

By: Public Works Department  
Adopted: January 13, 2020  
Yes: Burney, Dryden, Graham, Harvey, Ledford, Velock  
No: None  
Absent: None

**City of Wasilla  
Resolution Serial No. 20-03**

**A Resolution Of The Wasilla City Council Accepting A Rasmuson Foundation Grant In The Amount Of \$100,000 For The Veterans Wall Of Honor Project.**

WHEREAS, the Rasmuson Foundation has offered a \$100,000 top-off grant to the City of Wasilla on behalf of the Mat-Su Veterans Wall of Honor Foundation; and

WHEREAS, the grant is intended to be used for the construction of a pavilion structure at the Wall of Honor site; and

WHEREAS, the top-off grant is offered contingent upon certification that all project funds have been secured; and

WHEREAS, the pavilion budget is \$150,000 of which the Mat-Su Health Foundation has offered \$50,000 towards the project, and therefore, all project funds have been secured.


NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council accepts and authorizes the Mayor to execute the Rasmuson Foundation grant agreement in the amount of \$100,000 for the Veterans Wall of Honor project.

Effective Date. This resolution takes effect upon adoption.

ADOPTED by the Wasilla City Council on January 13, 2020.

  
Bert L. Cottle, Mayor

ATTEST:

  
Jamie Newman, MMC, City Clerk

[SEAL]

**City of Wasilla  
Legislative Staff Report  
Resolution Serial No. 20-03**

**Accepting A Rasmuson Foundation Grant In The Amount Of \$100,000 For The Veterans Wall Of Honor Project.**

Originator: Archie Giddings, Public Works Director  
Date: 12/30/2019

Agenda of: 1/13/2020

Route to:	Department Head	Signature	Date
X	Public Works Director		12/31/19
X	Finance Director		12-31-19
X	Deputy Administrator		12/31/19
X	City Clerk		1/2/20
X	Mayor		1/2/2020

**Fiscal Impact:**  yes or  no

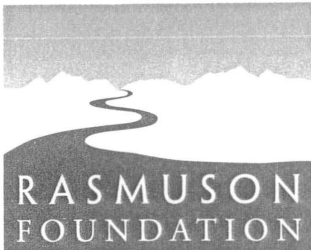
**Funds Available:**  yes or  no

**Account name/number:** \$100,000 (to be appropriated by separate ordinance)

**Attachments:** Resolution Serial No. 20-03 (1 page)  
Rasmuson Grant Award (7 pages)

**Summary Statement:** This resolution authorizes the Mayor to execute a grant agreement with the Rasmuson Foundation in the amount of \$100,000 for the Veterans Wall of Honor project. More specifically, the grant is intended to fund the pavilion structure that is part of phase 2 of the relocation project, with an estimated budget of \$150,000. The other funding secured for this project is a Mat-Su Health Foundation grant in the amount of \$50,000.

**Proposed Action:** Adopt the Resolution.



December 10, 2019

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Suite 601  
Anchorage, AK 99503

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907.297.2770 *fax*  
877.366.2700 *toll-free in Alaska*  
info@rasmuson.org *email*  
www.rasmuson.org

The Honorable Bert Cottle  
Mayor  
City of Wasilla  
290 East Herning Avenue  
Wasilla, AK 99654-9071

Dear Mayor Cottle:

It is my great pleasure to inform you that City of Wasilla has been awarded a \$100,000 top-off grant for the construction of the Veterans Wall of Honor pavilion and completion of the relocation project. The payment is contingent upon certification that all project funds have been secured.

Please have two officials from your organization acknowledge receipt of this grant and agreement with its terms by signing the attached grant agreement and returning it by January 31, 2020. A payment request form has also been included in this packet. Kindly return all signed forms as soon as possible to ensure timely payment.

The grant agreement contains instructions for payment requests and reporting. The required forms may be found on the Foundation's web site, [www.rasmuson.org/forms](http://www.rasmuson.org/forms). Please refer to grant number 13289 in all correspondence regarding this award.

Our directors are interested in keeping in touch with your activities during 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.

If you have any questions, please contact Enzina Marrari by email at [emarrari@rasmuson.org](mailto:emarrari@rasmuson.org), or by phone at (907) 297-2700, or toll-free in Alaska (877) 366-2700.

Congratulations on your award.

Best regards,

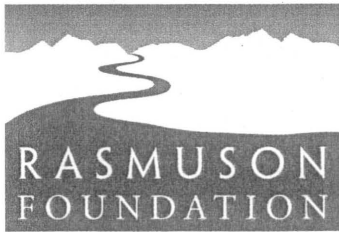
  
Diane Kaplan  
President

Enclosures

BOARD of  
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Marilyn Romano  
Natasha von Imhof

PRESIDENT  
Diane Kaplan

RF grant number 13289



## GRANT AGREEMENT

**Grantee:** City of Wasilla  
**Total Award Amount:** \$100,000.00  
**Project Title:** Construct a pavilion for the Veterans Wall of Honor  
**Date Awarded:** November 20, 2019  
**Grant Number:** 13289  
**Grant Type:** Tier 2  
**Award Detail and Conditions:** \$100,000 top-of grant for the construction of the Veterans Wall of Honor pavilion and completion of the relocation project. The payment is contingent upon certification that all project funds have been secured.  
**Program Staff:** Enzina Marrari

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:**

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Typed or printed Legal Name of Organization

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*Signature*

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*Date*

---

Typed or printed Name and Title

---

*Signature*

---

*Date*

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Typed or printed Name and Title

*Please sign this Agreement and return it to the Foundation by email to [grants@rasmuson.org](mailto:grants@rasmuson.org) by the date indicated in the award letter. Retain a copy for your records.*

City of Wasilla  
RF grant number 13289

## Rasmuson Foundation Grant Award and Conditions

### **Grant Number**

The Grant Number for this award is 13289. 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: November 20, 2019

Project end date: December 31, 2020

## **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:

<b>Report Type</b>	<b>Reporting Period</b>	<b>Due Date</b>
Final Report	11/20/2019 – 12/31/2020	1/31/2021

- 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**

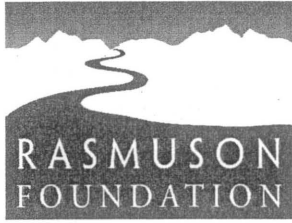
Failure to fulfill the terms of this agreement may result in termination of the grant. If the grant is terminated, the Foundation may ask for return of grant funds. Also, the organization may be ineligible to apply for future funding from the Rasmuson Foundation.

### **Forms**

All forms mentioned in this document are available on the Foundation's web site at [www.rasmuson.org](http://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: Enzina Marrari  
Phone: (907) 297-2700, or toll free in Alaska (877) 366-2700  
Email: [emarrari@rasmuson.org](mailto:emarrari@rasmuson.org)



## PAYMENT REQUEST

Organization/Payee: City of Wasilla

Project: Construct a pavilion for the Veterans Wall of Honor Grant #: 13289

Grant award amount: \$100,000.00

Prior payment(s): \_\_\_\_\_

Balance of award: \_\_\_\_\_

Payment request: \_\_\_\_\_

Certification: I certify to the best of my knowledge and belief, the above is correct, and that all expenditures are made in accordance with the grant conditions.

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Typed or printed name and title	Authorized Representative signature	Date
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**For Foundation use only** Request ID# 13289

Overdue requirements for City of Wasilla? Yes  No

Grant Type: Tier 2

Payment Type: Grant

Contingent: Yes  No

Contingency met: Complete  Partial  \$ \_\_\_\_\_

Approved for payment:

\_\_\_\_\_  
Program Officer

\_\_\_\_\_  
Date



