

**CITY OF WASILLA
ORDINANCE SERIAL NO. 09-54**

AN ORDINANCE OF THE WASILLA CITY COUNCIL TO AMEND THE FISCAL YEAR 2010 LIBRARY BUDGET BY ACCEPTING AND APPROPRIATING \$9,180 FROM THE RASMUSON FOUNDATION

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

Section 2. Purpose. To amend the FY10 Library budget by accepting and appropriating funds from the Tier 1 Grant awarded by the Rasmuson Foundation to the Wasilla Public Library.

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

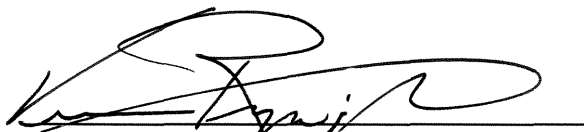
210-4550-455.60-46 Supplies/Rasmuson Foundation \$ 9,180.00

Section 4. Source of funds.

210-4500-364.70-00 Contributions – Private Source/Rasmuson Foundation \$ 9,180.00

Section 5. Effective date. This ordinance shall be effective upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on July 27, 2009.


VERNE E. RUPPRIGHT, Mayor

ATTEST:



KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

VOTE: Cox, Hall, Harris, Holler, Larson and Woodruff in favor.



**CITY OF WASILLA
LEGISLATION STAFF REPORT**

Resolution/Ordinance Serial No. 09-54: AN ORDINANCE OF THE WASILLA CITY COUNCIL TO AMEND THE FISCAL YEAR 10 LIBRARY BUDGET BY ACCEPTING AND APPROPRIATING \$9,180 FROM THE RASMUSON FOUNDATION

Agenda of: July 13, 2009
Originator: LIBRARY

Date: July 1, 2009

Route to:	Department	Signature/Date
	Chief of Police	
X	Recreational and Cultural Services Manager	<i>[Signature]</i> 7/1/2009
	Director of Public Works	
X	Director of Finance	<i>[Signature]</i> 7/1/09
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR VERNE E. RUPRIGHT: *[Signature]*

FISCAL IMPACT: yes \$ or no Funds Available yes no

Account name/number: Expense account 210-4550-455.60-46 \$9,180
Revenue account 210-4500-364.70-00 \$9,180

Attachments: Email from Marguerite Lambert, Grants Management Associate at the Rasmuson Foundation regarding the payment of grant #4711. (1 p)
Grant Agreement from Rasmuson Foundation (5 pp)

SUMMARY STATEMENT: Wasilla Library was awarded Tier 1 top-off grant from the Rasmuson Foundation for collection development, a public address system, chairs, and educational materials. A payment request for the receipt of grant funds was made to the Rasmuson Foundation, and the City has been notified that the entire \$9,180 grant is scheduled to be paid to the City at the end of July 2009.

STAFF RECOMMENDATION: Approve the adoption of Ordinance Serial No. 09-54 which accepts and appropriates the \$9,180 from the Tier 1 grant awarded by the Rasmuson Foundation to the Wasilla Public Library.

Bruce Urban

Sent: Monday, May 11, 2009 1:50 PM
To: Kathy Martin
Cc: Aleesha Towns-Bain; Barbara Bach
Subject: Rasmuson Foundation payment of grant # 4711
Follow Up Flag: Follow up
Flag Status: Red

RE: Wasilla Public Library
Rasmuson Foundation grant # 4711

TO: Kathy Martin

The payment request and grant contingencies for Tier 1 grant # 4711 awarded February 1, 2009 to the City of Wasilla – Wasilla Public Library were received March 27, 2009. The entire \$9,180 grant is scheduled to be paid at the end of July 2009. The actual check will be mailed either the last week of July or the first week of August to Mayor Verne Rupright, City of Wasilla, 391 North Main Street, Wasilla, AK 99654.

If you have any questions, please contact us.

Marguerite Lambert
Grants Management Associate
Rasmuson Foundation
301 West Northern Lights Blvd. Ste 400
Anchorage, AK 99503
(907) 297-2831
(877) 366-2700 toll-free in Alaska



GRANT AGREEMENT

Grantee: City of Wasilla - Wasilla Public Library

Total Award Amount: \$9,180

Project Title: Collection development, public address system, chairs, and educational materials.

Date Awarded: February 1, 2009

Grant Number: 4711

Grant Type: Tier 1

Award Detail and Conditions: A top-off grant of \$9,180 for collection development, a public address system, chairs, and educational materials, as described in the grant application. The grant has two contingencies: 1) that the Wasilla Public Library has worked with its community partners to raise the remaining \$1,000 from community organizations and individuals and 2) that 100% of the Friends of the Wasilla Public Library board members have made a significant cash donation to the Library beyond the standard membership fee.

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 AND FRIENDS OF WASILLA LIBRARY

Typed or printed Legal Name of Organization

Verne E. Rupright

Signature

2/18/09

Date

VERNE E RUPRIGHT, MAYOR

Typed or printed Name and Title

Jeanne Troshynski

Signature

2/18/09

Date

JEANNE TROSHYNSKI, FRIENDS OF WASILLA LIBRARY PRESIDENT

Typed or printed Name and Title

City of Wasilla - Wasilla Public Library
RF grant number 4711

VR

Initial

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

Rasmuson Foundation Grant Award and Conditions

Grant Number

The Grant Number for this award is 4711. Please refer to this number in all correspondence related to this award.

Grant Payments

Grant payments require receipt of Payment Request and Progress Report forms from the grantee a minimum of 90 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 payment.

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.

Approved payment requests from all grantees are batched and processed once a month; checks are mailed at the end of each month.

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.

Payment Schedule

Please provide a proposed schedule of payments for the grant award with this signed grant agreement.

Challenge or Contingencies

A grant with a challenge component or contingency(ies) will be paid only when those conditions have been met. 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.

City of Wasilla - Wasilla Public Library
RF grant number 4711

 Initial

Grant Duration

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

Project begin date: February 1, 2009

Project end date: January 31, 2010

Reporting Requirements

For grants of \$25,000 and under:

A final Report is due within 30 days after the grant end date. In reporting, the grantee is required to document expenditures, describe the status of the project, and explain how the project has impacted the grantee organization.

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 every six months. A final report is due within 30 days after the grant end date. *July 1, 2009; January 1, 2010; Final - 2/22/2010*

- The Foundation form titled Progress Report is to be submitted every six months with or without a grant Payment Request until the end of the project. 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.
- The Foundation form titled Final Report is to be submitted within 30 days after the grant end date.

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.

City of Wasilla - Wasilla Public Library
RF grant number 4711

 Initial

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, if the project has a broad community impact.

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

Change in Key Personnel

Please notify the Foundation in writing if the officials who sign this document leave office or position, and provide the new names and titles of 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 (907) 297-2700 or (877) 366-2700, toll-free within Alaska.



February 1, 2009

The Honorable Dianne Keller
Mayor
City of Wasilla
290 East Herring Avenue
Wasilla, AK 99654-9071

Dear Mayor Keller:

I am pleased to inform you that the City of Wasilla - Wasilla Public Library has been awarded a top-off grant of \$9,180 for collection development, a public address system, chairs, and educational materials, as described in the grant application. The grant has two contingencies: 1) that the Wasilla Public Library has worked with its community partners to raise the remaining \$1,000 from community organizations and individuals and 2) that 100% of the Friends of the Wasilla Public Library board members have made a significant cash donation to the Library beyond the standard membership fee.

We would appreciate it if two officials from your organization would acknowledge receipt of this grant and agreement with its terms by February 23, 2009. We have provided a grant agreement for this purpose. Please review the enclosed grant policies for payment procedure and reference grant number 4711 on the payment request form and all other correspondence regarding this grant.

Our Directors are interested in keeping in touch with your activities during the course of the year. If you have a special event, receive recognition for your services, or have a significant accomplishment, we would like to hear about it. You may wish to include us on your regular mailing list. Also, if any key people involved in the project change, please notify us in writing.

Congratulations on your award.

Sincerely,

A handwritten signature in black ink, appearing to read "DK", written over a circular scribble.

Diane Kaplan
President

cc: Ms. K.J. Martin Albright, Library Director

Enc. (1)

RF grant number 4711

301 W. Northern Lights Blvd.
Suite 400
Anchorage, AK 99503

907.297.2700 *tel*
907.297.2770 *fax*
877.366.2700 *toll-free in Alaska*
rasmusonfdn@rasmuson.org *email*
www.rasmuson.org

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