

Non-Code Ordinance

By: Public Works Department
Introduced: December 14, 2015
Public Hearing: January 11, 2016
Adopted: January 11, 2016

Vote: Burney, Graham, O'Barr, Sullivan-Leonard, Wall and Wilson in favor

**City of Wasilla
Ordinance Serial No. 16-03**

An ordinance of the Wasilla City Council amending the fiscal year 2016 budget by appropriating \$250,000 in grant funding from the Rasmuson Foundation and \$250,000 in funding raised by the Friends of the Library through donations for the new library.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To appropriate grant funding from the Rasmuson Foundation and funding raised by the Friends of the Library through donations for the new library.

Section 3. Appropriation of Funds. The funds are appropriated to the following:


New Library-Rasmuson Match	110-4550-455.45-05	250,000
Friends of the Library	110-4550-455.45-06	250,000

Section 4. Source of Funds

New Library-Rasmuson Match	110-4500-364.24-01	250,000
Friends of the Library	110-4500-364.24-02	250,000

Section 5. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on January 11, 2016.


BERT L. COTTLE, Mayor

ATTEST:


JAMIE NEWMAN, MMC, City Clerk

[SEAL]

WASILLA

• ALASKA •

CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 16-03: Amending the Fiscal Year 2016 by appropriating \$250,000 in grant funding from the Rasmuson Foundation and \$250,000 in funding raised by the Friends of the Library through donations for the new library.

Originator: Mayor Bert L. Cottle

Date: December 2, 2015

Agenda of: December 14, 2015

Route to:	Department Head	Signature	Date
X	Recreation & Cultural Services Director		12/2/15
X	Public Works Director		12/1/15
X	Finance Director		12-2-15
X	Deputy Administrator		12/3/15
X	City Clerk		12/2/15

Reviewed by Mayor Bert L. Cottle:

 12:02:2015
Fiscal Impact: yes \$500,000

Account name/number: New Library-Rasmuson Match/110-4550-455.45-05 \$250,000
 Friends of the Library/110-4550-455.45-06 \$250,000

Attachments: Rasmuson Grant (4 pages)

Summary Statement: This ordinance amends the fiscal year 2016 budget by appropriating the challenge portion of the Rasmuson Grant in the amount of \$250,000 and the match portion in the amount of \$250,000. The challenge portion of the Rasmuson Grant is in a 1:1 ratio for every dollar raised. The Friends of the Library have raised \$80,000 to date towards the goal of \$250,000, and they are continuing the fund raising effort through March 2016. The final amount will be adjusted by the Finance Department in the budget at the end of the fiscal year to reflect the actual amount raised.

Staff Recommendation: Introduce and set for public hearing Ordinance Serial No. 16-03.



GRANT AGREEMENT

Grantee: City of Wasilla - Wasilla Public Library
Total Award Amount: \$750,000
Project Title: Construction of a new public library.
Date Awarded: 11/20/2014
Grant Number: 8078
Grant Type: Tier 2
Award Detail and Conditions: Grant of up to \$750,000 to construct a new public library. The grant is structured in two parts:

1. \$500,000 outright grant; and
2. a 1:1 challenge grant of up to \$250,000. Rasmuson Foundation will match one dollar for every one dollar raised for the project from private sources, between November 20, 2014 - December 31, 2016, up to \$250,000.

Program Staff: Jayson Smart

By signing this document, the grantee agrees to accept any and all conditions of this grant award and to comply with the requirements of the Rasmuson Foundation. Please provide signatures from two officials who are authorized to sign contracts on behalf of the organization, i.e., the Executive Director and Chair of the Board of Directors; the Mayor and City Manager; IRA Council President and Tribal Administrator; or Chancellor and Dean or Director.

By: City of Wasilla

Typed or printed Legal Name of Organization

Signature

Mayor Bert L. Cottle

Date

Typed or printed Name and Title

Signature

Archie Giddings, Public Works Director

12:08:2014

Date

12/8/14

Typed or printed Name and Title

(Please sign this Agreement, initial each page where indicated, and return it to the Foundation by the date indicated in the award letter. Retain a copy for your records.)

City of Wasilla - Wasilla Public Library
RF grant number 8078

Rasmuson Foundation Grant Award and Conditions

Grant Number

The Grant Number for this award is 8078. Please refer to this number in all correspondence related to this award.

Grant Payments

Grant payments require receipt of a Payment Request Form from the grantee a minimum of 60 days prior to payment.

Grant payments are to coincide with the actual need for project funds. Any challenge or contingencies must be met prior to submission of the Payment Request Form.

Most grants, and especially large grants, are paid out in several installments based upon a payment schedule submitted by the grantee. If needed, disbursement of the grant may be in a single payment.

Timely reporting is required for payment. Payments will not be made if reports for any grant from the Rasmuson Foundation to the grantee are overdue and have not been received and approved.

Challenge or Contingencies

If a grant has a challenge component or contingency(ies), these must be met before that portion of the grant is requested for payment. The form titled Certification of Meeting Grant Conditions is to be used to explain how the conditions were met. Contingencies and challenges must be met by the grant end date.

Expenditure of Funds

This grant is made based upon a specific proposal that contains a project budget. It is expected that the entire amount of this grant will be applied to the budget and not used for any other purposes. Should it become advantageous to the grantee to slightly modify the project and/or make any changes to the project budget or timeframe, permission to do so must be requested in accordance with this Grant Agreement (see Budget Reallocation or Project Revision). Approval by the Foundation in writing must be received prior to making any revisions or incurring any expenses. If, at the end of the grant period, a reallocation of unspent funds or an extension has not been requested, the balance of the grant funds must be returned to the Foundation.

Grant Duration

As agreed during the grant proposal review process, the project has the following begin and end dates:

Project begin date: 11/20/2014

Project end date: 12/31/2016

Reporting Requirements

For grants greater than \$25,000:

The Foundation expects to be kept fully informed of progress on this project. To this end, each grantee is required to submit progress reports annually, and a final report at the end of the project.

Your **reports are due** on the following schedule:

Report Type	Reporting Period	Due Date
Progress Report	11/20/2014 – 11/30/2015	12/31/2015
Final Report	12/01/2015 – 12/31/2016	01/31/2017

- The Foundation forms titled **Tier 2 Grant Progress Report**, and **Tier 2 Financial Report** are to be submitted every year with or without a grant Payment Request until the end of the project. The Foundation form titled **Tier 2 Grant Final Report** is to be submitted no later than 30 days after the project end. If all Rasmuson funds are expended, but the project is not complete, the organization will continue to send progress reports until the project is complete.

Extension

Extensions may be granted by the Foundation upon request of the grantee at the sole discretion of the Foundation. An extension assumes that the grant award will be fully expended for the purpose described in the Grant Agreement, but more time is needed to complete the project. To extend the end date of the grant award, send a letter clearly stating the following:

- Describe why the project will not be completed during the grant period.
- Identify the proposed new end-date for the project.
- Outline plans to complete the project and a timeline of activities to be undertaken during the extension period.

Budget Reallocation or Project Revision

Grant awards are made based upon the project budget and description as presented in the application. Grant funds may only be used for the specific purpose as stated in the Grant Agreement. Grant award reallocation or revision may be requested if the revision is within the scope of the award. Requests to substantially revise the scope of an award for activities not originally proposed, or inconsistent with the award's intent, are not permitted. If a reallocation is necessary to complete the project intent, it must be approved before funds are spent. The Foundation will not retroactively "back-fund," so these expenses must not yet have been incurred.

Budget revisions and grant extensions are not granted automatically. They are reviewed for both financial and programmatic propriety.

To request a budget reallocation or project revision, submit a Reallocation Request Form, with an attached narrative detailing how reallocated funds will enhance the project.

Unspent Funds

It is the policy of the Foundation that unspent funds are returned with the final report. A request to use unspent grant funds may be submitted if there is a balance of funds after all components of the project plan have been accomplished. Requests to use unspent grant funds for project expenses not initially proposed, yet consistent with the award intent, may be permitted, but only if approval is received in advance. Budget revisions may not include pre-award expenses, or expenses incurred prior to approval.

To request use of unspent funds, submit a Reallocation Request Form, with an attached narrative detailing how reallocated funds will enhance the project.

Certification of IRS Status

By signing this document, the grantee certifies that it is a tax-exempt agency under Section 501 (c) (3) of the Internal Revenue Code and is classified as not a private foundation under Section 509 (a) (1) or 509 (a) (2) of the Code or, in selected cases, a unit of government, or an officially recognized tribal organization if the project has a broad community impact.

If the organization is required to file form 990 or any version thereof, the grantee certifies that these have been filed for the last three tax years (the most recent tax year may be on an unexpired extension).

Any change in IRS tax-exempt status must be promptly reported to the Foundation.

Change in Key Personnel

Please notify your Program Officer in writing if the officials who sign this document leave office or position, and provide the contact information for the replacements.

Any change in key personnel must be reported to the Foundation.

Termination of Award

Failure to fulfill the terms of this agreement may result in termination of the grant. If the grant is terminated, the Foundation may ask for return of grant funds. Also, the organization may be ineligible to apply for future funding from the Rasmuson Foundation.

Forms

All forms mentioned in this document are available on the Foundation's web site at www.rasmuson.org under "resources/forms/reporting and payment request forms." Please use the most current version of the forms from the website, as they may have changed. If you do not have access to the Internet, please contact us for the forms.

If you have questions, please call or email:

Program Officer: Jayson Smart
Phone: (907) 297-2882, or toll free in Alaska (877) 366-2700
Email: jsmart@rasmuson.org