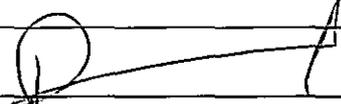


CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Accept and Appropriate a Grant from the Rasmuson Foundation in the Amount of \$19,376 for Library Improvements including New Shelving, Furniture, Electrical Wiring and Computer Outlets and Interior Painting

AGENDA OF: April 22, 2008

Council action: Accepted

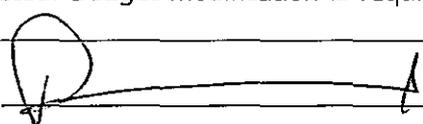
Approved for presentation by B.B. Allen, City Manager 

Route To:	Department/Individual:	Initials:	Remarks:
x	Originator – City Manager		
x	City Clerk		
x	City Attorney		
	Director of Public Safety		
x	Director of Administration		
	Director of Community Services		
	Director of Public Works		

Attachment(s): Rasmuson Grant Agreement, City of Palmer – Palmer Public Library

Fiscal note:

	No fiscal impact.	
	Funds are budgeted from this account number:	
x	Funds are not budgeted. Budget modification is required. Affected account number:	01 19 27 6053

Finance Director Signature: 

Summary statement: The City applied for a grant from the Rasmuson foundation to purchase six new shelves (constructed by Prisoner Employment Program) and new chairs for the multi-purpose meeting room, to install and upgrade the electrical wiring for the public computer and to repaint the interior of the library for a total request of \$19,367. Notification was received on April 1 that the request had been granted.

Administration recommendation: Approve action memorandum 08-023.



GRANT AGREEMENT

Grantee: City of Palmer - Palmer Public Library
Project: Renovations: Shelving, furniture, electrical wiring and computer outlets, interior painting.
Total award: \$19,367
Date of award: April 1, 2008
Grant number: 4165
Grant type: Tier 1
Award detail: A \$19,367 grant to purchase new shelving and chairs; provide new electrical wiring and computer outlets; and to paint the interior of the Palmer Public Library, as outlined in the grant application.

By signing this document, the grantee agrees to accept the conditions of this grant award, and to comply with the Foundation's reporting expectations. Please acknowledge receipt and terms of this grant agreement with signatures from two officials from your organization (i.e., CEO/Executive Director and Chair, Board of Directors; Mayor and City Manager; IRA Council President and Tribal Administrator; or Chancellor and Dean/Director). Please notify the Foundation in writing if the officials who sign this form leave office and provide the new names and titles of their replacements. Please refer to Grant Number 4165 in all correspondence related to this award.

All funds are to be expended for the purpose indicated above and any unspent funds are to be returned with the final report. The grantee must adhere to Foundation policies (attached) regarding payment, an extension or revision, and the final report. The grant end date is one year from the award date. 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.

Please sign and initial each page where indicated; return this agreement to the Foundation by the date stated in the cover letter; and retain a copy for your records.

By: _____

Type or print Legal Name of Organization

Signature Date

Type or print Name and Title

[Handwritten Signature] *[Handwritten Date: 4.1.08]*

Signature Date

Type or print Name and Title

Rasmuson Foundation Grant Policies and Procedures – Tier 1 and Tier 2 \$25,000 or less

Payment

Grant payments require receipt of the signed Grant Agreement and a Payment Request Form (mailed originals, not facsimiles) from the grantee a minimum of 30 days prior to payment. Approved payment requests are batched and processed once a month; checks are mailed at the end of each month. For challenge grants or contingencies, return the Grant Agreement by the date specified and submit the Payment Request Form with the Certification of Meeting Grant Conditions.

Challenge or contingencies

A grant with a challenge component or contingency will be paid 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.

Grant duration

The end date of this award is one year from the award date, *March 31, 2009*.

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 as 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.

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.

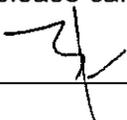
To request a revision or to use unspent funds, submit a Reallocation Request Form, with an attached narrative detailing how reallocated funds will enhance the project.

Final report and grant requirements

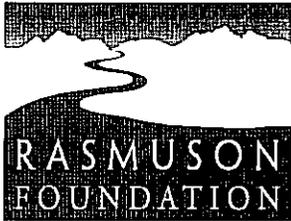
A Final Report is due within 30 days after the grant end date. In reporting, the grantee is required to document expenditures, describe the status of the project, and explain how the project has impacted the grantee organization.

Forms

All the forms required are available from the Foundation's web site at www.rasmuson.org under "resources/forms/reporting and payment request forms." If you have questions, please call (907) 297-2700 or (877) 366-2700, toll-free within Alaska.



Initial



PAYMENT REQUEST

Organization: _____

Project: _____

Grant award date: _____ Grant # _____

Grant award amount: \$ _____

Prior payment(s): \$ _____

Balance of award: \$ _____

Payment request: \$ _____

Grantee 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.

Typed or printed name and title Grantee Authorized Representative signature

For Foundation use only Vendor # _____ Request ID # _____

Initiative Vendor/Request _____

Grant Type: Tier: 1 2

Contingent: Yes No

Contingency met: Complete Partial \$ _____

Approved: Yes No _____

Program Officer

Date

Copy to A/P