

Non-Code Ordinance

By: Deputy Administrator  
Introduced: April 25, 2022  
Public Hearing: May 9, 2022  
Adopted: May 9, 2022

Yes: Brown, Graham, Johnson, Rubeo, Sullivan-Leonard  
No: None  
Absent: Velock

**City of Wasilla  
Ordinance Serial No. 22-14**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating An Economic Development Administration Grant In The Amount Of \$70,000 For A Comprehensive Economic Development Strategy (CEDs), And Appropriating \$70,000 From The General Fund, Fund Balance And Transferring The Funds In The Amount Of \$70,000 To The CIP Fund For The Local Match Requirement.**

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

**Section 2. Purpose.** To accept and appropriate federal funding for the Comprehensive Economic Development Strategy, and to appropriate and transfer funds from the General Fund, fund balance to the CIP Fund to meet local match requirements.

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


Comp Econ Dev-DCEDA	110-4181-499.45-22	\$ 70,000
Comp Econ Dev-City	110-4181-499.45-23	\$ 70,000
Transfer/General Fund	001-4990-499.99-11	\$ 70,000

**Section 4. Source of Funds.**

Econ Dev Grant	110-0000-331.12-09	\$ 70,000
General Fund, Fund Balance	001-0000-253.20-00	\$ 70,000
Transfers/General Fund	110-0000-391.10-01	\$ 70,000

**Section 5. Effective Date.** This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on May 9, 2022.

  
Glenda D. Ledford, Mayor

ATTEST:

  
Jamie Newman, MMC, City Clerk

[SEAL]

**City of Wasilla**  
**Legislative Staff Report**  
**Ordinance Serial No. 22-14**  
 (Non-Code Ordinance)

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating An Economic Development Administration Grant In The Amount Of \$70,000 For A Comprehensive Economic Development Strategy (CEDS), And Appropriating \$70,000 From The General Fund, Fund Balance And Transferring The Funds In The Amount Of \$70,000 To The CIP Fund For The Local Match Requirement.**

Originator: Crystal Nygard, Deputy Administrator  
 Date: 4/14/2022

Agenda of: 4/25/2022

Route to:	Department Head	Signature	Date
X	Finance Director		4/14/22
X	Deputy Administrator		4/14/22
X	City Clerk		4/14/2022
X	Mayor		4-14-22

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:**

Comp Econ Dev-DCEDA	110-4181-499.45-22	\$70,000
Comp Econ Dev-City	110-4181-499.45-23	\$70,000
		Total: \$140,000

**Attachments:** Ordinance Serial No. 22-14 (2 pages)  
 EDA Grant Agreement and Scope of Work (11 pages)

**Summary Statement:** This investment award is provided by the Department of Commerce through the Economic Development Administration. This grant is designed to increase effective economic development activities through a locally based, regionally driven economic development planning process.

The CEDS process is designed to bring together the public and private sectors in the creation of an economic development roadmap to diversify and strengthen the regional economy. It serves to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration as it provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region.

The anticipated impact/outcome of this process will be to establish an economic development planning framework, process and strategy that supports private capital investment and job creation in the region.

The Administration intends to secure a contractor for the plan development and public engagement and believes this planning document will provide the city with a capacity-building foundation that creates an environment for economic prosperity and resiliency.

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

SPECIFIC AWARD CONDITIONS  
U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration (EDA)

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**NON-CONSTRUCTION PROJECTS:** Economic Adjustment Assistance, Partnership Planning, Short Term Planning, and Technical Assistance (both University Centers and Local Technical Assistance) Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149

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<b>Project Title:</b> Partnership Planning Program	
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<b>Recipient Name:</b> City of Wasilla, Alaska	<b>Project Number:</b> ED22SEA3020012
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1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed *Amendment to Financial Assistance Award* (Form CD-451).

The *Authorized Scope of Work* for this project is included as Attachment to those Specific Award Conditions and incorporated under the *Financial Assistance Award* (Form CD-450).

2. The Recipient Contact's name, title, address, and telephone number are:

Crystal Nygard, City of Wasilla Phone: (907-373-9057 Email: cnygard@ci.wasilla.ak.us	Deputy Administrator 290 Herning Avenue Wasilla, Alaska 99654-7091
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Sheba Person-Whitley, Regional Director Phone: (425) 465-2925 FAX: (206) 220-7657 Email: Sperson@eda.gov	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Chris Cox, Administrative Director Phone: (206) 482-2032 FAX: (206) 220-7657 Email: Ccox@eda.gov	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Raul F. Ramos, Economic Development Specialist Phone: (206)- 220-7699 FAX: (206)-220-7669 Email: RRamos@eda.gov	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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6. **CONTACT CHANGES:** Changes to the contact information above may be made in writing by the EDA Project Officer without an amendment on Form CD-451.

7. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the *Financial Assistance Award* (Form CD-450), the following additional documents are hereby incorporated by reference into this Award:

- The Recipient’s application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation; and
- Instructions on how to enroll and access funds in ASAP.

Should there be a discrepancy among these documents, the Specific Award Conditions (this document), including any attachments, shall control.

8. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award.....No later than 30 calendar days  
after receipt of  
Form CD-450/CD-451

EDA requires the **DRAFT CEDS** 30 calendar days prior to the award end date so that EDA has 30 calendar days to review and provide comments on the document to the recipient, and the recipient has 30 calendar days to revise the final document, if necessary.

Submission of Final Project Progress Report..... March 25, 2023  
Authorized Award End Date..... February 24, 2023

Submission of Final Financial Documents  
(Form SF-425)

No later than 120 Calendar  
days from the Award End Date

The Recipient shall diligently pursue the development and implementation of the project upon receipt of the EDA Award so as to ensure completion within this time schedule and shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 CFR §§ 200.339–200.343, as applicable.

## 9. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

**A. AWARD DISBURSEMENTS: Reimbursement basis.** EDA will make disbursements using the Department of Treasury’s Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation required by ASAP. Complete information concerning the ASAP system may be obtained by visiting [www.fms.treas.gov/asap](http://www.fms.treas.gov/asap).

In order to receive disbursements, the Recipient must submit a “*Request for Advance or Reimbursement*” (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, “ACH Vendor/Miscellaneous Payment Enrollment Form” and submit it to either: (1) the EDA Project Officer through a secured/encrypted email or, if coordinated with the EDA Project Officer, mail; (2) NOAA’s Accounting Office by emailing through secure/encrypted email (such as Kiteworks) to: [edagrants@noaa.gov](mailto:edagrants@noaa.gov). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

### B. REPORTS:

a. *Project Progress Reports:* The Recipient agrees to provide the Project Officer with project progress reports, which will communicate the important activities and accomplishments of the project, on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire period of performance. Reports are due no later than 1 month following the end of the semi-annual period.

Performance progress reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, and containing the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the semi-annual reporting period.

- ii. Document accomplishments, benefits, and impacts that the project and activities are having. The Recipient should note where activities have led to specific outcomes such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits.
- iii. Highlight any upcoming or potential press events or opportunities for collaborative press events that would highlight the benefits of the EDA investment.
- iv. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next semi-annual reporting period.
- v. Outline challenges that currently impact or could impact progress on the Award over the next semi-annual reporting period and identify ways to mitigate this risk; and
- vi. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA’s website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:

- i. Outline the specific regional need that the project was designed to address, and update progress made during the award period that will mitigate need and advance economic development.
  - ii. Provide a high-level overview of the activities undertaken.
  - iii. Detail lessons learned during the period of performance that may be of assistance to EDA or other communities undertaking similar efforts.
  - iv. Outline the expected and actual economic benefits of the project as of the time that the report is written; and
  - v. Any other key information from the project.
- b. *Financial Reports:* The Recipient shall submit a “*Federal Financial Report*” (Form SF-425 or any successor form) on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire period of performance. Form SF-425 and instructions for completing this form are available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. Reports are due no later than 1 month following the end of the semi-annual period.

A final Form SF-425 must be submitted no more than 120 calendar days after the expiration date of the Award (*i.e.*, the Award End Date specified on the Form CD-450 or a subsequently executed Form CD-451). Final Financial Reports should follow the guidance outlined in the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire period of



performance and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

**10. ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the *Financial Assistance Award* (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200.

Line Item Budget:

A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$ 70,000.00
Non-Federal Matching Share	\$70,000.00
Total Project Cost	\$140,000.00

B. Under the terms of this Award, the total approved line item budget is: – \$140,000.00

Item	Federal Share	Non-Federal Share	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual	70,000.00	70,000.00	140,000.00
7. Construction			
8. Other			
Total Direct Charges	\$70,000.00	\$70,000.00	\$140,000
9. Indirect Charges			
Total Project Cost	\$70,000.00	\$70,000.00	\$140,000.00

**11. FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area’s grant rate eligibility at the time of award, whichever is less.

**12. REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given EDA two options for having payments deposited to EDA’s account:

- A. The first is the pay.gov website. This option allows the payee to pay EDA through the internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
- B. The second is paper check conversion. All checks must include on their face the name of the DOC agency funding the Award, the award number, and a description of no more than two words identifying the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
Finance Office, AOD, EDA Grants  
20020 Century Boulevard  
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer the file to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed, and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

**13. PLANNING COORDINATION:** In keeping with regional economic development principles, the Recipient should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).

**14. PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with the Procurement Standards of the Uniform Guidance as set out at 2 CFR part 200 and the EDA regulations contained in 13 CFR Chapter III, especially 13 CFR part 305 and 13 CFR § 302.17 ("Conflicts of Interest").

**15. NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that EDA funding is not intended by the Recipient to assist efforts to induce the relocation or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA reserves the right to pursue appropriate enforcement actions, including suspension of disbursements, termination of the Award for convenience or cause (which may include the establishment of a debt requiring the Recipient to reimburse EDA), and disallowance of any costs attributable, directly or indirectly, to the relocation.

**16. PERFORMANCE MEASURES:** The Semi-Annual Program Outputs Questionnaire for EDA Grantees (Non-infrastructure programs) (Form ED-916) must be submitted by Recipient to EDA on a semi-annual basis during the period of performance of this Award, or as otherwise directed by EDA. EDA will provide Recipient with the first electronic Outputs Questionnaire approximately six months after the date the period of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outputs Questionnaires approximately every six months thereafter through the end of the period of performance, or any portion thereof if applicable. Recipient must complete and submit to EDA each electronic Outputs Questionnaire within 30 days of receipt.

The Annual Capacity Outcomes Questionnaire for EDA Grantees Serving Clients (Non-Infrastructure Programs) (Form ED-917) or the Annual Capacity Outcomes Questionnaire for EDA Grantees not Serving Clients (Non-infrastructure programs) (Form ED-918) must be submitted by Recipient to EDA on an annual basis for five years, or as otherwise directed by EDA. If Recipient will directly serve clients (i.e. beneficiaries) under the Authorized Scope of Work, Recipient must submit Form ED-917; if Recipient will not directly serve clients under the Authorized Scope of Work, Recipient must submit Form ED-918. (Recipient should consult the above-listed project officer if Recipient is unsure whether activities in the Authorized Scope of Work constitute serving clients.) Recipient will automatically receive whichever Outcomes Questionnaire is most appropriate, as determined by the EDA project officer, for the Authorized Scope of Work. EDA will provide Recipient with the first electronic Outcomes Questionnaire approximately one year after the date the period of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outcomes Questionnaires approximately every 12 months thereafter for a total of five years, notwithstanding the end of the period of performance. Recipient must complete and submit to EDA each Outcomes Questionnaire within 30 days of receipt.

EDA may revise or replace the Outputs Questionnaire and/or the Outcomes Questionnaire at any time during or following the period of performance of this Award. Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 (collectively, GPRA Reports). Recipient must collect sufficient data and retain sufficient documentation to enable Recipient to complete required GPRA Reports. Failure to

submit to EDA required GPRA Reports might adversely impact the ability of the Recipient to secure future funding from EDA.

**17. REAFFIRMATION OF APPLICATION:** Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:

- A. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
- B. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
- C. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

**18. FREEDOM OF INFORMATION ACT (FOIA):** EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. § 552) responsibilities for its records. DOC regulations at 15 CFR part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants and recipients may be released in response to a FOIA request. The Recipient should be aware that EDA may make certain application information publicly available. Accordingly, the Recipient should notify EDA if it believes any Application information to be confidential.

**19. SCOPE OF WORK/NON-DUPLICATION OF PAST AND CURRENT FEDERALLY FUNDED ACTIVITIES:** The Scope of Work shall not duplicate activities funded under any other federal programs, including but not limited to any current EDA Award. Recipient shall not use federal or matching share funds for this Award for the completion of any activity required under any other federally funded project, and shall not claim the costs of any activity funded under any other federally funded project as part of this EDA Award.

**20. STAFFING CHANGES:** In the event of a change in the key professional staff positions related to project management, the Recipient shall provide the name of the individual

selected to fill the position to the Project Officer and a copy of his or her resume within 30 business days of the selection.

**21. TECHNICAL ASSISTANCE TO BUSINESSES:** Recipient shall advertise and make accessible any technical assistance offered to businesses as intended beneficiaries under this Award as widely as is reasonably permitted under the terms of this Award. Recipient shall maintain adequate documentation of any technical assistance offered and/or provided to benefitting businesses under this Award.

**22. CONSTRUCTION PROHIBITED:** No construction activities are permitted under this Award.

## **Scope of Work: The City of Wasilla**

The City of Wasilla will develop the first ever Comprehensive Economic Development Strategy (CEDS) utilizing past comprehensive plans and public/private sector engagement to design an economic roadmap that diversifies and strengthens our local economy. This investment will create regional goals, objectives, and initiatives that will increase our economic growth, enhance our workforce, expand commercialization of our assts, and enhance infrastructure.

A strategic planning committee will be organized and manage the process. The committee will meet on quarterly basis and discuss economic trends, development of a strong economic toolbox integrating technology and web-based solutions, and the development of economic development goals and initiatives based on our SWAT. Each quarterly meeting will include a report on current economic reports presented by a professional economic contractor.

The city may issue an RFP to solicit consultant proposals for the purpose of coordinating the development of a CEDS. Procurement procedures of 2 CFR 200 will be followed in accordance with EDA requirements. The deliverable will be a completed 5-year CEDS draft to be presented to the Alaska EDR prior to public distribution for comments and or formal adoption by the local governing body. The EDR will determine if the draft CEDS is ready for public comment. The EDR will issue a Letter of Approval for the CEDS upon completion of the Final CEDS if it meets all EDA requirements .

## Specific Award Conditions

**Award Number:** ED22SEA3020012  
**Amendment Number:** 0

**1) Draft 5 year CEDS - FY23-FY27**

Applicant to submit a draft 5 year CEDS and a letter from EDR that confirms it includes all of the basic components of an acceptable CEDS and is ready for subsequent formal review and final approval.

**Due Date: 02/01/2023**