

**SUBJECT:** ACCEPTING AND APPROPRIATING \$4,078 FROM THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND OUTDOOR RECREATION, OFFICE OF HISTORY AND ARCHAEOLOGY, TO FUND 480, PROJECT 20394; AND ESTABLISHING THE SCOPE OF WORK AND BUDGET FOR THE CERTIFIED LOCAL GOVERNMENT TRAINING AND TRAVEL GRANT: NAPC FORUM 2018.







**AGENDA OF:** April 3, 2018

**ASSEMBLY ACTION:**

Adopted without objection  
5-1-18 

**MANAGER RECOMMENDATION:** Introduce and set for public hearing.

**APPROVED BY JOHN MOOSEY, BOROUGH MANAGER:** 

Route To:	Department/Individual	Initials	Remarks
	Originator - PGraham		
	Planning and Land Use Director		
	Finance Director		
	Borough Attorney		
	Borough Clerk		3/23/18 

**ATTACHMENT(S):** Fiscal Note: YES ☒ NO ☐  
Grant Agreement (6 PP)  
Ordinance Serial No. 18-022 (2 pp)  
Resolution Serial No. 18-015 (2 pp)

**SUMMARY STATEMENT:**

The Matanuska-Susitna Borough Department of Planning and Land Use has received notification of the receipt of a Certified Local Government Training and Travel Grant to cover a portion of the training and travel expenses for staff of the Matanuska-Susitna Borough Historical Preservation Commission to attend the National Alliance of Preservation Commissions: Forum 2018, in July 2018.

**RECOMMENDATION OF ADMINISTRATION:**

Staff respectfully recommends Assembly adoption of the legislation accepting and appropriating \$4,078 from the State of Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation, Office of History and Archaeology, to fund 480, project 20394; and establishing the scope of work and budget for the Certified Local Government Training and Travel grant: NAPC Forum 2018.

## MATANUSKA-SUSITNA BOROUGH - FISCAL NOTE

Agenda Date April 3, 2018ORIGINATOR: Pamela Graham, Grant Coordinator

SUBJECT: ACCEPTING AND APPROPRIATING \$4,078 FROM THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND OUTDOOR RECREATION, OFFICE OF HISTORY AND ARCHAEOLOGY, TO FUND 480, PROJECT 20394; AND ESTABLISHING THE SCOPE OF WORK AND BUDGET FOR THE CERTIFIED LOCAL GOVERNMENT TRAINING AND TRAVEL GRANT: NAPC FORUM 2018.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT? YES <input checked="" type="radio"/> NO <input type="radio"/>
AMOUNT REQUESTED \$ <u>6,797</u>	FUNDING SOURCE <u>DNR Grant, + Planning</u>
FROM ACCOUNT # <u>100.130.133 4XX.XXX (2,719)</u>	PROJECT #
TO ACCOUNT # <u>480.000.000 3XX.XXX (4,078)</u>	PROJECT # <u>20394</u>
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>3-27-18</u>	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL	<u>6.7</u>					
REVENUE						

## FUNDING:

(Thousands of Dollars)

General Fund	<u>2.7</u>					
Federal Funds						
Other	<u>4.0</u>					
TOTAL	<u>6.7</u>					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_  
 APPROVED BY: [Signature]

Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: 3/27/18

OR 18-022  
 RS 18-015



**Historic Preservation Fund: Travel Grant**  
**State-Local Grant Agreement**  
**CFDA # 15.904    HPF Project # 18007**

This grant agreement is between the State of Alaska, by and through the State Historic Preservation Officer for purposes of the National Historic Preservation Act of 1966, as amended (P.L. 96-515). Hereafter, the State, and,

Matanuska-Susitna Borough    EIN \_\_\_\_\_  
350 E. Dahlia Ave, Palmer, AK 99645-6488

Hereafter, the Grantee

**Article 1. Grant Title:** NAPC Forum 2018

**Article 2. Appendices:** Appendices referred to and/or attached with this agreement are considered part of the agreement.

**Article 3.** The grant application submitted by the Grantee is made a part of this agreement by this reference.

**Article 4. Performance of Services**

- 4.1 Appendix A sets forth the scope of work to be performed by the Grantee.
- 4.2 Appendix B sets forth the project budget.
- 4.3 Appendix C sets forth the financial reports that must be supplied to the State, the payment schedule for disbursement of funds to the Grantee, and audit requirements.
- 4.4 Appendix D sets forth special conditions of the grant, amendment procedures and a list of enclosures.

**Article 5. Period of Performance:** The period of performance of the grant agreement begins and ends September 30, 2018  
There can be no time extensions.

**Article 6. Consideration**

- 6.1 The estimated total cost of the project is \$ 6,796  
The estimated Federal share (60%) of the project is \$ 4,078  
The estimated non-federal share (40%) of the project is \$ 2,719
- 6.2 In full consideration of Grantee's performance under this grant agreement, the State shall apply to the National Park Service for sixty percent (60%) of the estimated total cost of the project or sixty percent (60%) of the actual total cost of the project, whichever is less, in accordance with Appendix B and Appendix D of this agreement.
- 6.3 The State shall include an indirect charge. The percentage may vary, but will not exceed that shown in Appendix B, the project budget.
- 6.4 Twenty percent (20%) of the total payment to Grantee may be withheld until final products and completion reports have been submitted and approved.

6.5 To request reimbursement, the Grantee shall reference the HPF Project Number and submit required documents to the HPF Grants Administrator at:

Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Office of History and Archaeology  
550 West 7th Avenue, Suite 1380  
Anchorage, AK 99501

Or via e-mail to [jean.ayers@alaska.gov](mailto:jean.ayers@alaska.gov)

Grantee Information and Signature	FOR DNR USE ONLY
<b>DUNS:</b>	<b>Grant Tracking Data</b>
Name of Entity Matanuska-Susitna Borough	AWD LOC
Signature	UWA GRT
Typed or Printed Name and Title	Authority
<b>State of Alaska Information and Signature</b>	Source RD
Department of Natural Resources Division of Parks and Outdoor Recreation Office of History and Archaeology	Encumbrance No. Financial Coding Vendor No.
Signature	Project Name: NAPC Forum 2018
Typed or Printed Name and Title Judith E. Bittner, State Historic Preservation Officer	Grant Purpose: Education & Training

#### NOTARY STATEMENT

This certifies that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared

\_\_\_\_\_  
Name and Title

who has executed this instrument on behalf of the \_\_\_\_\_ Matanuska-Susitna Borough

WITNESS my hand and official seal the day and year in this certificate first above written.

\_\_\_\_\_  
Signature: Notary Public

My commission expires: \_\_\_\_\_

**Appendix A: Scope of Work****Project Timeline & Deliverables**

Sponsor: Matanuska-Susitna Borough

HPF Project Name: NAPC Forum 2018

HPF Project Number: 18007

Grant Period: Upon execution – September 30, 2018

Federal Share: \$ 4,078

Recipient agrees to send Historic Preservation staff and/or board member(s) as described in the application to travel and attend the National Alliance of Preservation Commissions (NAPC) Forum 2018 Conference. The Forum will be held July 18 – 22, 2018 in Des Moines, Iowa. Recipient is responsible for arranging his/her own travel, lodging, etc. in accord with the entity's grant application.

**Timelines**

July 2018

On or before  
September 30, 2018**Project Deliverables**

Travel and attend conference.

**Submit to the Office of History and Archaeology:**

- 1) A brief narrative report describing activities accomplished with these grant funds.
  - a. Describe who attended this training
  - b. When and where training occurred
  - c. Why it was deemed important to your entity
  - d. What may be achieved by having obtained the training.
- 2) One combined (final) billing. Include...
  - a. *Summary of Documentation* form, signed and dated
  - b. Backup documentation supporting total travel and training expenses incurred by all staff and/or board members seeking reimbursement under this grant agreement.

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Grantee Initials \_\_\_\_\_

## Appendix B: Budget

HPF Project Name: NAPC Forum 2018  
HPF Project Number: 18007

### COST CATEGORIES:

Personal Services	3,543
Travel: Airfare	1,000
Per Diem: Meals	413
Per Diem: Lodging	1,068
Other: Registration Fees, Cabs, etc.	<u>240</u>
Total Direct Costs	6,264
x 8.5 % State Indirect	<u>532</u>
Total Project Costs	6,796
40% Grantee Match	2,719
60% Federal Share	4,078
Minus State Indirect	- <u>532</u>
Potential Reimbursement to Grantee	<u>3,545</u>

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RS 18-015

## Appendix C: Financial Reporting Requirements, Payment Schedule and Audit Requirements

### Section I: Financial Reporting Requirements

Only one financial report (a final report) shall be submitted. The financial report must show all expenses incurred and backup documentation for each staff and/or commission member covered by this grant agreement. The final billing request must be accompanied by a brief narrative report as described in Appendix A: Scope of Work.

Financial accounting of the grant project will be maintained by the Grantee, copies of which must be submitted to the State Historic Preservation Office to document reimbursement requests. Failure by the Grantee to provide adequate financial reports or other required documentation will be cause for withholding reimbursement.

Appendix B of this agreement describes eligible activities for the project. Use the *Scope of Work* as a basis for reporting. Include the following items with all requests for reimbursement:

- A. A signed, completed Summary of Documentation form accompanied by source documentation for all costs incurred or claimed. Source documentation consists of copies of paid bills, payroll reports, invoices with canceled check copies, receipts of payment by vendor/contractor, traveler, etc.

### Section II: Payment Schedule

A grantee's reimbursement request must reach this office no later than September 30, 2018. Reimbursement will be forwarded to the Grantee approximately thirty (30) days following the submittal of all pertinent documentation. Final reimbursement will be made to the Grantee upon receipt of acceptable narrative reports, financial reports, expenditure documentation, and approval of any special conditions of the grant.

### Section III: Audit Requirements

Grantee must make all records relevant to this grant available for audit for a period of three (3) years after the term of the project.

In addition, governmental entities may be required to comply with State of Alaska, Single Audit Regulations 2 AAC 45.010 and the Federal Single Audit Act of 1984 P.L. 98-502.



#### Appendix D: Special Conditions, Amendment Procedures, and Enclosures

1. Each Appendix and the grant application as submitted by the Grantee are made a part of this Agreement by reference.
2. In addition to the terms described in this Grant Agreement, Grantee shall adhere to Federal requirements governing grants, Office of Management and Budget Circulars, Code of Regulations, Title 2, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
3. This Grant Agreement provides for the voluntary and involuntary suspension or termination of said Agreement consistent with all Federal requirements governing grants.
4. Amendments: Any modification of the project scope of work, budget, or time period, other problems or adverse conditions must immediately be brought to the attention of the State Historic Preservation Office, in writing. It may be necessary to receive prior National Park Service approval before the changes may take place. The Office of History and Archaeology will notify the grant recipient in writing when approval has been obtained in the form of an amendment to the grant award. Failure to obtain such approval prior to implementation of changes may jeopardize reimbursement.
5. Grantee shall complete and return the following enclosed documents.

- \_\_\_ Assurances: Non-Construction Programs
- \_\_\_ Statement of Willingness to Comply with Requirements of Federal Grant
- \_\_\_ Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

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OR 18-052  
RS 18-015