIONAL SPACES		
Conference Room (Dividable) Assessment Room	1	776
Treatment Room	1	174
Play Room	1	764
Copy/File Room	1	294
Lobby	1	170
Equipment Loan Storage	1	382
Kitchen	1	175
Subtotal		2,735
Toilets	3	224
Circulation		1,089
Mechanical/Electrical	1	274
TOTAL SPACE (NET)		5,817

Building B (FNA) Conditions Survey

BUILDING B (FNA HEAD START BUILDING):

Reported and Observed Problems: Building B (Head Start) Site



Building B Entry Ramp



Building B Entry



Building B Parking



Building B Trees on East Side

1. Existing handicap ramp does not have a protective cover. IBC requires that ramps not be allowed to collect rain or snow.
2. Entry is not ADA accessible. ADAAG requires surfaces to be stable firm and slip resistant. The pea gravel at the entry does not meet this criteria.
3. There is no accessible route between the parking area and the building entry. The gravel parking lot has signs of puddling that should also be graded out.
4. Trees on east side of building have overgrown and are damaging siding.

Reported and Observed Problems: Building B (Head Start) Site

1. Add new roof over existing ramp and stairs to protect these areas from rain and snow build-up.
2. Extend existing concrete sidewalk to parking area, add landscape edging to prevent the movement of pea gravel onto accessible route.
3. Add one handicap accessible parking stall with accessible route to entry.
4. Add engine block heaters and designated parking for staff.
5. Trim trees on west side of building.

LEASED PROPERTY, CURRENT FNA HEAD START BUILDING

ARCHITECTURAL BUILDING SYSTEMS

This building is made up of the original “Gilded Cage” structure that was moved to the site in the 1960’s and placed on a concrete foundation and two (2) ATCO units that were added at a later date.

EXTERIOR

EXISTING CONDITIONS

Original Structure

Foundation:

- Concrete block foundation, full basement

Walls:

- Lap siding or rough sawn plywood
- 1x6 sheathing
- 2x4 framing
- R-11 fiberglass batt insulation
- Vapor barrier

Windows: Wood frame with single pane glass

Doors: Insulated metal frame and door

Roof:

- Asphalt shingles
- 1x6 sheathing
- 2x4 truss
- 6” blown-in fiberglass insulation
- 2” urethane insulation

ATCO Addition

Foundation:

- Concrete block foundation

Walls:

- Metal panel or rough sawn plywood
- Plywood sheathing
- 2x4 framing
- R-13 fiberglass batt insulation
- Vapor barrier

Windows: Aluminum frame with double pane glass

Doors: Insulated metal frame and door

Roof:

- Asphalt shingles
- Plywood sheathing
- 2x8 flat roof with built-up truss over framing
- Fiberglass batt insulation

There is a connection piece between the buildings on the northeast corner that is slab on grade.

Entry: Entry ramp is of new construction summer of 2009 and is accessible. Entry/exit stairs on south side of building are constructed of wood and meet rise and run guidelines.

REPORTED AND OBSERVED PROBLEMS, BUILDING B (HEAD START) EXTERIOR:



Building B Roof on Vent Side



Building B Peeling Paint



Building B Original Windows



Building B Slab and Trailer Foundation

1. Roof: Shingles are delaminating and becoming discolored. We estimate that the roof has 3-5 years of life left before needing to be replaced. Roof structure is 2x4 truss with 2" of spray urethane foam and blown in fiberglass insulation. Truss construction does not allow for a energy heel at the eave, reducing the effectiveness of added insulation at the exterior of the attic.

Ventilation is provided through gable end vents to match ACCA facility. There are no ridge vents.

2. Siding: Lap siding on original building has extensive peeling paint problems and dry rot. The siding on the west side of the facility was replaced over the summer of 2009. Siding on the ATCO units is becoming oxidized and discolored.

3. Existing windows are original to facility and are in poor condition. Dry rot is evident on window trim and sills of original building. Also at areas around entry stairs on south side of building.

4. Slab on grade at northeast entry; the soil has subsided out from under slab.

Proposed Upgrades: Building B (Head Start) Exterior

1. Replace existing roof with new shingles or metal panel roofing.
2. Add new truss roof to whole facility to allow for energy heel and enable increased insulation to added to the roof.
3. Add blown-in fiberglass insulation to achieve a minimum R-value of 49.
4. Existing windows are in poor condition and are not energy efficient. These should be replaced with new insulated fiberglass windows with a U value of .25.
5. Existing siding should be replaced with new cementitious lap siding. Adding 4" of rigid insulation at this time would increase the energy efficiency of the whole facility.
6. Remove and replace existing slab on grade with new cast concrete or wood stair and landing.

INTERIOR

EXISTING CONDITIONS

- The interior walls are 2x4 with 5/8" gypsum wallboard and paint throughout.
- Flooring is 1x6 sheathing or 5/8" plywood with sheet vinyl or carpet throughout. There is a ramp that runs from the lower level of the trailer units up to the level of the original building.
- Doors are hollow core wood with wooden frames.
- Ceiling is a hard lid of gypsum wallboard or adhered acoustical tile, with surface mounted fluorescent lights.

REPORTED AND OBSERVED PROBLEMS:



Building B Play Room

1. The interior is in poor condition, suffering from the result of poor craftsmanship in many areas throughout the facility. The addition of the ATCO unit section of the building and interior ramp creates an awkward transition between sections.



Building B Original Window

2. Windows are in poor condition throughout the facility. There has been an attempt to rectify this with insulated glazing on the interior at one location.



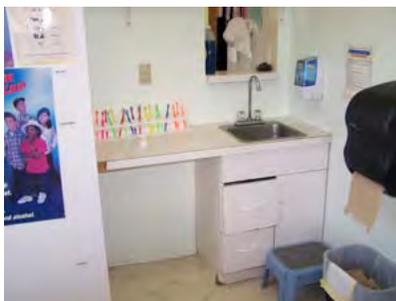
Building B Exposed Piping on Exterior



Building B Original Finishes



Building B Exposed Drywall



Building B Casework in Multipurpose Room

3. Walls: Paint is in reasonable condition in the original building and in the ATCO units. Underlying gypsum wall board is showing signs of wear. This would be in locations where finish looks original to building.

Retrofit mechanical work has been left exposed in trailer section of building.

4. Original finishes in toilet rooms, due to the time period of construction, have the potential of asbestos in the mastic.

5. Unfinished surfaces in toilet room present problems with cleanliness.

There is one ADA accessible toilet room in the facility and two small non-accessible toilets.

6. Casework and other finishes are a collection of items that are beginning to deteriorate.

REQUIRED UPGRADES: BUILDING B (HEAD START)

1. Prior to any work on removing finishes on the interior, there should be a hazmat assessment performed to determine locations of hazardous materials.
2. Renovate existing toilet rooms to accommodate ADA accessible toilet.
3. Remove existing original surfaces and replace with new finishes.

PROPOSED UPGRADES: BUILDING B (HEAD START)

1. Raise ATCO section of building to be level with original building, allowing for ease of use and planning for the whole building.
2. Remove and replace all interior finishes and systems, including mechanical and electrical, creating a design and systems that work for the user.
3. Replace all exterior doors new more energy efficient models, insulated metal frames and doors.
4. Windows: The existing wood and aluminum frame windows are inadequate. As part of any renovation project, these should be replaced with new fiberglass window units that have a U-rating of .25.
5. Minimum: Remove and replace roofing with new asphalt shingle or metal panel roof with flashing, gutters and downspouts. Recommended: Remove and replace existing truss roof with new truss roof designed to allow for proper insulation of R-38 and air flow.
6. Siding: Remove and replace all existing siding with new rough sawn plywood to match the ACCA facility. The addition of 4" of rigid foam insulation to achieve R-25 in the walls.
7. Remove existing slab on grade and soils at northeast entry and replace with new engineered slab and entry.
8. Trim trees and landscaping back away from building face to reduce further damage to siding and windows.

STRUCTURAL BUILDING SYSTEMS – BUILDING B, FNA HEAD START BUILDING

There are no original design and construction drawings available for this building. The building has a combination of two different framing systems. There is an older structure that was built in a typical stud wall, residential style building, and a second part that consists of a "mobile home" style of construction. Both are framed with wood. They are connected together to make an "L"-shaped building.

There is a basement under the residential portion. It has CMU walls that are in good condition. There are no noticeable cracks or settlement concerns. The foundation under the mobile home portion is unknown.

The floor of the residential portion is framed with 2x8 joists that bear on the outside CMU walls and on an interior built up girder. The floor system is adequate to carry the live loads imposed by its present use.

There are no observable defects in the structural framing systems for either the mobile home portion of the building or the residential portion.

MECHANICAL BUILDING SYSTEMS – BUILDING B, FNA HEAD START BUILDING

HEATING SYSTEM

Description

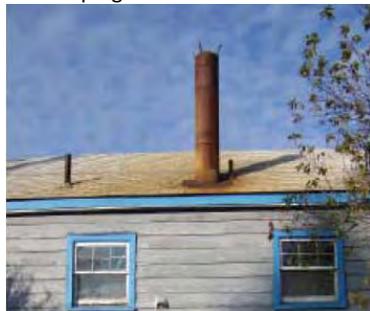
Heat for the building is provided by an oil fired Energy Kinetics System 2000 hydronic boiler located in the basement. Copper tubing distributes heated water to finned tube radiators and terminal heating units throughout the building. A backup furnace is located on the main floor and can be used in the coldest months to supplement building heat. The heating system was functioning properly, however, due to the age and condition of most of the system, we recommend that a complete overhaul is performed. Newer equipment, such as the boiler, could be retained and reused in the new system.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Boiler Piping



Boiler Stack



Wallpaper Covering Finned Tube Enclosure

1. The boiler piping is extremely compact, making maintenance and repair work difficult. Future renovations and upgrades should address this situation by rerouting the piping within the ample space available.
2. The hydronic system does not contain an anti-freeze solution. This can lead to burst pipes if the building loses power for an extended period of time. Adding a small glycol tank will improve the reliability of the system.
3. An old iron boiler stack was abandoned in place. Although it could not be confirmed, it appeared that the new boiler stack was routed within the abandoned stack. This situation should be inspected further to determine the exact construction and demolished if possible, as it provides a space for rain water to buildup and leak into the building.
4. Wallpaper has been installed over the finned tube enclosure, presumably to keep pencils and other materials from falling inside. Covering the vents interferes with proper operation of the radiators and dramatically reduces the heating capacity. The wall paper should be removed from the vents to ensure proper operation. Alternatively, the radiators could be replaced with sloped top enclosures to prevent persons from placing materials on top of the radiators.
5. The expansion tank is not supported. This situation stresses the piping and can cause leaking or a piping failure. The tank should be supported from an appropriate location on the ceiling to relieve the stresses.



Expansion Tank



Hydronic Piping Discontinuous Insulation



Hydronic Piping



Improperly Supported Piping

6. The unit heater in the basement does not have a means of being balanced. The unit has heated water circulating through it whenever the heating system is on, potentially wasting energy. The unit heater should have a balance valve installed to regulate the flow to the unit. The valve should be balanced by a certified technician.
7. Hydronic piping installed around the door in the entryway has discontinuous insulation. Placing bare piping in close proximity to an exterior wall increases the potential to freeze and burst the piping. In a power outage this area would likely be the first to freeze, especially considering that the heating system is not protected with anti-freeze. The lack of insulation also leads to uncontrolled heat loss. All of the hydronic piping should be insulated.
8. An air separator is installed in the exposed hydronic piping at the entryway. It is unknown why this was done since a similar device is properly located in the basement close to the boiler. Air separators naturally leak small amounts of water as the air is evacuated which can result in water damage to the exterior wall. This air separator should be removed from the system.

CODE DEFICIENCIES

1. Most of the hydronic piping is unsupported. The hydronic piping is not designed to support its weight and may result in failures, leaks or shortened life. Hydronic piping needs to be supported at regular intervals. For tubing that is 1-1/4" and smaller the maximum horizontal span should be 6 feet. Larger diameter tubing should have a maximum horizontal span of 10 feet. In both cases the maximum vertical span should be 10 feet. (IMC)
2. The fuel oil piping does not have a fusible link valve installed. In the event of a fire, the fusible link automatically shuts off the flow of oil to prevent further damage. Install a fusible link on the fuel oil piping within the basement. (IFC)
3. Some of the hydronic piping is supported from other piping. Code requires that piping be supported from the building structure. All pipes that are attached to other pipes should be supported from an independent strap or support attached to the floor joists or other approved location. (IMC)

VENTILATION SYSTEM – BUILDING B (HEAD START)

DESCRIPTION

The building does not have mechanical ventilation. Fresh air naturally infiltrates the cracks in the building and enters when doors are opened. Several operable windows are available for use and meet the code required area for naturally ventilated spaces.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Dryer Exhaust Vent

1. The dryer exhaust vent is noticeably crushed after the flexible run. The crushed section of the dryer vent should be replaced immediately. This situation increases the pressure in the duct and poses a potential fire hazard for the building.
2. The flexible duct on the dryer exhaust is excessively long and has several unnecessary bends. The flexible portion of the dryer exhaust duct should be shortened by cutting it so it does not have extra bends in the run.



Flexible Dryer Duct

CODE DEFICIENCIES

1. Dryer exhaust vent is located within 3 feet of an operable window. The dryer exhaust vent needs to be relocated so it is not within 3 feet of any operable window, louver or air intake. There appeared to be plenty of space on the exterior wall to accommodate this. (IMC)



Dryer Vent Proximity to Window

HOT WATER AND PLUMBING SYSTEMS – BUILDING B (HEAD START)

DESCRIPTION

Hot water for the building is provided by an indirect fired water heater in the basement. A heat exchanger is also installed in series with the water heater, functioning as a pre-heater.

REPORTED AND OBSERVED PROBLEMS

Operations, Maintenance and Energy Efficiency



Uninsulated Heat Exchanger



Failed Hanger Strap

1. The heat exchanger is not insulated, allowing uncontrolled heat to escape into the basement.
2. The water heater shows signs of wear and should be replaced soon.
3. Domestic hot water lines need to be insulated.

CODE DEFICIENCIES

1. A failed hanger strap has resulted in a low spot in the waste piping. Waste piping is required to maintain a constant slope for proper drainage. Replace the hanger strap to restore the sloping of the waste piping. The maximum span between supports for waste piping is 4 feet. Add additional straps as required. (UPC)
2. The domestic water service does not have a backflow preventer installed. Backflow preventers are required to prevent water from the building from entering the public water distribution mains. Install a backflow preventer on the domestic water service line entering the building. (IMC)

ELECTRICAL BUILDING SYSTEMS – BUILDING B, FNA HEAD START BUILDING

EXTERIOR

OBSERVATIONS

1. Service: Electrical service is overhead, 120/240 volts, single phase, 200 amps, and is located on the north side of the building. The grounding electrode conductor (GEC) is visible at the service location. There is a 200 amp meter/main ahead of the north exterior Panelboard where the service is split into four feeders that appear to supply the following:
 - a. A panelboard in the interior of the “ATCO” addition portion of the facility.
 - b. A panelboard in the basement of the house portion of the facility.
 - c. An “HBO” panelboard located on the west end of the “ATCO” addition portion of the facility with twenty non-GFCI headbolt branch breakers.
 - d. A small circuit listed as “ELECT HTR”. It could not be determined where the circuit “ELECT HTR” goes.
2. Power: Two non-GFCI type receptacles are located on the west end of the “ATCO” addition portion of the facility and are fed from the “HBO” panelboard.
3. Lighting: General lighting consists of small wall mounted high pressure sodium (HPS) fixtures. The HPS fixtures appear to include an integral photo control option.
4. Telecommunications: Two telephone junction boxes are located on the south end of the original building; one labeled “STATION WIRE” and the other with a beginning text of “TERM”; the remainder of the text is illegible. Two wires are routed from the junction box locations to the original building and to the ATCO building.

REPORTED AND OBSERVED PROBLEMS



Separated Raceway



Non-GFCI Receptacles



Northeast Exterior Doorway

1. Power:

- a. The feeder to the HBO Panelboard is routed along the exterior of the building just above the ground. The raceway for the feeder is separated about midway along the north side of the “ATCO” portion of the facility.
- b. Two non-GFCI receptacles on the west end of the “ATCO” portion of the facility are fed from non-GFCI branch breakers in the “HBO” Panelboard.
- c. Two raceways are routed from the HBO Panelboard and into the ground; it could not be determined where the two raceways go. A number of circuits in the Panelboard are identified as head bolt heater posts, however, the post locations are not apparent.

2. Lighting: The northeast exterior doorway does not have a light fixture installed.

3. Telecommunications: The telecommunication cables that run along the outside of the building appear to be brittle. The cable that enters the ATCO building has exposed conductors below the location where the cable penetrates the wall.

RECOMMENDATIONS TO SOLVE REPORTED AND OBSERVED PROBLEMS

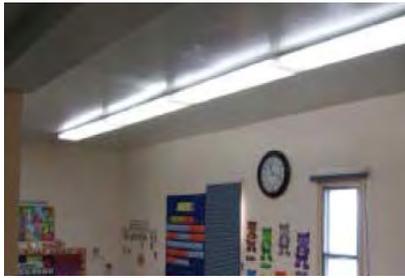
1. Power:
 - a. The raceway for the feeder between the north exterior Panelboard and the HBO Panelboard should be reconnected with a flexible liquidtight conduit segment.
 - b. The two non-GFCI receptacles on the west end of the "ATCO" portion of the facility should be replaced with GFCI duplex receptacles, non-feed-thru type, with weatherproof in-use covers.
 - c. For headbolt heater posts, any non-GFCI duplex receptacles should be replaced with GFCI duplex receptacles, non-feed-thru type, with weatherproof in-use covers.
 - d. For the north exterior Panelboard, a qualified electrician should trace the "ELECT HTR" circuit and add its location to the "ELECT HTR" description.
2. Lighting: A light fixture similar in design to those already installed on the exterior of the building should be installed over the northeast exterior doorway.
3. Telecommunications: A qualified electrician should inspect the telecommunications system, including junction boxes and cables, and correct deficiencies found.

INTERIOR

OBSERVATIONS

1. Lighting:
 - a. Interior lighting consists largely of surface mounted "wrap" two tube T-12 40W based fluorescent fixtures except for the basement, which includes a number of bare incandescent fixtures.
 - b. All interior lighting is manually switched.
 - c. There are a number of economy emergency lighting units throughout the facility on the main floor.
 - d. The Exit signs on the main floor appear to be the self illuminating kind. One Exit sign is a stenciled type measuring approximately 1" high by 6" wide.
2. Power:
 - a. "ATCO" Panelboard: 120/240 volts, single phase, 100 amp main circuit breaker, with 12 branch breakers; a third of which are twin branch breakers.
 - b. Basement Panelboard: 120/240 volts, single phase, main lugs only, 22 branch breakers and 2 spaces. Only one branch breaker is GFCI type.
3. Smoke detectors are located on the main floor and in the basement area.
4. Carbon monoxide detectors are found on the main floor and at the top of the stair landing to the basement area.
5. Several single-gang multiple-position modular telecom outlet boxes are found in the facility.

REPORTED AND OBSERVED PROBLEMS



Fluorescent Fixtures



ATCO Panelboard



Basement Panelboard

1. Lighting:
 - a. The fluorescent and incandescent fixtures are in fair to poor condition.
 - b. All of the lighting is manually switched and the switches are worn out. Concealed branch circuit wiring is likely to be Type NM cable, and along with visible device boxes may be in poor condition.
 - c. All of the exit signs are the self-illuminating type based on a radioactive isotope. The stenciled exit sign over the northeast doorway is a code violation.

2. Power:
 - a. Both the "ATCO" and the basement Panelboards are obsolete and exhibit workspace and clear space violations. The "ATCO" Panelboard is flush mounted in a small section of wall that is too narrow; the basement Panelboard is surface mounted too high, and is located above water service entry piping. The "ATCO" Panelboard utilizes tandem branch breakers and is likely overloaded.
 - b. The majority of the receptacles in the facility are of an "economy grade" and are in poor condition. The basement lacks sufficient receptacles. Concealed branch circuit wiring is likely Type NM cable, and along with visible device boxes may be in poor condition. None of the receptacles are of the tamper-resistant type, something expected for a facility widely accessible to children. Many receptacles had after market "filler" plugs installed; this includes the Kitchen area.
 - c. All of the GFCI receptacles appear to be in fair condition. While the GFCI branch breaker in the basement Panelboard supplies power to the kitchen area, it could not be determined which receptacles are GFCI protected: one non-GFCI branch breaker and one GFCI branch breaker have the same descriptor of "Small Appliance."

3. Fire Alarm System:
 - a. No centralized fire alarm system exists.
 - b. The unit-type smoke detectors on the main floor and in the basement appear to be in fair condition. The functionality of the existing detectors could not be determined.
 - c. No fire alarm notification appliances are present on the building exterior.

4. Carbon monoxide detectors on the main floor and in the upper basement stairwell area appear to be in good condition. The functionality of the existing detectors could not be determined.

5. All of the single-gang multiple-position modular telecom outlet boxes appear to be in poor condition. Most outlet boxes appear to be taped over. The purpose of the tape was not discussed with the user.

RECOMMENDATIONS TO SOLVE REPORTED AND OBSERVED PROBLEMS



Basement Unit



Unit-Type Smoke Detectors

1. Lighting:
 - a. The entire lighting system should be replaced with modern fluorescent fixtures for the main floor and the basement. While we did not discuss switching with the users, occupancy sensors can serve the facility.
 - b. Manual light switches, device boxes, and wiring should be replaced.
 - c. All exit signs, including the stenciled exit sign, should be replaced with battery equipped LED units.
2. Power:
 - a. A qualified engineer should determine the current load, replace both the "ATCO" and basement panelboards and associated supply feeders, relocate the panelboards to new locations, and correct deficiencies found.
 - b. The convenience receptacles located in areas widely accessible to children should be replaced with tamperproof and childproof receptacles.
 - c. More convenience receptacles should be installed in the basement area.
3. The smoke detectors should be replaced by a fire alarm system that will notify emergency services in the event of a fire; carbon monoxide detection should be included.
4. A qualified electrician should inspect the telecommunications system, and correct deficiencies found. If the intent of the tape over the telecom outlet boxes is to deter children from tampering with the boxes, it is recommended that the user discuss the placement of the telecom outlet boxes with the qualified electrician to remedy the situation.

CODE REVIEW: BUILDING B (FNA Head Start Facility)

The original building was built prior to 1960, when it was moved to its current location. We have conducted this study based on the current adopted code for Fairbanks, the 2006 International Building Code and the 2006 International Fire Code.

Zoning regulations are from the Fairbanks North Star Borough Title 18, Zoning Regulations.

Total Facility Size: Approximately 3,200 gross sq. ft. (2,100 sq. ft. First Floor and 1,100 sq. ft. Basement)

Occupancy: Education

Required Set Backs: Front Yard – 20 ft., Side Yard – 10 ft., Back Yard – 20 ft.

Maximum Height: Unrestricted

Required Parking Stalls:

- Minimum standards for off street parking required by Title 18 do not include an educational/day care type of designation. It can be argued then that this current use falls under the “all other” commercial use and would require three stalls per four employees. Currently, there are two full-time employees, which would require two total spaces, with one being accessible.
- For site planning purposes, we would recommend that the building parking needs to be evaluated as office space, and therefore would require one stall per 200 sq. ft. of leasable space, which would require 16 spaces total. The site is limited and the maximum it can provide for is 14 spaces, but the remaining two could be served by the overage provided at the adjacent ACCA building.
- There are currently ten stalls and there is no accessible space designated.

Type of Construction: The construction type of this building appears to be Type V-B which is non-rated construction.

Sprinkler System: The building is not equipped with a sprinkler system.

Doors: Doors in the exit route swing in the appropriate direction.

Limit on Building Size: Per IBC Table 503, Allowable Height is one (1) stories and the Allowable Building Area is 9,000 sq. ft.

Buildings have limitations of both height and size based upon their fire resistance, or Type of Construction. An increase in fire resistance will allow larger and taller buildings. In general, there are two circumstances that would decrease a building’s fire hazard and allow an increase to the allowable building areas included in the IBC. These include:

1. Isolating the building from adjacent structures:

Because this facility has the required amount of min. 20 ft. of public area or street frontage on a minimum of 25% of its perimeter, we are allowed to utilize an increase in area as defined in this provision, per IBC Section 506.

$$9,000 \times (9,000 \times .28) = 11,520 \text{ sq. ft. total.}$$

2. Providing an automatic fire suppression system (sprinklers).

Currently there is no sprinkler system installed. If it were to be installed, the assumed Type V-B construction, per IBC Section 503, would allow an area increase of 200% and this additional area would be constrained by the site, including setbacks and parking requirements. Providing for the required parking is the most restrictive factor.

Occupant Load: Based upon Table 1004.1.1

First Floor

Day Care Areas = 1,200 sq. ft. / 35 sq. ft. per occupant = 34 occupants

Office Areas = 204 sq. ft. / 100 sq. ft. per occupant = 2 occupants

Basement

Group S Accessory Storage/Mech. = 1,100 sq. ft. / 300 sq. ft. per occupant = 3 occupants

Total: 37 Occupants

Exiting: Per IBC 1019, a total of two (2) exits are required and four (4) exist in the building. There are no rated corridors currently in the facility.

Fire Extinguishers: Fire Extinguishers are present and appear to be reasonably spaced to meet code. NFPA requires a minimum travel distance of 75 ft. to a fire extinguisher from any point in the facility. These extinguishers are in need to be recertified.

Exiting: The occupant load of the building 37 requiring two (2) exits, four (4) are provided.

Entry Stairs: Entry stairs and ramp are code compliant.

Plumbing Fixtures: The State of Alaska has adopted the 1997 Uniform Building Code to establish plumbing fixture counts. To calculate the required number of fixtures, we utilized the occupancy Table A-29-A.

First Floor - Group E Day Care = 1,200 sq. ft. / 50 sq. ft. per occupant = 24 occupants

First Floor - Group B Office = 204 sq. ft. / 200 sq. ft. per occupant = 1 occupant

Basement - Group S Accessory Storage/Mech. = 1,100 sq. ft. / 5,000 sq. ft. per occupant = 1 occupant

Total: 26 Occupants

For a building of this occupant load, the 1997 UBC requires that (2) water closets, one for each mens and womens is required. One lavatory sink is required per two (2) toilets.

Accessibility: Americans with Disabilities Act (ADA) Compliance

Main Entry Ramp: The entry ramp is code compliant and of new construction. Handrails are mounted at the appropriate height.

Doors: Doors clearances meet accessibility guidelines.

Door Hardware: Doors do not have proper ADA compliant lever hardware.

Restrooms: None of the restrooms are handicap accessible. They do not meet the required clearances, fixture types, heights nor turning radiuses.

Drinking Fountain: There is no drinking fountain in the facility.

Preliminary Cost Estimates

PRELIMINARY COST ESTIMATES

Mechanical and Electrical:

See Conditions Survey for recommended Mechanical and Electrical upgrades. These upgrades are not included in the preliminary estimates below.

Architectural:

Option 1

Building A (ACCA) Proposal Upgrades

These upgrades are limited to ADA/ANSI code and minimal building component upgrades. These deficiencies are described in the condition survey of Building A (ACCA). Our recommendations are listed below and are also illustrated in the following attached drawings.

Recommended Architectural Upgrades

1. New handicap ramp and stairs at entry that meet ADA/ANSI code.
2. New shingle or metal panel roof.
3. Extend existing roof line to protect ramp and stairs from the collection of rain and snow.
4. Relocate entry doors to provide entry that meets ADA/ANSI code clearances and provide enough distance between doors to limit air transfer.
5. Relocate doors at conference room to meet ADA/ANSI clearances.
6. Renovate and upgrade toilet rooms and finishes to meet ADA/ANSI code clearances.
7. New carpet in corridors, lobby, conference room and reception area. These areas are affected by new work and will require new flooring.

Option 1

Building B (FNA Head Start) Proposal Upgrades

Recommended Upgrades

1. New paved ADA parking space and accessible aisle located near building entrance.
2. New concrete sidewalk extending from existing sidewalk to new ADA parking space, provide landscape edging to limit migration of pea gravel onto accessible route.
3. Rebuild existing shed roof over entry stairs to include ramp. The addition of shed roofs over secondary exits is also recommended to reduce potential risk, limit maintenance and extend the life of existing entry stairs.
4. Limited remodel and relocation of toilet rooms to provide one (1) ADA accessible toilet room and new finishes in the remaining two toilet rooms.

Option 1.

Renovation Costs: Estimated range from \$100 to \$150 PSF. We have used the high number in our figures below.

For concept level estimating purposes:

Building A

1,750 sq.ft. Building @ \$150 PSF = \$262,500

900 sq.ft. of Site Improvements @ \$15 PSF = \$13,500

Building B

300 sq.ft. Building @ \$150 PSF = \$45,000

300 sq.ft. Site Improvements @ \$15 PSF = \$4,500

Total Option 1: \$325,500

Option 2

Building A (ACCA) Renovations

These renovations would serve to reassign space within the ACCA facility to better serve the user by providing a more functional layout. The existing conditions are itemized below. Our recommendations are listed below and are illustrated in the following attached drawings.

1. Provide new handicap ramp and stairs at main entry that meets ADA/ANSI code. Extend existing roof line to protect ramp and stairs, bringing entry up to code and reducing the risk of injury.
2. Provide new shingle or metal panel roof; assumed R value is 40. It is recommended that the R-value be increased to R-49 minimum to meet the Alaska Building Energy Efficiency Standard.
3. Improve parking areas by signage, proper ADA stall, stripping, curb stops and bollards with engine block heaters.
4. New sidewalks, landscaping and defined parking areas for both staff, clients and public. Entry to have clear building signage.
5. Provide building signage on face of building.
6. Move and consolidate existing dumpsters and provide required screen per Fairbanks Landscape Ordinance.
7. Relocate entry doors to provide entry that meets ADA/ANSI code.
8. Relocate doors at conference room to meet ADA/ANSI clearances and exiting requirements.
9. Provide new toilet rooms, meeting state and ADA/ANSI requirements.
10. Relocate existing kitchen, providing new appliances and storage for a more efficient layout and improved access to the main conference room, after hours use and staff access.
11. Replace existing movable partition in conference room, and provide improved storage.
12. Provide new storage space, visual display boards in conference room.
13. Provide new floor finishes throughout facility as required for new work. Provide new paint throughout facility.

Option 2

Building B (FNA Head Start) Renovations

1. Provide new shingle or metal roof to replace existing.
2. Replace existing truss roof with new that allows for the energy heel recommended by Alaska Building Energy.
3. Efficiency Standard insulate new roof with a minimum of R-49.
4. Provide new roof over handicap ramp and stairs.
5. Raise northwest portion of facility approximately 12 inches to match original building floor height.
6. Replace windows with more energy efficient units.
7. Remodel toilet room to meet ADA/ANSI code clearances. Provide new finishes in all toilet rooms.
8. Renovate interior spaces to provide improved layout, ease of use, and increased storage. This would include new finishes on walls floors and ceiling.

Option 2.

Renovation Costs: Estimated range from \$100 to \$150 PSF. We have used the high number in our figures below.

For concept level estimating purposes:

Building A

2,350 sq.ft. Building @ \$150 PSF = \$352,500

2,000 sq.ft. of Site Improvements @ \$15 PSF = \$30,000

Building B

2,500 sq.ft. Building @ \$150 PSF = \$375,000

5,000 sq.ft. Site Improvements @ \$10 PSF = \$50,000

Total Option 2: \$807,500

Option 3

Building A (ACCA) Renovations and Addition

This renovation and addition would serve to reassign space within the ACCA facility and provide additional space for staff and programs to expand. It would also provide new space for speech therapy to move into; one of the original core components of ACCA.

This option requires the demolition of the existing Building B, Head Start. We feel that this option is worthy of consideration due to the lack of space within the existing ACCA facility and the costs that would be incurred in renovation of Building B, Head Start. Through discussions with Susan Kessler, the option of building leasable space that ACCA could expand into in the future was a planning strategy that she wanted to explore. The scope of this work would include Option 2 renovations and an addition of 3,600 sq. ft., that would include 1,860 sq. ft. of leasable space.

Option 3

Building B (FNA Head Start) Renovations and Addition

1. Those items listed in Option 2 Building A (ACCA) Renovations 1-10.
2. Provide new sidewalks, landscaping and defined parking for both staff, clients, and public. Entries will have clear signage to ease wayfinding.
3. Provide new finishes throughout facility, to match new work in adjacent areas.
4. Replace windows throughout facility to match new window in addition and improve energy efficiency.
5. Move Infant Learning Program into new space, moving them out of the public core of the facility to maintain confidentiality.
6. Leasable space to include additional restrooms, a separate and defined entry and mechanical and electrical spaces as needed. The addition could contain a basement level as space is needed and would allow for the non-public support spaces to reside below grade. The plan shown maximizes the building and parking for a single story building per Title 18.

Option 3.
Addition and Demolition

For concept level estimating purposes:

Building A

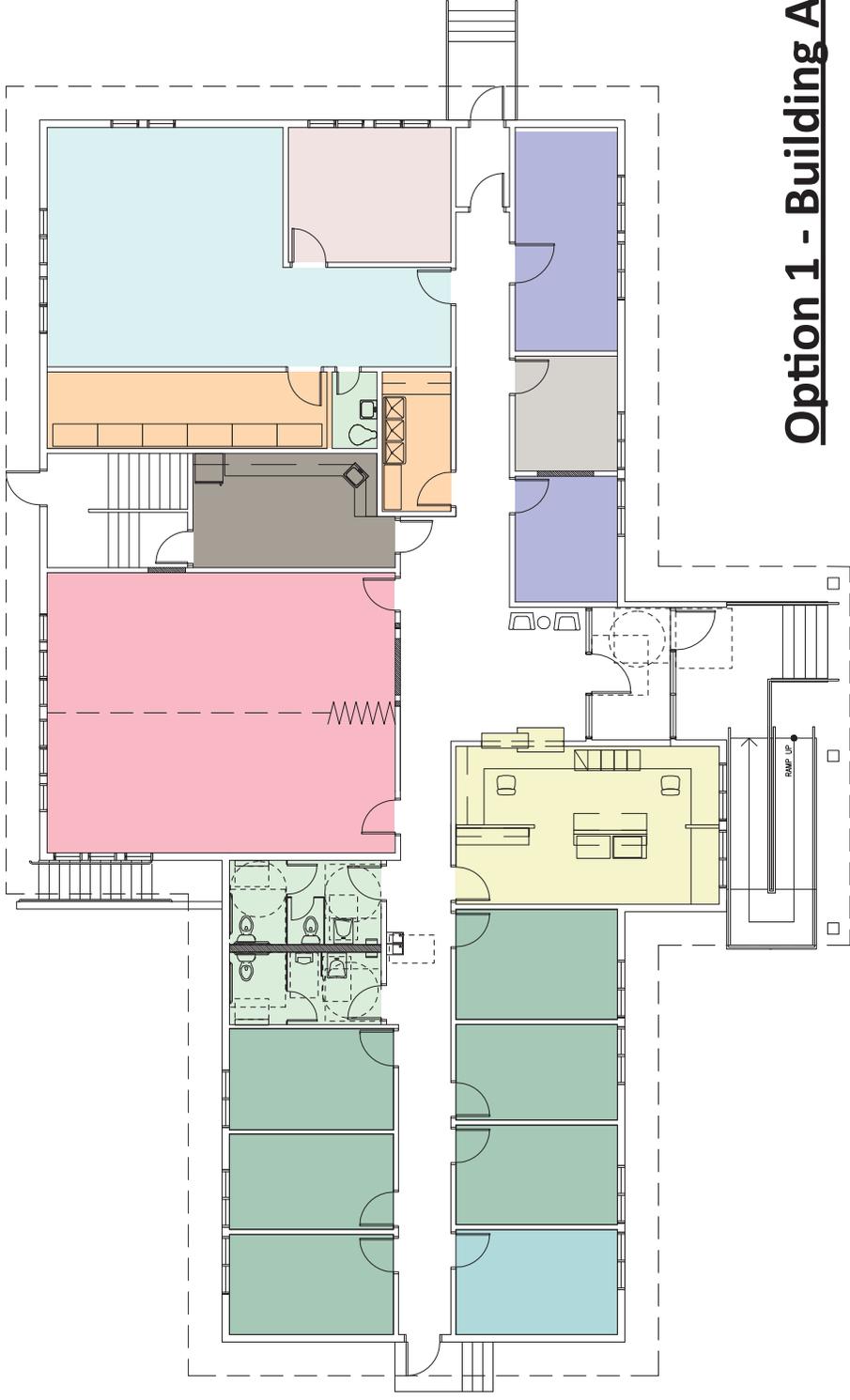
2,350 sq.ft. Building @ \$150 PSF = \$352,500
2,000 sq.ft. of Site Improvements @ \$15 PSF = \$30,000
3,465 sq.ft. New Addition @ \$400 PSF = \$1,386,000

Building B

Demolition Costs (with site grading and development)
per HMS, Inc., Cost Estimators = \$81,350

Total Option 3: \$1,849,850

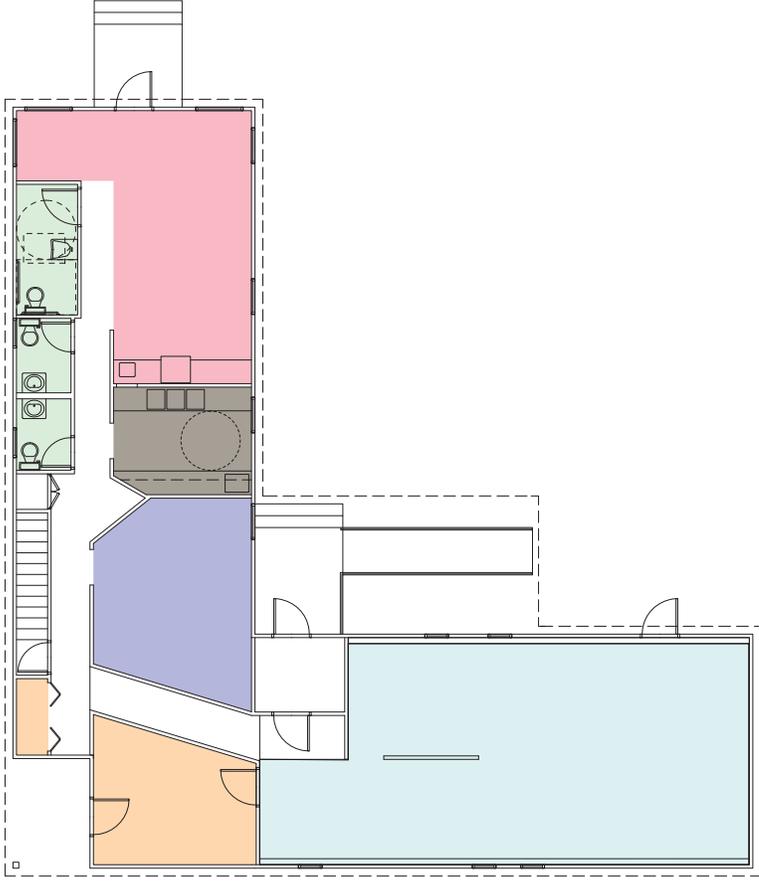
Appendices: Option 1



Option 1 - Building A

- | | | | |
|---|----------------|---|----------------------------|
|  | Reception |  | Equipment Loan Program |
|  | Administration |  | Conference/Assessment Room |
|  | FACES Program |  | Infant Learning Program |
|  | Play Room |  | Intake |
|  | Restrooms |  | Treatment Room |
|  | Kitchen | | |

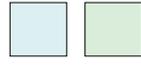




Option 1 - Building B



Administration



Play/Nap Room



Restrooms



Storage



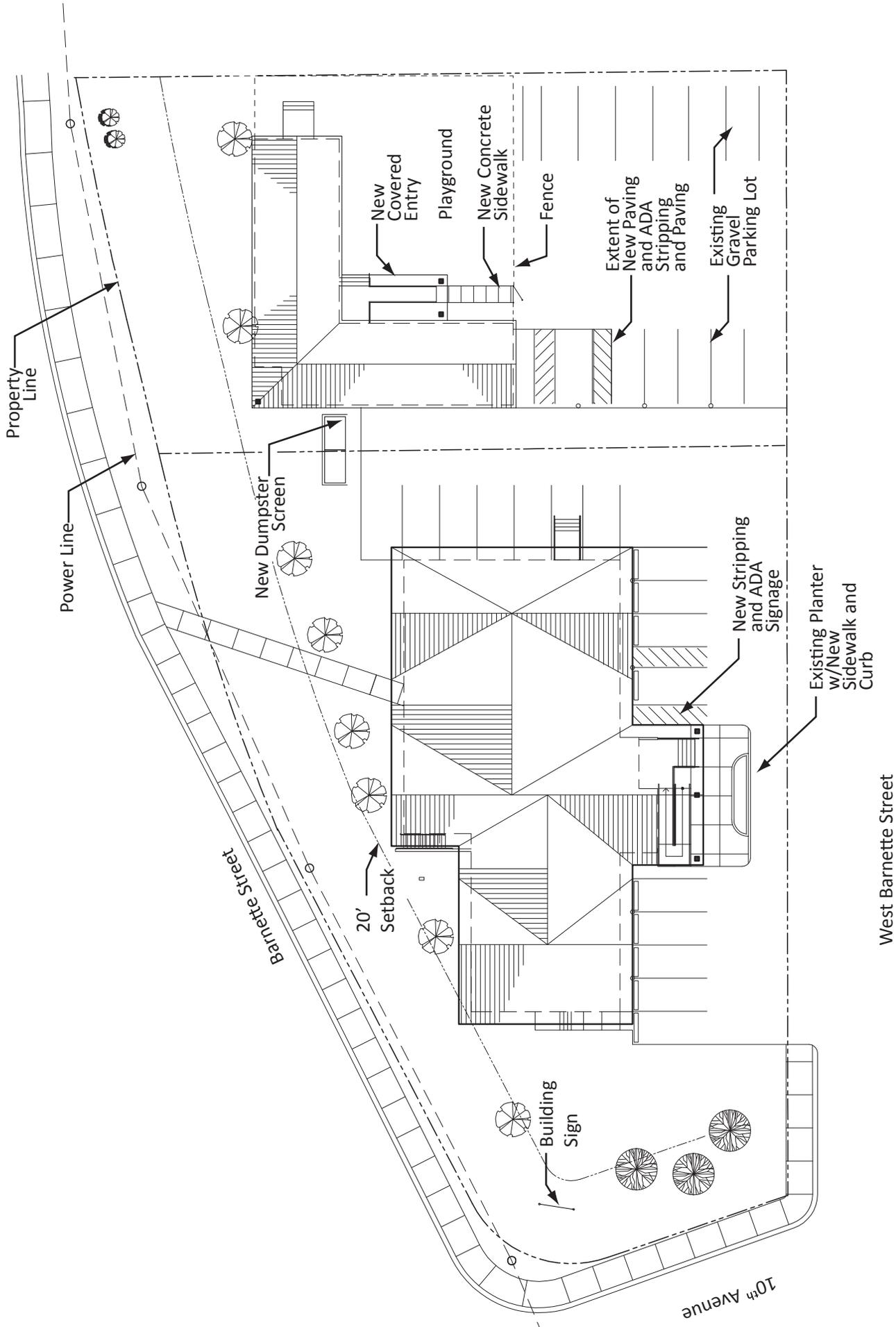
Multi-purpose Room



Kitchen



N



Option 1 Recommended Site Upgrades



West Barnette Street

10th Avenue

Barnette Street

Property Line

Power Line

New Dumpster Screen

20' Setback

Building Sign

New Stripping and ADA Signage

Existing Planter w/New Sidewalk and Curb

New Covered Entry

Playground

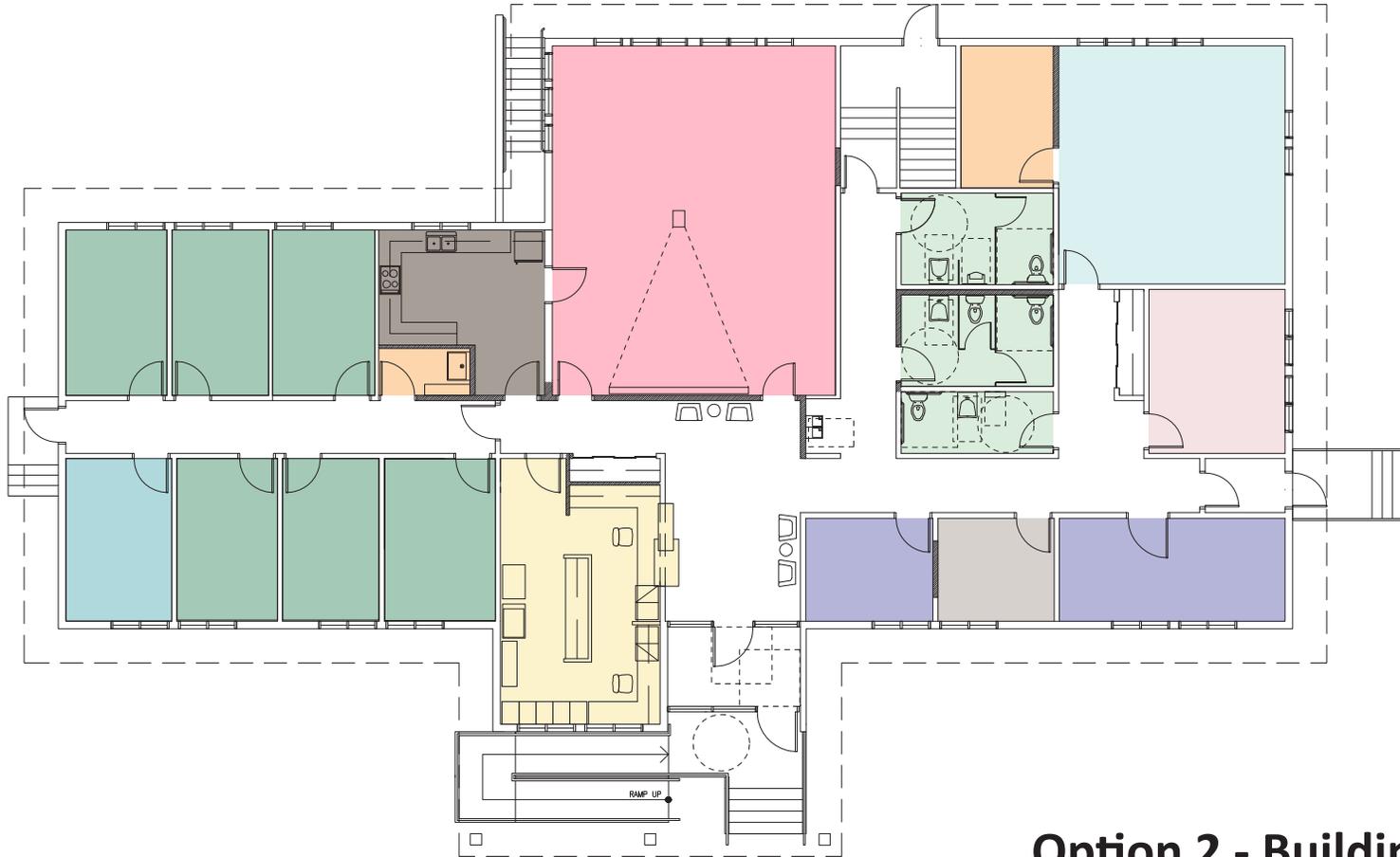
New Concrete Sidewalk

Fence

Extent of New Paving and ADA Stripping and Paving

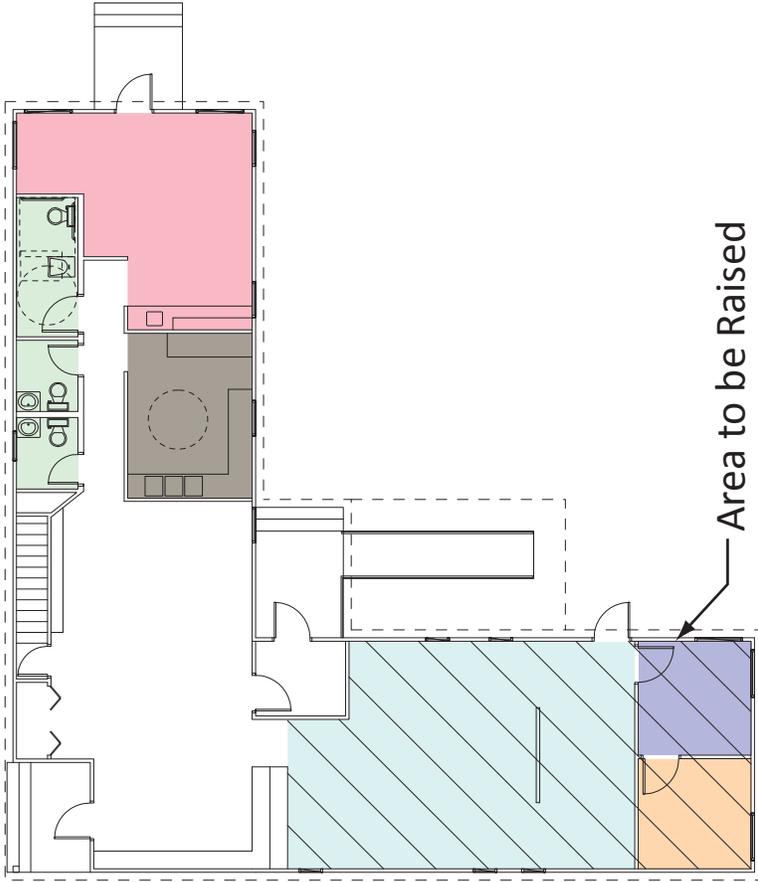
Existing Grave Parking Lot

Appendices: Option 2



Option 2 - Building A

- | | | | |
|---|----------------|---|----------------------------|
|  | Reception |  | Equipment Loan Program |
|  | Administration |  | Conference/Assessment Room |
|  | Faces Program |  | Infant Learning Program |
|  | Play Room |  | Intake |
|  | Restrooms |  | Treatment Room |
|  | Kitchen | | |

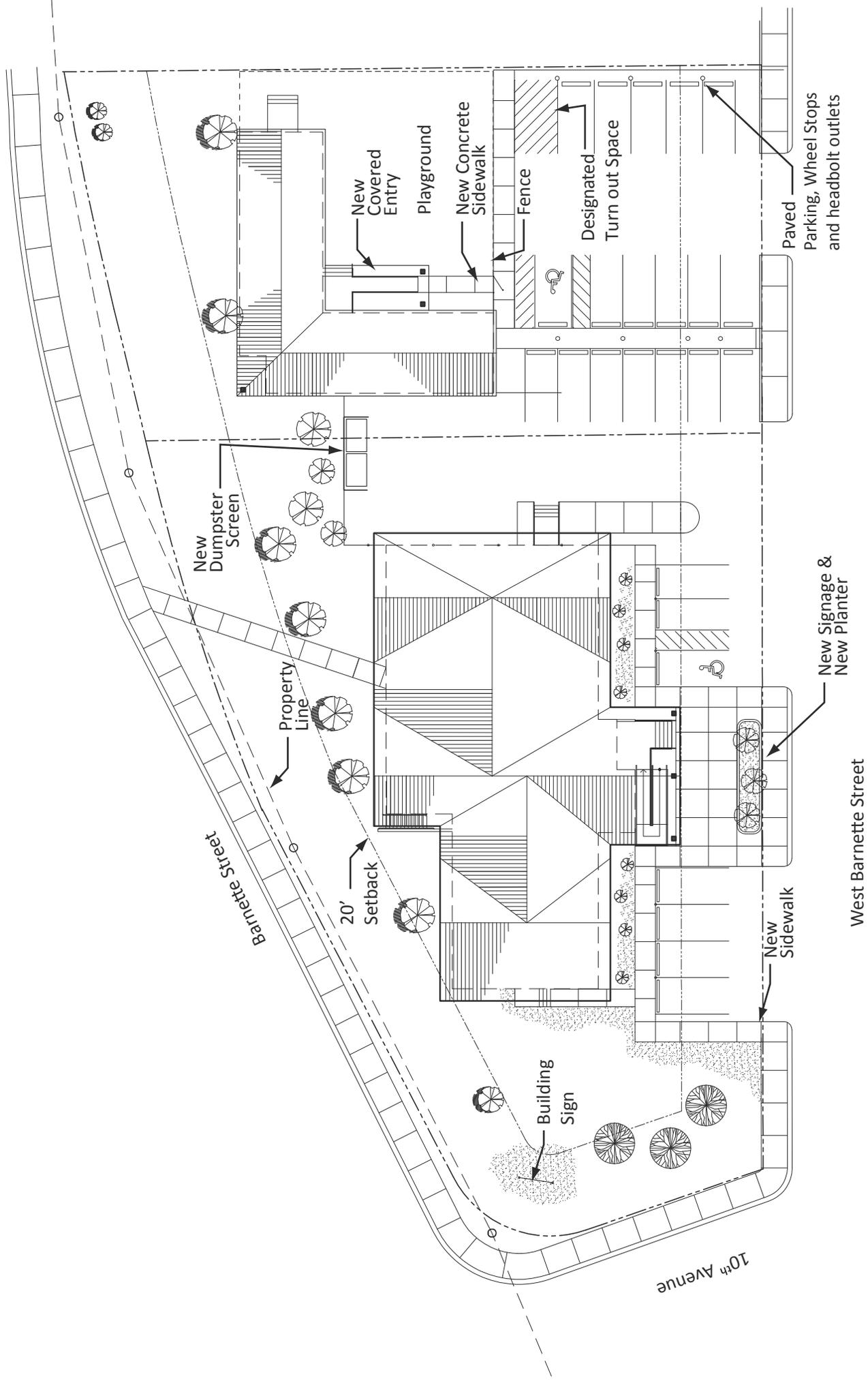


Area to be Raised

Option 2 - Building B

- | | | | |
|---|----------------|---|--------------------|
|  | Administration |  | Storage |
|  | Play/Nap Room |  | Multi-purpose Room |
|  | Restrooms |  | Kitchen |

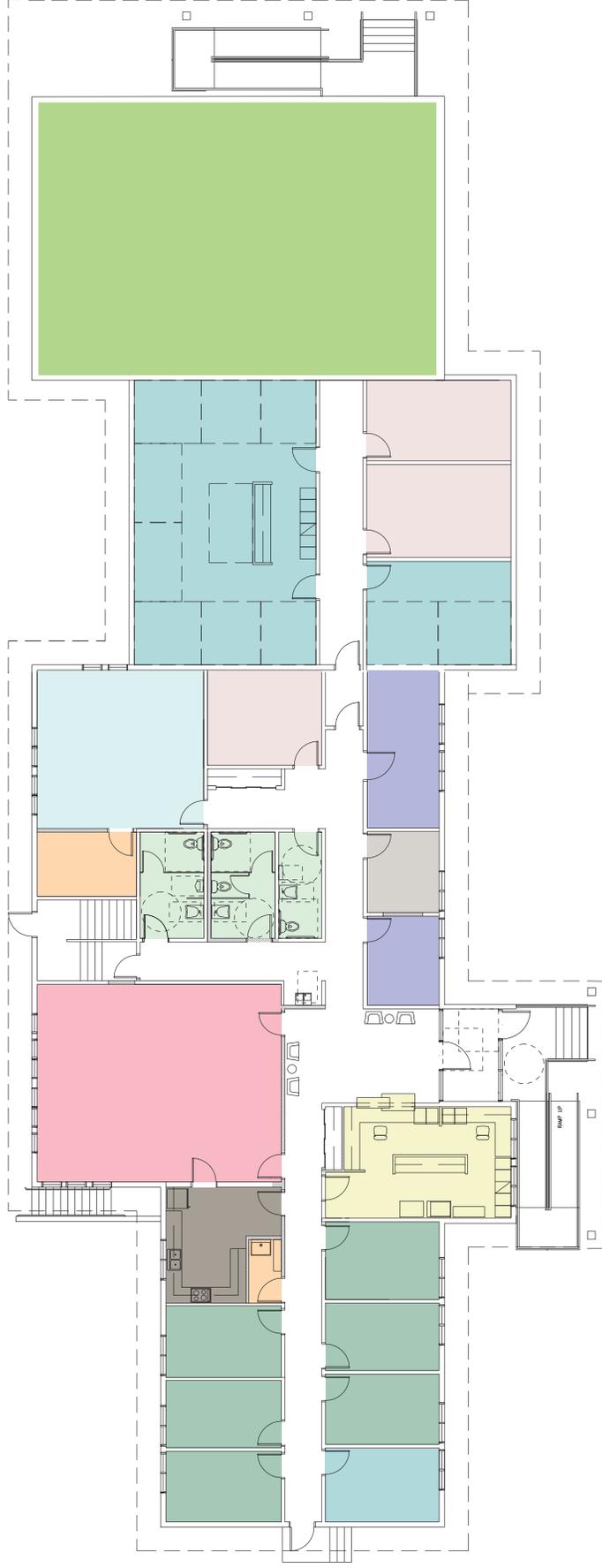




Option 2 Recommended Site Upgrades

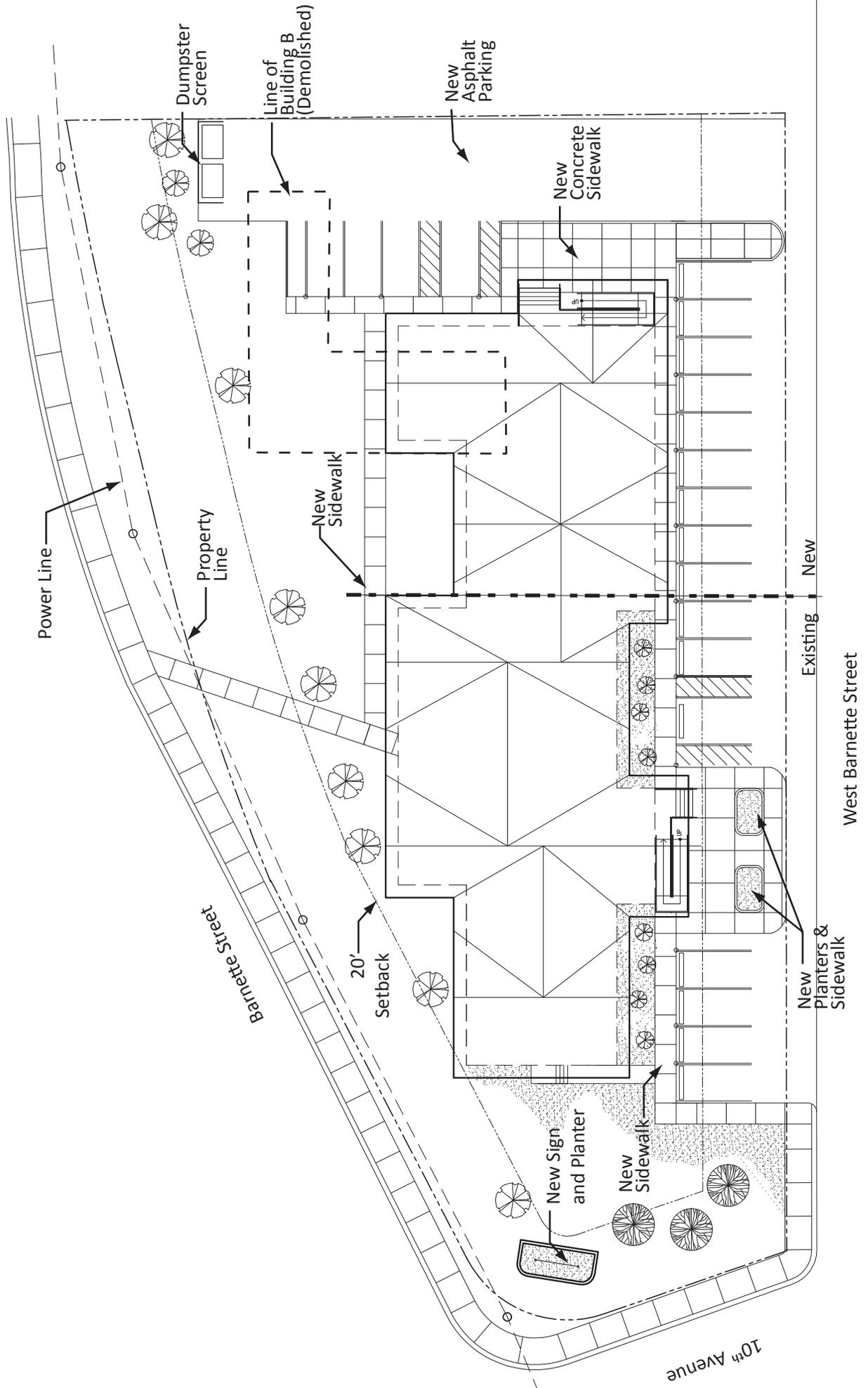


Appendices: Option 3



Option 3 - Building A

- | | | | |
|---|----------------|---|----------------------------|
|  | Reception |  | Equipment Loan Program |
|  | Administration |  | Conference/Assessment Room |
|  | Faces Program |  | Infant Learning Program |
|  | Play Room |  | Intake |
|  | Restrooms |  | Treatment Room |
|  | Kitchen |  | Leasable Space |



Option 3 Renovation and Addition



ALASKA CENTER FOR CHILDREN & ADULTS

Concept Design

Fairbanks, Alaska

June 30, 2010



BETTISWORTH NORTH
ARCHITECTS AND PLANNERS

212 FRONT STREET FAIRBANKS, ALASKA 99701
PHONE ☎ (907) 481-8710 FAX ☎ (907) 481-8822
2800 DENALI STREET SUITE 20 ANCHORAGE, ALASKA 99503
PHONE ☎ (907) 251-2750 FAX ☎ (907) 251-2710

WWW.BETTISWORTHNORTH.COM

ACKNOWLEDGEMENTS:

Client

Alaska Center for Children and Adults
Susan Kessler, Executive Director
1020 Barnette Street
Fairbanks, AK 99701
Phone: (907) 456-4003, Fax: (907) 456-6124

Contracting Agency

Foraker Group
Chris Kowalczewski, Pre-Development Program Manager
161 Klewin Street, Suite 101
Anchorage, AK 99508
Phone: (907) 743-1200, Fax: (907) 276-5014

Consultants

Architectural

Bettisworth North Architects and Planners Inc.
Tracy Vanairdale, AIA, LEED AP, Principal, and Alexander Bettisworth, Associate AIA
212 Front Street
Fairbanks, AK 99701
Phone: (907) 456-5780, Fax: (907) 451-8522

Structural, Mechanical and Electrical Engineering

PDC Inc. Engineers
Structural: Jim Loftus, P.E.
Mechanical: Aaron Sirois, P.E.
Electrical: Maxwell Hobson, P.E.
1028 Aurora Drive
Fairbanks, AK 99709
Phone: (907) 452-1414, Fax: (907) 456-2707

Cost Estimating

HMS Inc.
Ehsan Mughal, Principal Estimator
4103 Minnesota Drive
Anchorage, AK 99503
Phone: (907) 561-1653, Fax: (907) 562-0420

Introduction

Bettisworth North was asked by Foraker Group to complete a Conditions Survey for the existing facilities owned and occupied by the Alaska Center for Children and Adults (ACCA). The report included a thorough evaluation of ACCA's existing program, and the potential for future growth opportunities, along with the physical condition of the property. Options for renovation and expansion were identified and a preferred concept was selected. This selected option includes the demolition of an existing 2,000 square foot building on the site, a remodel of the existing 6,200 square foot ACCA facility, and a 5,400 square foot addition.

Remodel and expansion of the existing 21 year old facility will enable ACCA to meet the needs of its clients more effectively and ensure the facility's longevity. The expanded facility, with the necessary upgrades to the existing facility, can be used to expand their existing programs and services. The result will be a facility and an agency that is better able to provide service to the community of Fairbanks and the interior of Alaska.

This renovation and addition would serve to reassign space within the ACCA facility and provide additional space for staff and programs to expand. The renovation and addition will provide a clear delineation of space between the public and professional areas, allowing for a better work experience due to a more open floor plan. The delineation of public and professional spaces will also help in ACCA's goals of community outreach, allowing other programs in the community to use the facilities on an afterhour's basis.

Site Improvements

Site improvements will include new code compliant covered entry ramp and stairs, expanded and improved accessible parking stalls. New sidewalks, parking and landscaping will be provided to improve the entry experience into the facility. Existing dumpsters will be relocated and provided required screen per Fairbanks Landscape ordinance.

New clear and visible building signage will be provided to improve way finding.

The parking count is established by the Title 18.5 code of ordinance and requires one parking spot for every 200 square feet of office space. The facility is required to provide 21 parking stalls. Twenty-five (25) are provided, three are accessible.

Architectural

Renovations to the existing ACCA facility will include: new metal roofing, new siding and exterior trim, and replacement windows. Interior finishes will remain unless affected by renovation work, with the exception of new paint throughout facility and new lighting.

The building system will be strip or spread footings, with 8-inch concrete foundation walls with 4 inches of rigid insulation adhered to the exterior and fully water proofed making up the basement level. Exterior walls will be cementitious panel and plank siding, R-10 rigid insulation, air barrier, 5/8-inch sheathing, 2x6 framing, R-21 batt insulation, vapor retarder, R-7 rigid insulation, and 5/8-inch gypsum wall board, for a combined R-value of 38. The roof will be framed with wood trusses to match existing slope. Fiberglass batt will be used to provide R-49 in the attic space.

Code Data

Occupant Load: Based upon Table 1004.1.1

First Floor

Business Areas (Offices) = 4,200 sf / 100 sf per occupant = 42 occupants

Group A Conference Rooms = 2,140sf / 15 sf per occupant = 142 occupants

Basement

Group S Accessory Storage/Mech = 3,160 sf / 300 sf per occupant = 10 occupants

Total: 194 Occupants

Plumbing Fixtures: The State of Alaska has adopted the 1997 Uniform Building Code to establish plumbing fixture counts. To calculate the required number of fixtures, we utilized the occupancy Table A-29-A.

First Floor - Group B Offices = 6,300 sf / 200 sf per occupant = 32 occupants

Basement - Group S Accessory Storage/Mech = 3,160 sf / 5,000 sf per occupant = 1 occupant

Total: 65 Occupants

For a building of our occupant load, of 1997 UBC requires that (4) water closets for are required for B occupancies for each men and women = (8) total. One men's toilet can be replaced with a urinal if desired. One lavatory sink is required per 2 toilets. One children's toilet is also provided.

Exiting: Per IBC 1019, A total of (2) exits are required and 5 exist are provided in the building. There are no rated corridors currently in the facility.

Structural

The structural scope of work for the Alaska Center for Children and Adults will be to add on to the south end of the existing structure in a way that minimizes the impact on the existing facility. The addition will possibly be a completely separate structure in terms of its gravity and lateral force resisting systems, although there are some considerations that make tying them together a favorable option. This is discussed further below. The controlling Codes will be the 2006 IBC and by reference then the ASCE 7-05 for structural loads. The roof design loads will be 50 PSF for snow and the floor will be 100 PSF for the Lobby and 50 PSF for the offices and classrooms.

Gravity Load Systems

The existing building is framed with wood and the new addition will most likely be also. The floor framing will span from the perimeter foundation walls to interior beams and columns. The joists will probably span in the north/south direction and will be topped with plywood sheathing.

The only exception to the wood framing concept is for the exterior ramps and stairs. Those will most likely be cast in place concrete.

The roof will be constructed utilizing prefabricated metal plate connected sawn lumber trusses. There will also be some over-framing, utilizing sawn lumber, where the new roof connects to the existing. The roof structure will be somewhat unique given the existing geometry, but not so much so that it should be a cause for concern about cost.

Lateral Force Systems

As discussed above, the new and old structures could be designed to act separately under lateral loads, or they could be tied together. The reason for tying them together is because of the difficulty in keeping the roof separate. The reason for separating them is that the lateral force resisting system of the existing building will potentially be impacted by this new addition. If so, work in that area may be required, and that adds cost.

In either case, the lateral forces due to wind and seismic events will be carried by plywood shear walls. It will be desirable to put them on the outside walls as that makes the diaphragm connections much easier. Internal shear walls are possible as well. They will be selected if there are not enough solid wall segments on the perimeter. The number of windows and their size will significantly impact that design feature.

Foundation

This addition will have a partial basement under most of it for storage and the rest will have a crawl space. The walls of the basement and the perimeter of the crawl space will be constructed either with concrete block or with one of the newer insulated concrete form systems, which provide a superior performance at a reasonable cost. Strip footings will be cast under the block walls and spread footings will be built under the interior columns. The floor of the basement will be a 4-inch concrete slab.

The subsurface conditions will dictate that it will be necessary to excavate down to good bearing soils, such as sands and/or gravels. That is expected to be in the range of one to two feet below the basement floor.

Mechanical

Project Description

The existing ACCA building is undersized in work space, storage space, and space to receive visitors. The existing portions of the building will be renovated and additional space will be added to satisfy current and future expansion needs. One of the major problems with the facility is poor indoor air quality and no way to cool the spaces during the summer months. Additionally, the overall building needs improvements to become more energy efficient.

The facility will be designed to comply with current building codes.

Key Codes and Standards

Mechanical Design Criteria:

Fairbanks, Alaska

Location: 64 degrees 82' N Lat., 147 degrees 87' W Long

Elevation: 436 feet above sea level

Winter Design Temp.: -47 degrees F. DB

Summer Design Temp.: 80 degrees F. DB

Indoor Design Temp.: 68 degrees F. DB (unoccupied)

Indoor Design Temp.: 72 degrees F. DB (occupied)

Annual Heating Degree Days: 14,500 Deg. F Day

ASHRAE - Applicable guides and standards

Fans shall be listed by Underwriters Laboratories (UL 705).

Fire protection shall be governed by the current version of UFC.

Fuel systems shall be installed per current edition of NFPA 30.

Galvanized Steel Ducts: ASTM A525 and ASTM A527.

Mechanical systems shall be installed per current edition of IMC.

Uniform Plumbing Code for all plumbing related systems.

General Design Features

The mechanical system in existing facility does not meet the needs of the tenants, specifically in hot summer months. The existing air handling unit will be demolished and the space it currently occupies will be converted into storage space. A new air handler with a cooling system will be installed to provide improved indoor air quality, tighter space temperature control, and improved air flow throughout the building. The existing heating system will be used to the extent possible and will need to be brought up to current building codes. Additional heating capacity will be provided with an efficient fuel oil boiler. Plumbing systems will be modified to meet current building codes including ADA compliant bathrooms. New plumbing will be added as required.

Fire Protection

Fire protection will be provided in accordance with NFPA 13. A new fire suppression system will be installed to protect both existing and new portions of the building.

Plumbing

Demolition: Existing toilets and associated piping will be demolished.

New Work: New toilets will be installed per plans. New work includes under-slab piping, cold water, and hot water.

Heating and Cooling

Demolition: Existing fuel oil boiler will be modified to meet current codes.

New Work: Additional heating capacity will be needed for the new spaces and ventilation load. An efficient fuel oil boiler will provide the needed capacity. A condensing unit will be provided to cool the spaces.

A new day tank will be installed to feed the new boiler and will be connected to the existing fuel storage tank to remain.

Ventilation

Demolition: Existing air handler and ductwork will be completely demolished.

New Work: An air handler with additional capacity will be installed to ventilate both renovated and new spaces. Variable Air Volume (VAV) ventilation will be used to match the space heating and cooling loads to the specific conditions. A Direct Expansion (DX) cooling coil will be installed in the unit to provide cooling in hot summer months.

Controls

Demolition: Existing pneumatic control system will be completely demolished.

New Work: A Direct Digital Control (DDC) system will be installed. The DDC system will provide tighter control over the spaces and reduce energy consumption and maintenance costs associated with the control system.

Electrical

The electrical scope of work for the Alaska Center for Children and Adults (ACCA) located at 1020 Barnette Street will involve replacement of existing equipment with, and installation of new, electrical service, distribution, energy efficient lighting and controls, installation of communication raceway, and new fire alarm system.

The electrical design conforms to the Americans with Disabilities Act. This will include device mounting heights and locations and visual fire annunciators.

All work shall comply with NFPA 70, National Electrical Code (NEC) 2008 Edition; NECA 1, Standard Practices for good workmanship in electrical contracting; and National Electrical Safety Code, Latest Edition.

Electrical Service

The existing electrical service on the east side of the ACCA building is functionally obsolete and needs to be replaced. In addition, the feeders to the panel boards do not include desired equipment grounding conductors. We recommend a new 400 amp 240/120 volt single phase service and disconnect located on the new ACCA addition with a fused Distribution Panel (DP) located in an interior electrical room. The DP will provide power for panel boards in the new addition, and will resupply the existing panel boards through two new feeders that replace the existing service equipment.

Head Bolt Receptacle Exterior

Exterior receptacles will be new GFCI non-feed-through type duplex receptacles with in-use type covers, and will replace existing non-GFCI receptacles.

Lighting

Interior lighting will be predominately T-8 fluorescent switched with occupancy sensors and timed controls where appropriate. There is no emergency system, so emergency egress lighting will consist of unit-type battery backed lighting units and exit signs. Exterior lighting will be controlled with photoelectric and timed controls where appropriate. Exterior large area lighting operated continuously through darkness periods will be with High Pressure Sodium fixtures. Lighting for walkways and doorways will be Light Emitting Diode type; particularly if these fixtures are switched frequently. Incandescent fixtures will not be used for general lighting unless deemed necessary or required by the users. Interior lighting levels shall be designed as follows:

Administration 50fc	Reception 30fc	Faces Program 50fc
Conference/Assessment Room 30fc	Equipment Loan Program 50fc	Infant Learning Program 50fc
Play Room 30fc	Restroom 20fc	Kitchen 30fc
Intake 50fc	Treatment Room 50fc	Leasable Space 50fc
Lobby 10fc	Corridor 10fc	Vestibule 5fc

Receptacles

Based on City of Fairbanks amendment, all non-GFCI receptacles located in areas accessible to children shall be replaced by GFCI non-feed-through type duplex receptacles, and new receptacles of the same type will be provided in the new addition. All rooms shall have a minimum of one duplex receptacle per wall and one double duplex receptacle near the communication outlets. Other dual type designated rooms shall have a minimum of one duplex receptacle every 8 feet and additional duplex receptacles for computer desk locations.

Each kitchen GFCI non-feed-through type duplex receptacle will be a dedicated circuit.

Electrical and signaling system wiring will be in metallic raceway system concealed in the walls, except in utility areas where the raceways will be exposed.

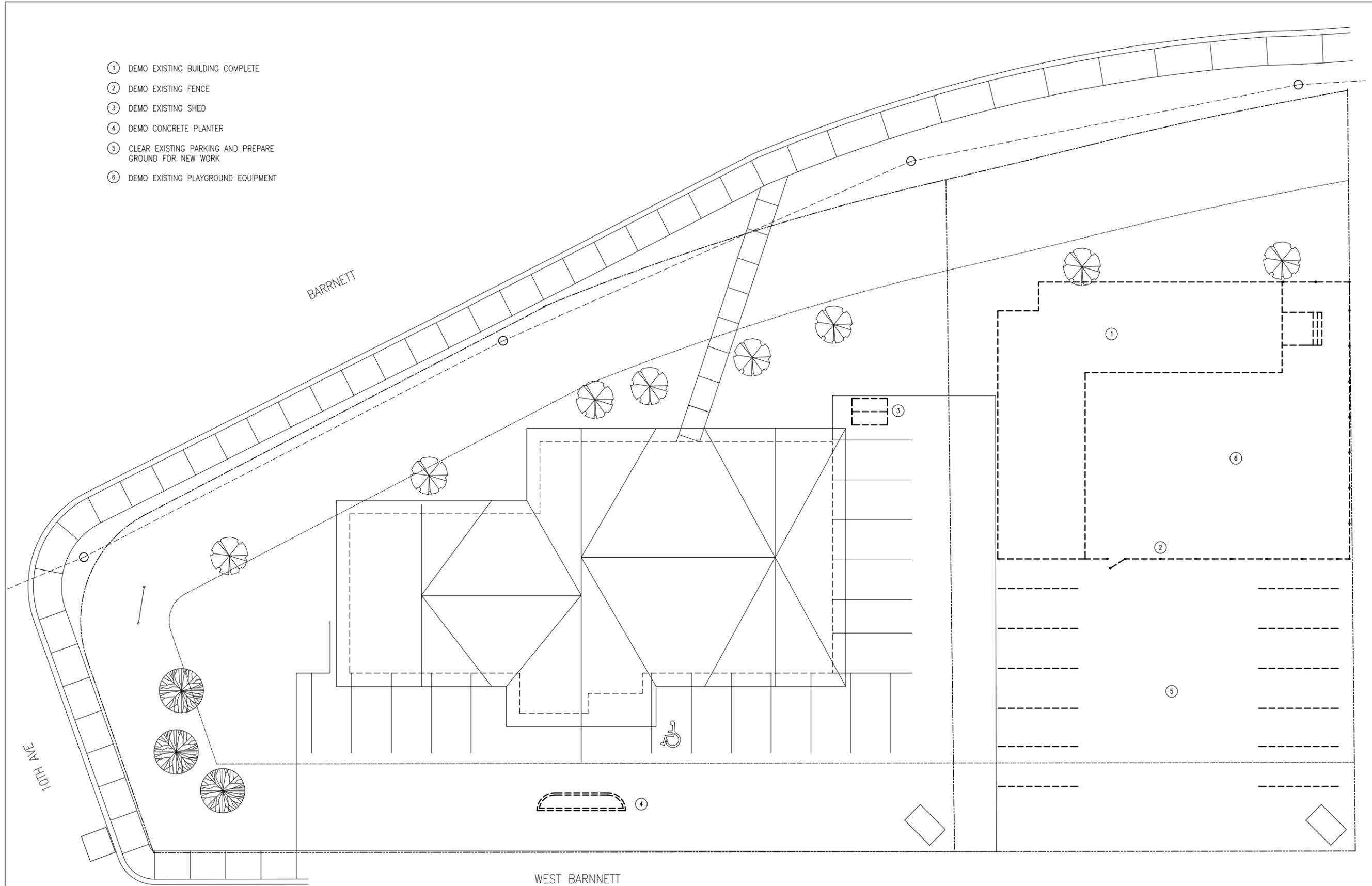
Fire Alarm System

A new addressable-type fire alarm system will be included with the new addition. It is likely the Authority Having Jurisdiction (City of Fairbanks) will require the system to be expanded into the existing portion of the facility and include a connection to the Fire Department. In addition to fire and smoke detection, the new system will include CO monitoring where required by code.

Telecom/Data

ACCA now contracts with outside vendors for telecom and data services. The new addition will be supported from an existing telecom backboard in the basement of the existing building. A new raceway-only system will extend from the backboard to outlets in the new addition. It is expected that ACCA will make all arrangements to have the vendors for telecom and data services install wiring, equipment, and outlet devices and plates outside of the project.

- ① DEMO EXISTING BUILDING COMPLETE
- ② DEMO EXISTING FENCE
- ③ DEMO EXISTING SHED
- ④ DEMO CONCRETE PLANTER
- ⑤ CLEAR EXISTING PARKING AND PREPARE GROUND FOR NEW WORK
- ⑥ DEMO EXISTING PLAYGROUND EQUIPMENT



1
AC100

DEMO SITE PLAN

3/32" = 1'-0"



CONSULTANT:

CURRENT PHASE
PROJECT NO. 06-102
SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

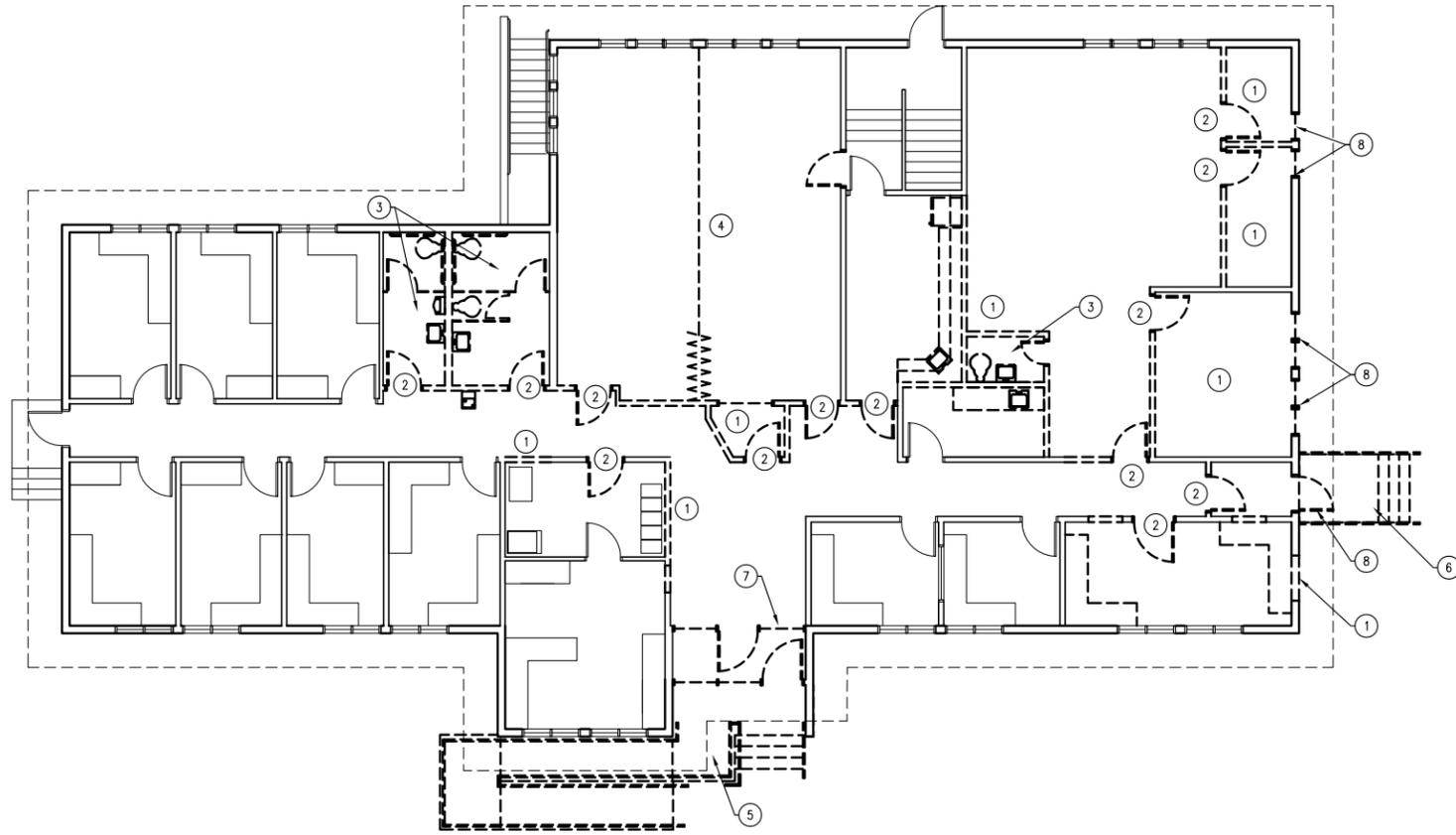
BASEMENT PLAN
AC100

ALASKA CENTER FOR CHILDREN AND ADULTS
ARCHITECTS AND PLANNERS
BETTISWORTH NORTH

FORACRE GROUP
PRE-DEVELOPMENT PROGRAM
FAIRBANKS, AK

2600 DENALI STREET SUITE 710 ANCHORAGE, ALASKA 99503 (907) 561-5780
212 FRONT STREET FAIRBANKS, ALASKA 99701 (907) 456-5780
WWW.BETTISWORTHNORTH.COM

PRINT PLOTTED FILE
6/20/2010 8:17 AM



DEMO SHEET NOTES

- ① DEMO WALLS COMPLETE, PREP FOR NEW WORK.
- ② SALVAGE DOORS FOR REUSE
- ③ DEMO TOILET COMPLETE, PREP FOR NEW WORK
- ④ DEMO MOVABLE PARTITION COMPLETE, PREP FOR NEW WORK
- ⑤ DEMO COMCRETE STAIR AND RAMP COMPLETE, PREP FOR NEW WORK.
- ⑥ DEMO COMPOSITE WOOD STAIR COMPLETE, PREP FOR NEW WORK.
- ⑦ DEMO STORE FRONT WINDOWS AND DOOR
- ⑧ DEMO EXTERIOR WINDOW, PREP FOR NEW WORK
- ⑨ DEMO EXTERIOR DOOR, PREP FOR NEW WORK

1
D101 **FIRST FLOOR DEMO PLAN**
1/16"=1'-0"



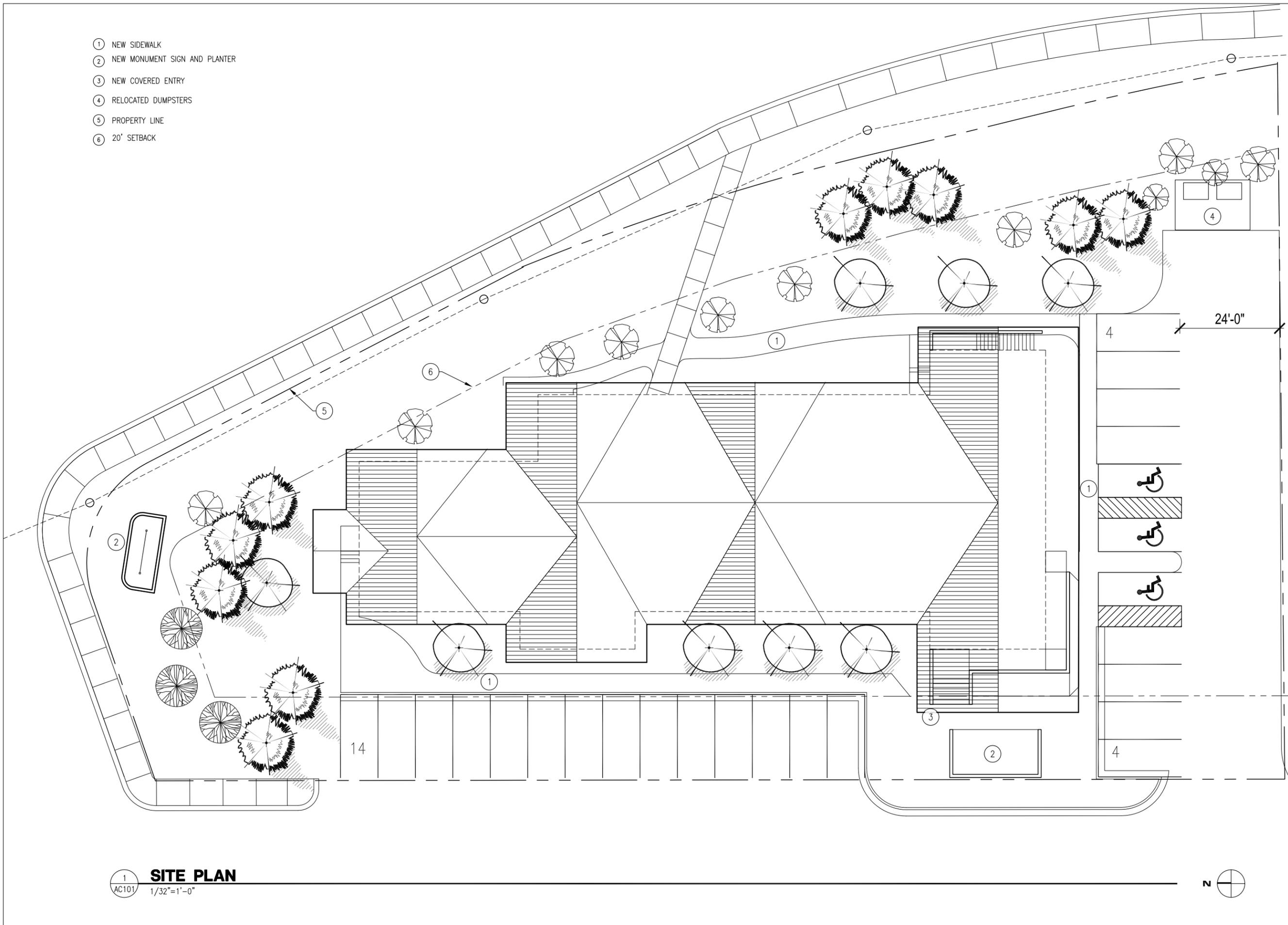
CONSULTANT:

CURRENT PHASE
PROJECT NO. 06-102
SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

**FIRST FLOOR
DEMO PLAN
D101**

- ① NEW SIDEWALK
- ② NEW MONUMENT SIGN AND PLANTER
- ③ NEW COVERED ENTRY
- ④ RELOCATED DUMPSTERS
- ⑤ PROPERTY LINE
- ⑥ 20' SETBACK



1 **SITE PLAN**
AC101 1/32"=1'-0"

ALASKA CENTER FOR CHILDREN AND ADULTS
CONDITIONS SURVEY

FORACRE GROUP
PRE-DEVELOPMENT PROGRAM
FAIRBANKS, AK

CONSULTANT:

CURRENT PHASE
PROJECT NO. 08-102
SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

SITE PLAN
AC101

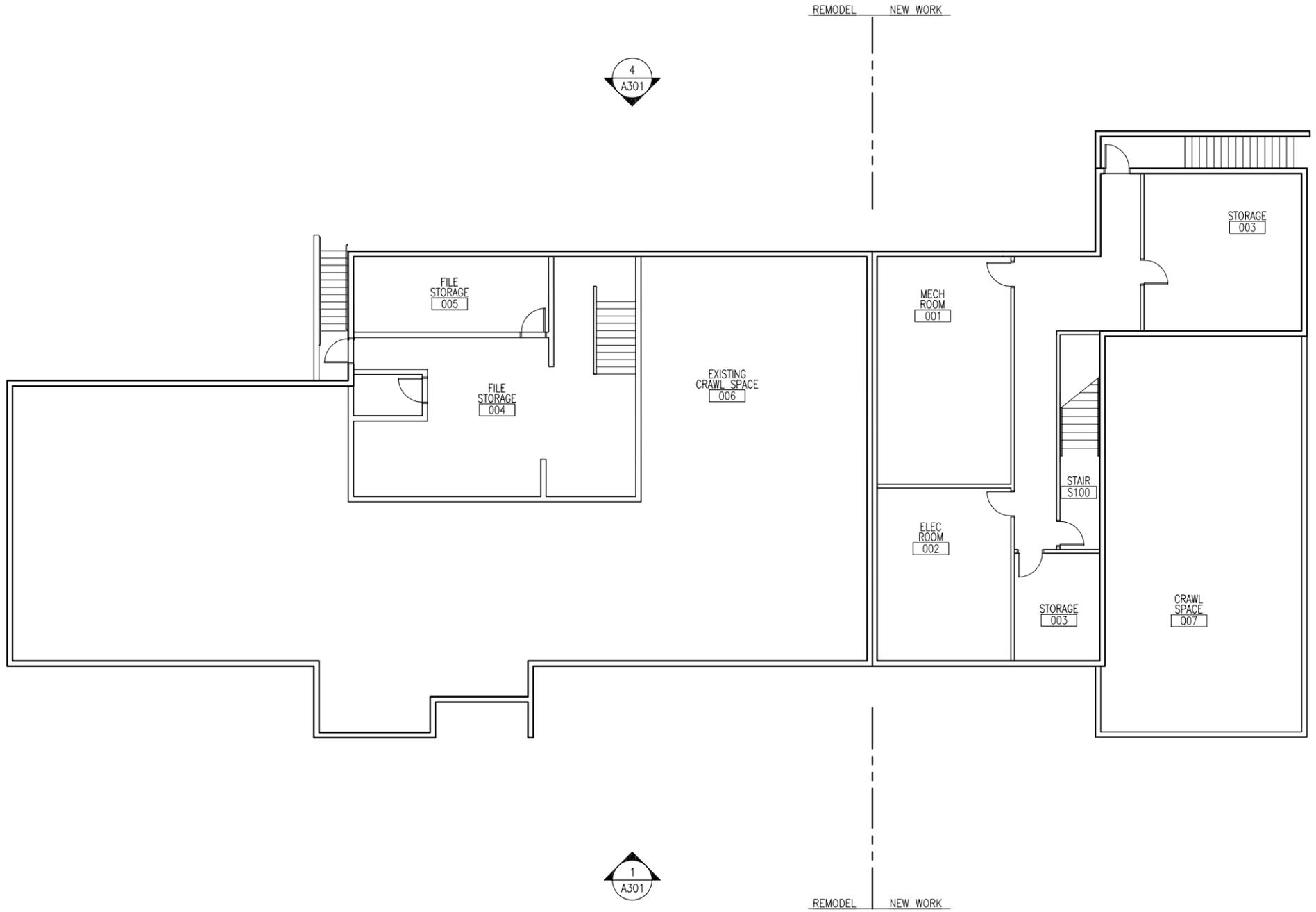
1
A100

BASEMENT PLAN

1/16"=1'-0"



2
A301



4
A301

3
A301

1
A301

ALASKA CENTER FOR CHILDREN AND ADULTS CONDITIONS SURVEY

FORACRE GROUP
PRE-DEVELOPMENT PROGRAM
FAIRBANKS, AK

CONSULTANT:

CURRENT PHASE
 PROJECT NO. 06-102
 SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

BASEMENT
PLAN
A100

1
A101

FIRST FLOOR PLAN

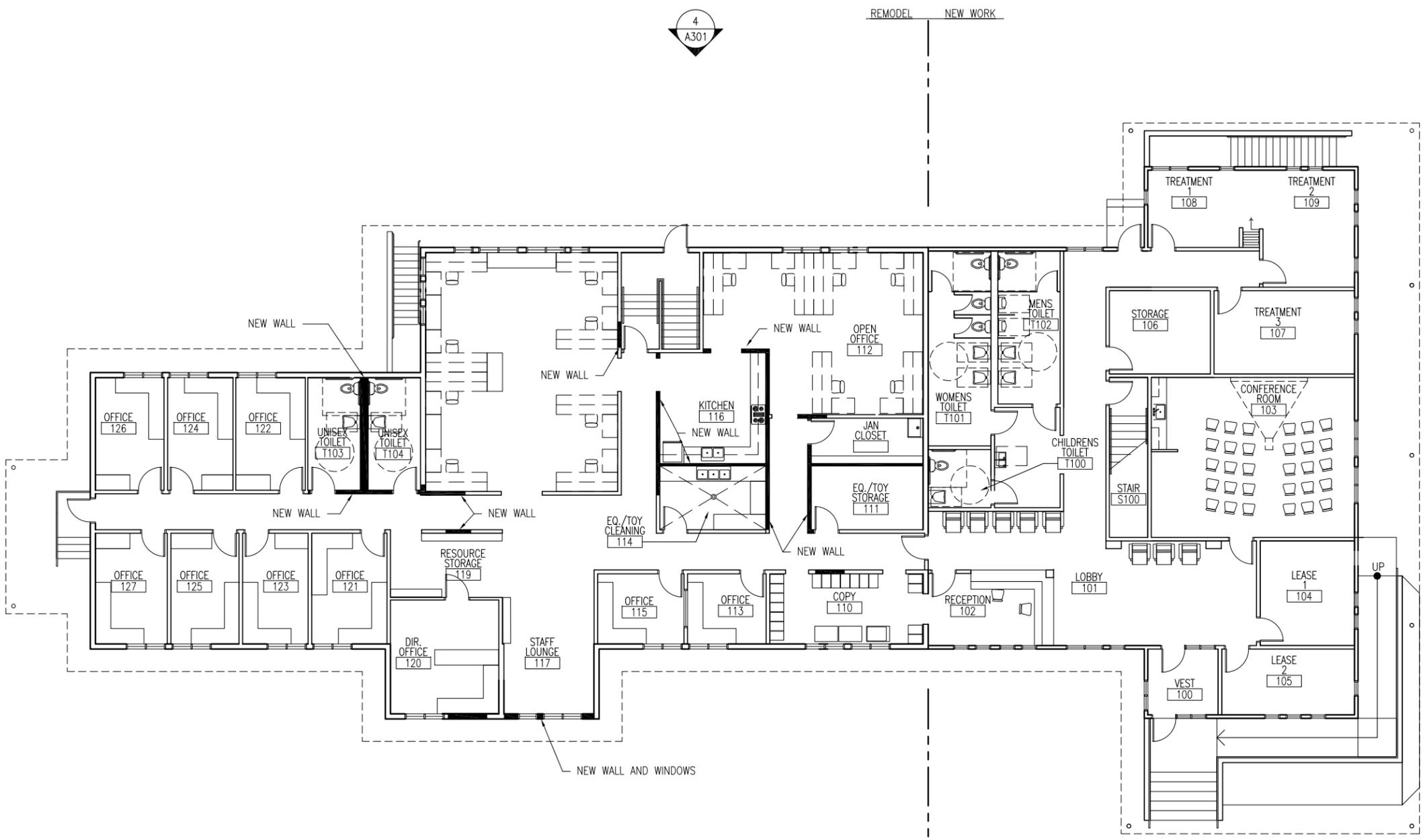
1/16"=1'-0"

2
A301

4
A301

1
A301

3
A301



ALASKA CENTER FOR CHILDREN AND ADULTS CONDITIONS SURVEY

FORACRE GROUP
PRE-DEVELOPMENT PROGRAM

FAIRBANKS, AK

CONSULTANT:

CURRENT PHASE

PROJECT NO. 06-102

SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

FIRST FLOOR
PLAN

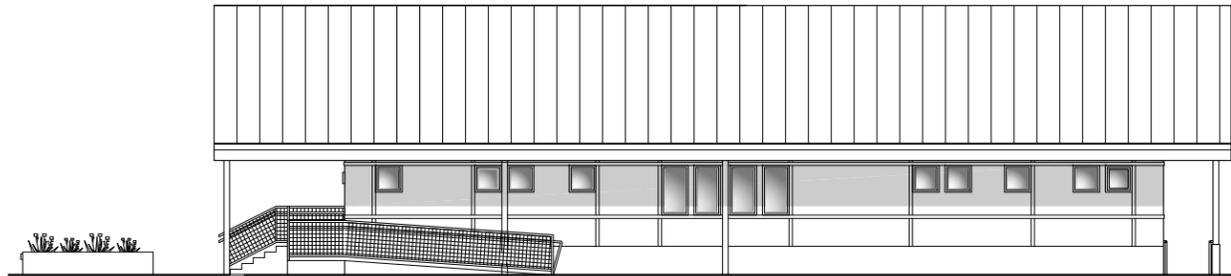
A101



1
A301 WEST ELEVATIONS
1/16"=1'-0"



2
A301 NORTH ELEVATIONS
1/16"=1'-0"



3
A301 SOUTH ELEVATIONS
1/16"=1'-0"



4
A301 EAST ELEVATIONS
1/16"=1'-0"

ALASKA CENTER FOR CHILDREN AND ADULTS
 ARCHITECTS AND PLANNERS
BETTISWORTH NORTH
 ARCHITECTS AND PLANNERS

CONDITIONS SURVEY
 FORACRE GROUP
 PRE-DEVELOPMENT PROGRAM
 FAIRBANKS, AK

CONSULTANT:

CURRENT PHASE
 PROJECT NO. 08-102
 SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

EXTERIOR ELEVATIONS
A301

2600 DENALI STREET SUITE 710 ANCHORAGE, ALASKA 99503 (907) 561-5780
 212 FRONT STREET FAIRBANKS, ALASKA 99701 (907) 456-5780
 WWW.BETTISWORTHNORTH.COM



1 **RENDERING FROM SOUTH WEST**
A302 NTS



2 **RENDERING FROM SOUTH WEST**
A302 NTS

ALASKA CENTER FOR CHILDREN AND ADULTS BETTISWORTH NORTH
ARCHITECTS AND PLANNERS

CONDITIONS SURVEY

FORACRE GROUP
PRE-DEVELOPMENT PROGRAM

FAIRBANKS, AK

CONSULTANT:

CURRENT PHASE
PROJECT NO. 06-102
SUBMITTAL DATE 02 NOVEMBER 2009

REVISIONS:

EXTERIOR ELEVATIONS
A302

2600 DENALI STREET SUITE 710 ANCHORAGE, ALASKA 99503 (907) 561-5780
212 FRONT STREET FAIRBANKS, ALASKA 99701 (907) 456-5780
WWW.BETTISWORTHNORTH.COM



ACCA, INC.

FINANCIAL STATEMENTS WITH ACCOMPANYING INFORMATION

YEARS ENDED JUNE 30, 2010 and 2009

and

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

ACCA, INC.

FINANCIAL STATEMENTS WITH ACCOMPANYING INFORMATION

Years Ended June 30, 2010 and 2009

TABLE OF CONTENTS

	<u>Page</u>
Report of Independent Certified Public Accountants	1
Financial Statements	
Statement of Financial Position	4
Statement of Activities and Changes in Net Assets - 2010	6
Statement of Activities and Changes in Net Assets - 2009	7
Statement of Functional Expenses - 2010	8
Statement of Functional Expenses - 2009	9
Statement of Cash Flows	10
Notes to Financial Statements	13
Accompanying Information	
Accountants' Report on Information Accompanying the Basic Financial Statements	21
Schedule of Grant Revenue and Expenses - Budget and Actual	
Project TEACH - Infant Learning Program	22
Project TEACH - Infant Learning Program - Part C	23
Single Audit Information	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	27
Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with <i>State of Alaska Audit Guide and Compliance Supplement for State Single Audits</i>	29
Schedule of State Financial Assistance	31
Schedule of Findings and Questioned Costs	32

Report of Independent Certified Public Accountants

The Board of Directors
ACCA, Inc.

We have audited the accompanying statement of financial position of ACCA, Inc. (a nonprofit organization) as of June 30, 2010 and 2009, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the management of ACCA, Inc. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ACCA, Inc. as of June 30, 2010 and 2009, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 18, 2011, on our consideration of ACCA, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of ACCA, Inc. taken as a whole. The accompanying Schedule of State Financial Assistance is presented for purposes of additional analysis as required by the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Cook & Haugberg LLC

February 18, 2011

ACCA, INC.

STATEMENT OF FINANCIAL POSITION

June 30, 2010 and 2009

<u>ASSETS</u>	<u>2010</u>	<u>2009</u>
Current assets		
Unrestricted cash	\$ 336,170	\$ 225,345
Cash designated by board of directors	20,797	39,609
Accounts receivable, less allowance for doubtful accounts of \$8,656 in 2010 and \$7,500 in 2009	31,403	24,669
Grants receivable	58,965	37,556
Contributions receivable, less allowance for doubtful accounts of \$1,128 in 2010 and \$1,031 in 2009	28,415	27,071
Prepaid expenses	<u>25,133</u>	<u>12,109</u>
Total current assets	<u>500,883</u>	<u>366,359</u>
Non-current assets		
Investment in certificates of deposit	69,045	68,110
Cash restricted for facility improvements	<u>670,560</u>	<u>666,650</u>
Total non-current assets	<u>739,605</u>	<u>734,760</u>
Property and equipment, operating	724,911	716,650
Less accumulated depreciation	<u>(594,473)</u>	<u>(567,277)</u>
Property and equipment, operating (net)	<u>130,438</u>	<u>149,373</u>
Property and equipment, investment	169,234	169,234
Less accumulated depreciation	<u>(165,547)</u>	<u>(161,288)</u>
Property and equipment, investment (net)	<u>3,687</u>	<u>7,946</u>
Total property and equipment (net)	<u>134,125</u>	<u>157,319</u>
Total assets	<u>\$ 1,374,613</u>	<u>\$ 1,258,438</u>

The accompanying notes are an integral part of these financial statements.

<u>LIABILITIES AND NET ASSETS</u>	<u>2010</u>	<u>2009</u>
Current liabilities		
Accounts payable	\$ 4,907	\$ 473
Accrued payroll	67,470	
Payroll taxes and benefits payable	<u>63,622</u>	<u>47,526</u>
Total current liabilities	<u>135,999</u>	<u>47,999</u>
Net assets		
Unrestricted		
Designated	121,908	139,720
Undesignated		
Investment in fixed assets	134,125	157,319
Operating	<u>283,606</u>	<u>215,731</u>
Total unrestricted net assets	539,639	512,770
Temporarily restricted	<u>698,975</u>	<u>697,669</u>
Total net assets	<u>1,238,614</u>	<u>1,210,439</u>
Total liabilities and net assets	<u>\$ 1,374,613</u>	<u>\$ 1,258,438</u>

ACCA, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2010

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues and support, operating			
Grants from government agencies	\$ 997,437	\$	\$ 997,437
United Way	23,079	28,415	51,494
Other contributions	38,553		38,553
Program service fees	283,739		283,739
Rental income	22,853		22,853
Interest income	2,313	3,910	6,223
Other revenue	2,756		2,756
Net assets released from restrictions	<u>31,019</u>	<u>(31,019)</u>	
Total revenues and support, operating	<u>1,401,749</u>	<u>1,306</u>	<u>1,403,055</u>
Expenses			
Program services	1,272,296		1,272,296
Support services	<u>102,584</u>		<u>102,584</u>
Total expenses	<u>1,374,880</u>		<u>1,374,880</u>
Changes in net assets, operating	<u>26,869</u>	<u>1,306</u>	<u>28,175</u>
Net assets, beginning of year	<u>512,770</u>	<u>697,669</u>	<u>1,210,439</u>
Net assets, end of year	<u>\$ 539,639</u>	<u>\$ 698,975</u>	<u>\$1,238,614</u>

The accompanying notes are an integral part of these financial statements.

ACCA, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2009

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues and support, operating			
Grants from government agencies	\$ 783,019	\$	\$ 783,019
United Way	18,624	25,072	43,696
Special events	2,799		2,799
Other contributions	40,446	2,000	42,446
Program service fees	188,852	154,582	343,434
Rental income	22,678		22,678
Interest income	2,798	8,778	11,576
Other revenue	3,437		3,437
Net assets released from restrictions	<u>313,740</u>	<u>(313,740)</u>	
Total revenues and support, operating	<u>1,376,393</u>	<u>(123,308)</u>	<u>1,253,085</u>
Expenses			
Program services	1,162,946		1,162,946
Support services	<u>116,568</u>		<u>116,568</u>
Total expenses	<u>1,279,514</u>		<u>1,279,514</u>
Changes in net assets, operating	<u>96,879</u>	<u>(123,308)</u>	<u>(26,429)</u>
Net assets, beginning of year	<u>415,891</u>	<u>820,977</u>	<u>1,236,868</u>
Net assets, end of year	<u>\$ 512,770</u>	<u>\$ 697,669</u>	<u>\$1,210,439</u>

The accompanying notes are an integral part of these financial statements.

ACCA, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2010

	Program Services	Support Services Management and General	Total
Salaries	\$ 707,422	\$ 40,475	\$ 747,897
Payroll taxes and benefits	<u>188,253</u>	<u>6,853</u>	<u>195,106</u>
Total salaries and related expenses	895,675	47,328	943,003
Therapy services	32,325		32,325
Professional fees	110,699	5,119	115,818
Supplies	11,219	906	12,125
Telephone	7,867	681	8,548
Utilities	16,808	1,470	18,278
Postage	2,147	152	2,299
Insurance	16,787	4,081	20,868
Equipment and building maintenance	9,800	23,018	32,818
Equipment rental	3,696	447	4,143
Transportation, conventions, conferences and training	118,647	7,372	126,019
Advertising	1,007	393	1,400
Bank fees	64	868	932
Rent expense	9,360		9,360
Miscellaneous	<u>5,306</u>	<u>5,298</u>	<u>10,604</u>
Total expenses before depreciation	1,241,407	97,133	1,338,540
Depreciation of building and equipment	<u>30,889</u>	<u>5,451</u>	<u>36,340</u>
Total expenses	<u>\$ 1,272,296</u>	<u>\$ 102,584</u>	<u>\$ 1,374,880</u>

The accompanying notes are an integral part of these financial statements.

ACCA, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2009

	Program Services	Support Services Management and General	Total
Salaries	\$ 668,857	\$ 59,321	\$ 728,178
Payroll taxes and benefits	<u>192,192</u>	<u>20,731</u>	<u>212,923</u>
Total salaries and related expenses	861,049	80,052	941,101
Therapy services	36,090	664	36,754
Professional fees	95,741	5,923	101,664
Supplies	16,183	4,590	20,773
Telephone	9,809	1,183	10,992
Utilities	16,283	1,601	17,884
Postage	1,990	133	2,123
Insurance	15,720	3,752	19,472
Pull tab expense		196	196
Equipment and building maintenance	11,182	4,881	16,063
Equipment rental		1,137	1,137
Transportation, conventions, conferences and training	54,475	528	55,003
Advertising	769	397	1,166
Bank fees		564	564
Rent expense	9,748		9,748
Miscellaneous	<u>2,666</u>	<u>5,454</u>	<u>8,120</u>
Total expenses before depreciation	1,131,705	111,055	1,242,760
Depreciation of building and equipment	<u>31,241</u>	<u>5,513</u>	<u>36,754</u>
Total expenses	<u>\$ 1,162,946</u>	<u>\$ 116,568</u>	<u>\$ 1,279,514</u>

The accompanying notes are an integral part of these financial statements.

ACCA, INC.

STATEMENT OF CASH FLOWS

Years Ended June 30, 2010 and 2009

	<u>2010</u>	<u>2009</u>
Increase (Decrease) in Cash		
Cash flows from operating activities		
Cash received from contributions and special events	\$ 88,703	\$ 158,138
Cash received from other activities	25,609	25,550
Cash received from grants	976,028	786,136
Cash received from program services fees	277,005	292,665
Cash paid to employees and suppliers	(1,263,564)	(1,253,669)
Interest received	<u>6,223</u>	<u>11,576</u>
Net cash provided by operating activities	<u>110,004</u>	<u>20,396</u>
Cash flows from investing activities		
Purchase of certificates of deposit	(935)	(2,012)
Purchase of property and equipment	(13,146)	(2,241)
Change in cash restricted for facility improvements	<u>(3,910)</u>	<u>(7,494)</u>
Net cash used in investing activities	<u>(17,991)</u>	<u>(11,747)</u>
Net increase in cash	92,013	8,649
Cash at beginning of year	<u>264,954</u>	<u>256,305</u>
Cash at end of year	<u>\$ 356,967</u>	<u>\$ 264,954</u>
Including the following accounts:		
Unrestricted cash	\$ 336,170	\$ 225,345
Cash designated by board of directors	<u>20,797</u>	<u>39,609</u>
	<u>\$ 356,967</u>	<u>\$ 264,954</u>

The accompanying notes are an integral part of these financial statements.

	<u>2010</u>	<u>2009</u>
Reconciliation of Changes in Net Assets to Net Cash Provided by Operating Activities		
Changes in net assets	<u>\$ 28,175</u>	<u>\$ (26,429)</u>
Adjustments to reconcile changes in net assets to net cash provided by operating activities		
Depreciation	36,340	36,754
(Increase) decrease in assets		
Accounts receivable	(6,734)	18,231
Grants receivable	(21,409)	3,117
Contributions receivable	(1,344)	(368)
Prepaid expenses	(13,024)	5,155
Increase (decrease) in liabilities		
Accounts payable	4,434	(3,301)
Accrued payroll	67,470	
Payroll tax and benefits payable	<u>16,096</u>	<u>(12,763)</u>
Total adjustments	<u>81,829</u>	<u>46,825</u>
Net cash provided by operating activities	<u><u>\$ 110,004</u></u>	<u><u>\$ 20,396</u></u>

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS

ORGANIZATION

ACCA, Inc., dba Alaska Center for Children and Adults, was formed in 1956 as a nonprofit organization to provide speech and language evaluation and therapy to children and adults in the Fairbanks, Alaska area. The organization conducts programs such as the Infant Learning Program, which provides services to children from birth to age three in the Fairbanks North Star Borough, Copper River, Valdez and Barrow areas; Fetal Alcohol Syndrome Disorder (FASD) diagnosis team; and the equipment loan closet, which supplies wheelchairs and other equipment to members of the public who need such items.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - These financial statements have been prepared on the accrual basis of accounting. Under this method, expenses are recognized when incurred and revenue is recognized when earned.

Basis of Presentation - Resources are classified for accounting and reporting purposes according to externally (donor) imposed restrictions into the following three classes: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Accordingly, the net assets of the organization are classified and reported as follows:

- Unrestricted net assets consist of contributions that are not subject to donor-imposed restrictions, restricted contributions whose restrictions are met in the same reporting period, and all other net assets of the organization that are not related to contributions.
- Temporarily restricted net assets consist of contributions subject to donor-imposed restrictions that will be met either by the actions of the organization or the passage of time.
- The organization does not have any net assets that are permanently restricted by donors.

Revenue Recognition - Contributions are recognized as revenue when they are received or unconditionally pledged.

The organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

Use of Estimates - In preparing financial statements in conformity with generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Grants - Grant revenue is recorded in the period in which the related expense is incurred.

Budgets - The budget as presented in the Statements of Grant Revenue and Expenses - Budget and Actual in the accompanying information represents the budget that has been approved by the grantor agency. For financial statement purposes, funds committed under open purchase orders do not represent expenses of the organization, but do qualify as expenses under the grants for reimbursement purposes.

Contributed Services - Unpaid volunteers have made significant contributions of their time to the organization. The value of this contributed time is reflected in the statements as revenue and expense only when it is susceptible to objective measurement or valuation. Although contributed services have not been reflected in the financial statements for 2010 and 2009, volunteers have provided a significant benefit to the organization.

Donated Services - When billings to clients cannot be collected due to hardships, uncollected amounts are expensed to donated services.

Cash - For purposes of the statement of cash flows, cash includes petty cash and cash in checking, savings and money market accounts.

Receivables - Accounts receivable are carried at original invoice amount less an estimate made for doubtful receivables. Management determines the allowance for doubtful accounts by using historical experience.

Contributions Receivable - Contributions receivable represent amounts committed by donors for the next fiscal year that have not yet been received by ACCA, Inc. Management determines the allowance for doubtful accounts by using historical experience.

Investments - Investments in certificates of deposit are reported at cost plus interest.

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

Property and Equipment - Property and equipment with unit costs of \$1,000 or more and expected service lives longer than two years are capitalized and carried at cost for operating and investment purposes. Donated property and equipment are carried at fair market value at the time of receipt when there is a clearly measurable and objective basis for determining the fair market value. The organization has received miscellaneous property and equipment from donors for which a clearly measurable and objective basis for valuation was not determinable while such donations have a significant, beneficial impact on the organization's ability to provide services. Depreciation is computed using the straight-line method. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is recognized in income for the period. The cost of maintenance and repairs is charged to income as incurred; significant renewals and improvements are capitalized. Deduction is made for retirements resulting from renewals or improvements.

Income Taxes - The organization is a tax-exempt corporation under Section 501 (c)(3) of the Internal Revenue Code and accordingly, no provision for income taxes is included in the financial statements.

Subsequent Events - In preparing these financial statements, ACCA, Inc. has evaluated events and transactions for potential recognition or disclosure through February 18, 2011, the date on which the financial statements were available to be issued.

Reclassifications - Certain reclassifications, which have no effect on changes in net assets, have been made to the 2009 financial statements to conform them to current classifications.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing program services and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for periods after June 30, 2010 or have donor or grantor restricted purpose. Net assets of \$31,019 and \$313,740 were released from donor restrictions during 2010 and 2009, respectively.

In October 2007, the organization received \$686,358 from a local donor's estate settlement. This donation is restricted for new construction of, and renovations, expansions or additions to ACCA, Inc.'s existing building or facilities, and the unexpended balance is included in temporarily restricted net assets.

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

Temporarily restricted net assets consisted of the following:

	June 30,	
	2010	2009
Billed services, interest income and other revenue	\$	\$ 1,284
Contributions from United Way	28,415	25,072
Other contributions		4,663
Estate contribution restricted for facility improvements	<u>670,560</u>	<u>666,650</u>
	<u>\$ 698,975</u>	<u>\$ 697,669</u>

UNRESTRICTED NET ASSETS - DESIGNATED

Through Resolution 86-3 the Board of Directors has designated a portion of the unrestricted net assets to be used for major maintenance, construction and/or facility acquisition. The amounts so designated were \$121,908 and \$139,720 in 2010 and 2009, respectively.

INVESTMENTS

At June 30, 2010 the organization held three certificates of deposit totaling \$69,045 included in board designated funds. After June 30, 2010, some CDs had matured and were renewed for one year terms. The \$28,904 certificate of deposit will mature March 2, 2011. The \$23,065 certificate of deposit will mature February 17, 2011. The \$17,076 certificate of deposit will mature December 7, 2010. The certificates of deposit are renewable and are carried at cost plus interest.

PROPERTY AND EQUIPMENT

Operating property and equipment consisted of the following:

	June 30,		Estimated Useful Lives
	2010	2009	
Land	\$ 3,544	\$ 3,544	
Building	632,466	632,466	12 to 25 years
Equipment	<u>88,901</u>	<u>80,640</u>	3 to 5 years
	724,911	716,650	
Less: accumulated depreciation	<u>(594,473)</u>	<u>(567,277)</u>	
	<u>\$ 130,438</u>	<u>\$ 149,373</u>	

Depreciation expense for operating property was \$32,081 and \$32,495 in 2010 and 2009, respectively.

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

Investment property which is leased consisted of the following:

	<u>June 30,</u>		<u>Estimated</u>
	<u>2010</u>	<u>2009</u>	<u>Useful Lives</u>
Building and improvements	\$ 169,234	\$ 169,234	12 to 25 years
Less: accumulated depreciation	<u>(165,547)</u>	<u>(161,288)</u>	
	<u>\$ 3,687</u>	<u>\$ 7,946</u>	

Depreciation expense for investment property was \$4,259 in 2010 and 2009, respectively.

LEASES

ACCA, Inc. leases property to Fairbanks Native Association (FNA) Head Start for \$1,700 per month. The one-year lease began in 2009 and is cancelable with thirty days notice by FNA Head Start, if they should lose their funding.

ACCA, Inc. rents space with contracts for a year or less for its operations in Valdez, Alaska. In addition, the organization has an operating lease with Xerox for a copy machine. The five year lease began in May 2007 and has a monthly payment of \$260. Total rental expense under this lease was \$3,117 in 2010 and 2009.

The following is a schedule of future minimum operating lease payments to Xerox:

<u>Years ending</u>	<u>Amount</u>
<u>June 30,</u>	
2011	\$ 3,117
2012	<u>2,598</u>
Total	<u>\$ 5,715</u>

DEFERRED UNEMPLOYMENT COMPENSATION

The organization has elected to not participate in the Alaska Unemployment Insurance Program. Instead, the organization makes contributions to the Joint Unemployment Compensation Trust. Contributions amounted to \$4,937 and \$5,000 for the years ended June 30, 2010 and 2009, respectively, which was approximately 0.66 and 0.69 percent of payroll, respectively. The balance in the reserve account held by 501(c) Agency's Trust was approximately \$11,141 included in unrestricted cash and \$13,473 at June 30, 2010 and 2009, respectively.

ACCA, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

ECONOMIC DEPENDENCY

ACCA, Inc. receives the majority of its operating revenue from the Infant Learning Program under the State of Alaska Department of Health and Social Services.

EMPLOYEE BENEFIT PLANS

The organization has a 403(b) tax deferred annuity program for its employees. The program is noncontributory and results in no cost to the organization.

The organization also has a 401(k) retirement plan which enables its employees to contribute up to 15 percent of their pretax income to a tax-deferred investment account. The organization makes a 50 percent matching contribution of an employee's elective deferrals up to eight percent. Employer contributions were \$17,570 and \$22,236 in calendar years 2009 and 2008, respectively.

COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment. Any disallowed claims, including amounts already collected, could become a liability of ACCA, Inc. Disallowance, if any, cannot be determined at this time; but, in management's opinion, any such disallowance would be immaterial.

CONCENTRATION OF CREDIT RISK

ACCA, Inc. maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The organization believes it is not exposed to any significant credit risk on cash and cash equivalents.

ACCOUNTANTS' REPORT ON INFORMATION ACCOMPANYING
THE BASIC FINANCIAL STATEMENTS

Our audits were made for the purpose of forming an opinion on the financial statements taken as a whole of ACCA, Inc. for the years ended June 30, 2010 and 2009, which are presented in the preceding section of this report. The accompanying information shown on pages 22 and 23 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Cook & Haugeberg LLC
Certified Public Accountants

Fairbanks, Alaska
February 18, 2011

ACCA, INC.

SCHEDULE OF GRANT REVENUE AND EXPENSES -
BUDGET AND ACTUAL

PROJECT TEACH - INFANT LEARNING PROGRAM

Year Ended June 30, 2010

	<u>Grant Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Support			
Grant from State of Alaska	\$ 750,171	\$ 750,171	\$ _____
Expenses			
Personnel services	521,552	521,552	
Travel	83,253	83,253	
Facility expense	23,680	23,680	
Supplies	9,818	9,818	
Equipment	3,310	3,310	
Other	<u>108,558</u>	<u>108,558</u>	<u>_____</u>
Total expenses	<u>750,171</u>	<u>750,171</u>	<u>_____</u>
Excess of revenue over expenses	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

ACCA, INC.

SCHEDULE OF GRANT REVENUE AND EXPENSES -
BUDGET AND ACTUAL

PROJECT TEACH - INFANT LEARNING PROGRAM - PART C

Year Ended June 30, 2010

	<u>Grant Budget</u>	<u>Actual</u>	Variance Positive (Negative)
Support			
Grant from State of Alaska *	\$ 247,266	\$ 247,266	\$
Expenses			
Personnel services	231,109	231,109	
Equipment	7,400	7,400	
Other	8,757	8,757	
	<u>247,266</u>	<u>247,266</u>	
Total expenses			
	<u>247,266</u>	<u>247,266</u>	
Excess of revenue over expenses	<u>\$</u>	<u>\$</u>	<u>\$</u>

* Federal funds passed through the State of Alaska

SINGLE AUDIT INFORMATION

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Directors
ACCA, Inc.

We have audited the financial statements of ACCA, Inc. (a nonprofit organization) as of and for the year ended June 30, 2010, and have issued our report thereon dated February 18, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered ACCA, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of ACCA, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of ACCA, Inc.'s internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether ACCA, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of ACCA, Inc. in a separate letter dated February 18, 2011.

This report is intended solely for the information and use of the Board of Directors, management, and the State of Alaska and is not intended to be and should not be used by anyone other than these specified parties.

Cook & Haugberg LLC

Certified Public Accountants

Fairbanks, Alaska
February 18, 2011

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH *STATE OF ALASKA AUDIT GUIDE AND
COMPLIANCE SUPPLEMENT FOR STATE SINGLE AUDITS*

The Board of Directors
ACCA, Inc.

Compliance

We have audited the compliance of ACCA, Inc. (a nonprofit organization) with the types of compliance requirements described in the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* that are applicable to its major state program for the year ended June 30, 2010. ACCA, Inc.'s major state program is identified in the accompanying Schedule of State Financial Assistance. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major state program is the responsibility of ACCA, Inc.'s management. Our responsibility is to express an opinion on ACCA, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. Those standards and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the major state program occurred. An audit includes examining, on a test basis, evidence about ACCA, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of ACCA, Inc.'s compliance with those requirements.

In our opinion, ACCA, Inc. complied, in all material respects, with the requirements referred to above that are applicable its major state program for the year ended June 30, 2010.

Internal Control Over Compliance

The management of ACCA, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered ACCA, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on the major state program in order to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, but not for the purpose

of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of ACCA, Inc.'s internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors, management, and the State of Alaska, and is not intended to be and should not be used by anyone other than these specified parties.

Cook & Haugeberg LLC

Certified Public Accountants

Fairbanks, Alaska
February 18, 2011

ACCA, INC.
 SCHEDULE OF STATE FINANCIAL ASSISTANCE
 Year Ended June 30, 2010

<u>State Grantor/Pass - Through Grantor/Program Title</u>	<u>Grant Number</u>	<u>Expenditures</u>
<u>Department of Health and Social Services</u>		
Infant Learning Program - Project TEACH*	603-10-913	<u>\$ 750,171</u>
Total Department of Health and Social Services		<u><u>\$ 750,171</u></u>

Basis of Presentation

The accompanying schedule of state financial assistance includes the state grant activity of ACCA, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

*Major Program (auditor determined)

ACCA, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2010

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified? Yes ___ No X

Significant deficiency(ies) identified? Yes ___ None reported X

Noncompliance material to financial statements? Yes ___ No X

State Financial Assistance

Type of auditor's report issued on compliance for major programs: Unqualified

Internal control over major programs:

Material weakness(es) identified? Yes ___ No X

Significant deficiency(ies) identified? Yes ___ None reported X

Identification of major program:

Name of State Program

State of Alaska Department of Health and Social Services
Infant Learning Program - Project Teach

Dollar threshold used to distinguish a state major program: \$ 50,000

SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.