

Non-Code Ordinance

By: Museum  
Introduced: December 13, 2021  
Public Hearing: January 10, 2022  
Adopted: January 10, 2022  
Yes: Brown, Graham, Harvey, Velock  
No: None  
Absent: Johnson, Sullivan-Leonard

**City of Wasilla  
Ordinance Serial No. 22-02**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$1,950 From Alaska State Library, Institute Of Museum And Library Services, ARPA Federal Funding For Purchasing Collections Storage Materials For Wasilla Museum Oral History Collections And Off-Site Back-Up Records.**

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

**Section 2. Purpose.** To appropriate funds for purchasing materials to provide archival storage solutions for our audio and video cassette collections of oral histories created in the 1980s and 1990s, as well as boxes and folders for proper storage of historical records.

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

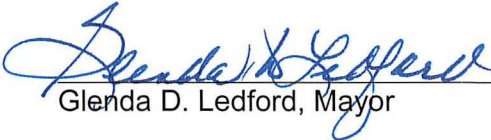
Tools and Equipment	001-4510-451.60-15	\$1,950
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**Section 4. Source of Funds.**

ARPA AK State Museum	001-4500-331.42-00	\$1,950
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**Section 5. Effective Date.** This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on January 10, 2022.

  
\_\_\_\_\_  
Glenda D. Ledford, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Newman, MMC, City Clerk

[SEAL]

**City of Wasilla  
Legislative Staff Report  
Ordinance Serial No. 22-02  
(Non-Code Ordinance)**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$1,950 From Alaska State Library, Institute Of Museum And Library Services, ARPA Federal Funding For Purchasing Collections Storage Materials For Wasilla Museum Oral History Collections And Off-Site Back-Up Records.**

Originator: Bethany Buckingham, Museum Curator  
Date: 11/30/2021

Agenda of: 12/13/2021

Route to:	Department Head	Signature	Date
X	Finance Director		12-1-21
X	Deputy Administrator		12/1/21
X	City Clerk		12/1/21
X	Mayor		12-1-21

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:**

Tools and Equipment    001-4510-451-60-15                      \$1,950

**Attachments:**

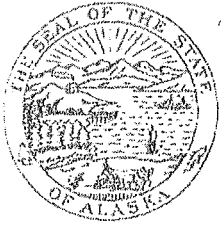
Ordinance Serial No. 22-02 (1 page)  
Alaska State Museum Award Letter (2 pages)  
Alaska State Library Award Letter, dated October 11, 2021 (7 pages)

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**Summary Statement:** The Alaska State Library has awarded a federal grant in the amount of \$1,950 to the Wasilla Museum and Visitor Center for the purchase of materials to provide archival storage solutions for our audio and video cassette collections of our oral histories created in the 1980s and 1990s. This re-housing will assist in preserving these recordings until we have them digitally preserved. This funding also purchases boxes and folders for our off-site back-up records to properly house documents for storage, preservation, and research request purposes.

The fiscal year 2022 budget does not include these grant funds nor the corresponding appropriation and, thus, Ordinance Serial No. 22-02 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 LIBRARIES, ARCHIVES & MUSEUMS

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

July 8, 2021

Bethany Buckingham Follett  
Wasilla Museum  
391 N Main St.  
Wasilla, AK 99654

Dear Bethany,

Congratulations! I am pleased to inform you that the Alaska State Museum has awarded the Wasilla Museum a FY22 Grant-In-Aid Mini-Grant for \$1950.

Please sign and return the attached FY22 Grant Agreement. Once I receive the agreement, you can anticipate receiving the grant award within a few weeks.

The Final Accounting Report is due by June 30, 2022.

Best of wishes.

Sincerely,

A handwritten signature in cursive script that reads "Anjali Grantham".

Anjali Grantham  
Curator of Statewide Services  
Alaska State Museum



THE STATE  
of ALASKA

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P.O. Box 110571  
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FY 2022 Grant-in-Aid Agreement

By accepting this award, the Wasilla Museum agrees to:

1. Request in writing (e-mail is acceptable) any significant changes in the terms or conditions of the grant, such as changes in a budget line that exceed 10% of that line item if the change is greater than \$200, a change in contractors, change in project director, etc. *Make these requests prior to the change.*
2. Submit a Final Accounting Report on or before June 30, 2022.
3. Include the statement, "This project is supported by a Grant-In-Aid from the Alaska State Museum" in any promotional materials associated with the project.
4. The State of Alaska is the source of funding for this agreement, as per 4 AAC 58.200-58.260. By accepting this award or agreement, the recipient may become subject to the audit requirements of Alaska Administrative Code 2 AAC 45.010. As a result, the recipient 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.

Bethany Buckingham Follett

Print or Type Name

Bethany Buckingham Follett

Signature

Curator

Title

7/9/21

Date



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

October 11, 2021

Bethany Buckingham Follett  
Wasilla Museum  
391 N. Main St.  
Wasilla, AK 99654  
museum@ci.wasilla.ak.us

Dear Bethany,

The State Library, Archives, and Museum has reviewed your FY2022 ARPA grant application and has awarded **Federal LSTA** funds in the amount of **\$1,950** for the **Wasilla Museum Relief**.

**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 and Data Coordinator.
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 as soon as 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 LSTA** 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 document [Giving Credit for IMLS/LSTA Funding](#) 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 to Claire Imamura (eed.library.grants@alaska.gov). Questions should be directed to Claire Imamura (907-465-1018, eed.library.grants@alaska.gov).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal LSTA** grant is funded by the



# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only one of the following boxes*)

CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are—

1. obscene;
2. child pornography; or
3. harmful to minors; and

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are—

1. obscene; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

**Wasilla Museum**

Name of Organization

**Wasilla Museum Relief**

Name of Grant Project

*Bethany Buckingham Follett*  
Signature of Authorized Representative

*10-11-21*  
Date

*Bethany Buckingham Follett*  
Printed Name of Authorized Representative

*Curator*  
Title of Authorized Representative

# FEDERAL LSTA Funding

ARPA Grant Award Notification from the Alaska State Library

# ARPA20

## Recipient Information

### Organization Name and Address:

Wasilla Museum  
391 N. Main St.  
Wasilla, AK 99654

**Vendor Code:** CIW84159

**DUNS:** 002188548

**Contact:** Bethany Buckingham Follett

**Project Number:** ARPA20

## Award Information

### Project Name:

Wasilla Museum Relief

**Grant Award Amount:** \$1,950

**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 made as soon as the agreement is signed 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 FY2022.
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 principals, 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/LSTA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** 1/19/21



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov



## Alaska State Library FY2022 ARPA Grant Agreement

This agreement made and entered into Monday, October 11, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Wasilla Museum**, 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 a grant, **Wasilla Museum Relief**, 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 **\$1,950.00** from **Federal LSTA** funds (Grant number: ARPA20).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

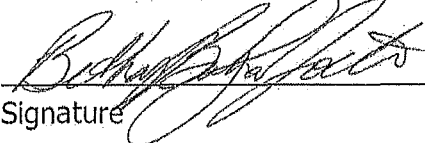
1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
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 LSTA 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.*

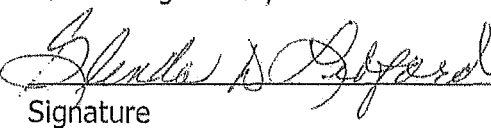
### Both Signatures Are Required

For the Institution

  
Signature

Curator                      10-11-21  
Title                                      Date

For the Legal Entity

  
Signature

Museum                      10-11-21  
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 99801

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

## What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the Library Services and Technology Act (LSTA) under which federal grant funds are awarded to the Alaska State Library. As a recipient of federal LSTA 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 LSTA funds. The following acknowledgement must be used when meeting these requirements: "This (publication or activity or program) was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the Alaska State Library." Copies of publications or materials produced with grant funds must be submitted to the State Library.

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

All grantees must certify that they are CIPA-compliant if they receive LSTA 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 LSTA 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 LSTA-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 LSTA 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 LSTA 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 LSTA grant funds.

*Audits (2 CFR 200.328(b)(1)):* LSTA 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.