

Non-Code Ordinance

By: Library
Introduced: November 22, 2021
Public Hearing: December 13, 2021
Adopted: December 13, 2021
Yes: Brown, Graham, Harvey, Johnson, Sullivan-Leonard, Velock
No: None
Absent: None

**City of Wasilla
Ordinance Serial No. 21-23**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$6,000 From Alaska State Library, Institute Of Museum And Library Services, ARPA Federal Funding For Purchasing Materials For A Storytime Walk Around The Library And Materials To Add To The Library's Collection.

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

Section 2. Purpose. To appropriate funds for purchasing materials for a story time walk around the library and materials to add to the library's collection.

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

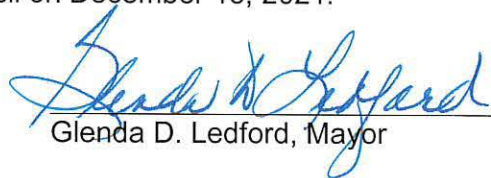
Supplies/ Special Programs	001-4550-455-60-47	\$6,000
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Section 4. Source of Funds.

ARPA AK State Library	001-4500-331-41-00	\$6,000
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Section 5. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on December 13, 2021.



Glenda D. Ledford, Mayor

ATTEST:



Jamie Newman, MMC, City Clerk

[SEAL]

City of Wasilla
Legislative Staff Report
Ordinance Serial No. 21-23
 (Non-Code Ordinance)

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$6,000 From Alaska State Library, Institute Of Museum And Library Services, ARPA Federal Funding For Purchasing Materials For A Storytime Walk Around The Library And Materials To Add To The Library's Collection.

Originator: Zane Treesh, Library Director
 Date: 11/4/2021

Agenda of: 11/22/2021

Route to:	Department Head	Signature	Date
X	Finance Director		11-10-21
X	Deputy Administrator		11/10/21
X	City Clerk		11/12/2021
X	Mayor		11/10/21

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Supplies/Special Programs 001-4550-455-60-47 \$6,000

Attachments: Ordinance Serial No. 21-23 (1 page)
 Alaska State Library Award Letter (8 pages)

Summary Statement: The State Library has awarded a federal grant in the amount of \$6,000 to the Wasilla Public Library for the purchase of 20 Aluminum Post Mounts for a Storytime Walk around the library and for the purchase of new library materials.

The fiscal year 2022 budget does not include these grant funds nor the corresponding appropriation and thus Ordinance Serial No. 21-23 accepts and appropriates these funding sources.

Proposed Action: Introduce and set the Ordinance for public hearing.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Education
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571
Juneau, Alaska 99811-0571
Main: 907.465.4837
Fax: 907.465.2151

November 2, 2021

Zane Treesh
Wasilla Public Library
500 North Crusey St.
Wasilla, AK 99654

Dear Zane,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$6000**. We are delighted that your organization will receive this grant.

Please review this grant award packet carefully and completely. In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to eed.library.grants@alaska.gov.
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:
A single payment will be made once the agreement is signed and processed.

To modify schedule please contact Claire Imamura at eed.library.grants@alaska.gov.

5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The IMLS Acknowledgement Requirements can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the Guide for ARPA Applications.

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian (eed.library.grants@alaska.gov, 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura
Grants & Inclusive Services Librarian
Alaska State Library

This **Federal** grant is funded by the



FEDERAL ARPA Funding

EASY22-003

ARPA Grant Award Notification from the Alaska State Library

Recipient Information

Organization Name and Address:

Wasilla Public Library
500 North Crusey St.
Wasilla, AK 99654

Vendor Code: CIW84159

DUNS: 002188548

Contact: Zane Treesh

Project Number: EASY22-003

Award Information

Project Name:

Easy Grant for Wasilla Public Library

Grant Award Amount: \$6000

Indirect Cost Rate: 0%

Period of Performance Start Date: Oct. 1, 2021

Period of Performance End Date: Sept. 30, 2022

Payment Schedule: A single payment will be issued after the signed agreement is received and processed.

Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.

Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principles, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in Guide for ARPA Applications).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

Federal Funding Information

CFDA: 45.310

Name: "Grants to States/ARPA"

Agency: IMLS

FAIN: LS-250194-OLS-21

Award Date: January 19, 2021



Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

Alaska State Library FY2022 ARPA Grant Agreement

This agreement made and entered into Tuesday, November 2, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Wasilla Public Library**, hereafter referred to as the Grantee.

WITNESSETH:Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of **\$6000** from **Federal ARPA** funds (Grant number: EASY22-003).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
5. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by September 30, 2022.
6. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
7. Credit the Institute of Museum and Library Services for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
8. Submit a signed Children's Internet Protection Act (CIPA) Certification Form.
9. Only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.
10. Federal Laws, Regulations and Circulars as outlined in the **What am I agreeing to?** document.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

The undersigned understands and agrees to the conditions of this agreement.

Both Signatures Are Required

For the Institution

For the Legal Entity

Signature

Signature

Title

Date

Title

Date

**Please copy this signed agreement for your records, then return as soon as possible.
MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571
FAX TO 907-465-2151, **OR SCAN TO** eed.library.grants@alaska.gov

What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the federal grant funds that are awarded to the Alaska State Library. As a recipient of federal grant funds through the Alaska State Library, your Institution is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

Items B-1 and B-2: Self Explanatory

Item B-3: Grant Agreement and Final Report

Two people must sign the grant agreement for the Institution and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the Institution may sign for the Institution. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The Institution is required to submit a grant final report on the project to the State Library by October 31, 2022. ARPA grant report forms will be posted on the [Alaska State Library's ARPA grants page](#).

Item B-4: Accurate Records

The institution must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

Item B-5: Self Explanatory

Item B-6: Prior Approval for Changing the Grant Budget

If the institution needs to change one of the grant budget lines more than 10%, fill out a budget revision form and send it to the Division of Libraries, Archives, and Museums for approval. Budget revision forms will be posted on the [Alaska State Library's ARPA grants page](#).

Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds

Grantees should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with grant funds. The following acknowledgement must be used when meeting these requirements: "This project was made possible in part by the Institute of Museum and Library Services." Further requirements for press releases, social media, and publications can be found at [IMLS Acknowledgement Requirements](#). Copies of publications or materials produced with grant funds must be submitted to the State Library with your report.

Item B-8: Children's Internet Protection Act (CIPA) Certification

All grantees must certify that they are CIPA-compliant if they receive federal funds that will be used to pay for access to the Internet or will pay for computers that can access the Internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

Item B-9: Self Explanatory

Item B-10: Federal Laws, Regulations and Circulars

Trafficking in Persons (2 CFR 175.10): IMLS and the State Library will terminate any grants if the grantee engages in trafficking in persons for commercial sex or forced labor.

Lobbying Activities (31 U.S.C. § 1352): Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

Limited English Proficiency (Civil Rights Act Title VI): Grantees must take reasonable steps to make IMLS-funded grants accessible to people with limited English proficiency, even in states that have English as their official language. For more details, see [IMLS Guidance for Reaching Persons with Limited English Proficiency](#).

Cost Principles: Each grantee should determine which set of cost principles applies to the organization, then become familiar with those principles as guidance in using federal grant funds. Two cost principles of note:

Allowable and Unallowable Costs (2 CFR 200 Subpart E): Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded. The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

Equipment Costing More Than \$5,000 (2 CFR 200.33): The grantee shall submit a written request for approval to the State Library prior to the purchase of equipment over \$5,000 per unit. The grantee will list approved equipment purchases on the grant final report submitted to the State Library. Disposal of the item(s) that exceed \$5,000 market value at the time of surplus or disposal must be cleared in advance with the State Library.

Nondiscrimination: Services provided with federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681- 83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*).

Debarment, Suspension, and Drug-Free Workplace (Executive Order 12549, 2 CFR 180 and 3185): Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs. You may want to check [the excluded parties list](#).

Uniform Administrative Requirements (200 CFR 2): Each grantee should determine which set of uniform administrative requirements apply to the organization, then become familiar with those requirements as guidance in using federal grant funds.

Audits (2 CFR 200.328(b)(1)): Grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.

Prohibited Telecomm and Video Surveillance (2 CFR 200.216): Grantees are prohibited from using grant funds to obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates); or by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.

Domestic Preferences (2 CFR § 200.322): To the greatest extent practicable under a Federal award, the grantee should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

Alaska State Division of Libraries, Archives and Museums

EASY ARPA GRANT TEMPLATE

About this template

This is **NOT** the application. This is a template to help you develop your grant proposal.

It is not possible to return to the online Easy grant application once you begin. You have one chance to enter the information and submit it online. Use this template to draft your answers and then copy and paste the answers into the online application.

About Alaska Easy ARPA Grants

Easy ARPA grants are available for up to \$3500. These non-competitive grants are to purchase services, subscriptions, supplies and equipment needed for your institution's COVID-19 response and recovery.

Application

Institution Name: Wasilla Public Library

Institution Type: (Select public library, combined school/ public library, academic library, tribal library, museum, archives, cultural center) Public Library

Mailing Address (Include complete mailing address: 500 N. Crusey St., Wasilla, AK 99654

Project Director(s): Zane Treesh

Project Director E-mail Address: ztreesh@ci.wasilla.ak.us

Project Director Number: 907-864-9170

DUNS Number for your organization (As of 2011, this is a legal requirement for grants funded with federal Library Services and Technology Act funds): 002188548

Provide a list of the services you plan to purchase with the grant funds. Services must be completed by September 30, 2022. Use the following format:

(Name of service), (Cost of service), (Grant funds requested)

Provide a list of the subscriptions you plan to purchase with the grant funds. Grant funds will only pay for subscriptions through September 30, 2022. Use the following format:

(Name of subscription), (Cost of individual subscription), (\$Grant funds requested)

Provide a list of the supplies and equipment you plan to purchase with grant funds, using the following format:

(Item), (Cost of individual item) X (Quantity)= (Grant funds requested for item)

Aluminum Post Mount for a Storytime Walk around the library

\$302.82 X 20 = \$6,056.40

-Volume Discount \$ 605.60

+Shipping \$ 620.00

Total: \$6,070.80

Subtotal of Grant Funds Requested: \$3,500.00

Enter your indirect cost rate %. (If your institution does not have a federally negotiated indirect cost rate, use an indirect cost rate not to exceed 10% of total project costs).

Multiply the grant subtotal by your indirect rate to determine your indirect costs:

Total Grant Funds Requested: \$3,500.00

Provide a justification about how each of the budget items you have listed will help your institution address COVID-19 concerns.

Wasilla Public Library and the Friends of the Wasilla Library will install a StoryWalk around the outside of the library to keep patrons, especially the younger ones, engaged in library activities without requiring physical entry into the building. Guidance on COVID-19 mitigation from the CDC indicates that outdoor activities with room for social distancing are the safest for all users. The aluminum post mounts, which will be spaced appropriately along the paved path encircling the library exterior, are sturdy enough to withstand the winds and inclement weather while still providing an attractive display for interactive, educational materials for youth and adults. Planned collaborations with other local agencies, including the Wasilla Museum, will make this a true community-wide resource.

Library institutions, would you like to receive up to an additional \$2,500 to purchase books, magazines, A/V, and other physical materials for your collections? (According to IMLS guidelines, only library collections are eligible to receive funding for acquisitions.)