

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ACCEPTING AND APPROPRIATING \$1,748,000.00 IN GRANT FUNDS FROM THE MAT-SU HEALTH FOUNDATION, THROUGH THE WILLOW LIBRARY ASSOCIATION, TO FUND 435, PROJECT NO. 10186; AND ACCEPT AND APPROPRIATE \$90,384.00 OF COMMUNITY DONATIONS TO FUND 435, PROJECT NO. 10186; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE NEW WILLOW LIBRARY AND COMMUNITY CENTER UPGRADES.

AGENDA OF: February 18, 2020

ASSEMBLY ACTION:

Adopted without objection 4-7-20

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER: _____

Route To:	Department/Individual	Initials	Remarks
	Originator	<i>[Signature]</i>	
	Community Development Director	<i>[Signature]</i>	
	Finance Director	<i>[Signature]</i>	
	Borough Attorney	<i>[Signature]</i>	
	Borough Clerk	<i>[Signature]</i>	<i>[Signature]</i>

ATTACHMENT(S): Fiscal Note: YES X NO _____

Ordinance Serial No. 20-023 (3 pp)

Resolution Serial No. 20-016 (2 pp)

Funds Management Agreement (11 pp)

SUMMARY STATEMENT:

The Willow Library Association (WLA) was successful in two grant applications to the Mat-Su Health Foundation in the amount of \$1,748,000.00 for the New Willow Library and Community Center project. They were also successful in raising \$90,384.00 in community donations for the project.

The grant funding was contingent on the Willow Library Association raising 90% of the project costs, which was accomplished through Mat-Su Borough budget appropriations, a Mat-Su Borough Land Management Fund Transfer, a grant from the Rasmuson Foundation, and community donations. The WLA was awarded the grant funding

from the Mat-Su Health Foundation in September and December of 2019.

Because the WLA has no paid staff nor experience managing a project of this scale, the WLA would like the Mat-Su Borough to be the fiscal agent on their behalf. The Borough has extensive experience with similar projects, adequate staffing, and is prepared to properly apply the grant funds to the project and see the project through to completion.

RECOMMENDATION OF ADMINISTRATION:

Accept and appropriate \$1,748,000.00 in grant funds from the Mat-Su Health Foundation, through the Willow Library Association, to Fund 435, Project No. 10186; and accept and appropriate \$90,384.00 of community donations to Fund 435, Project No. 10186; and approve the scope of work and budget for the new Willow Library and Community Center upgrades.

MATANUSKA-SUSITNA BOROUGH FISCAL NOTE

Agenda Date: February 18, 2020

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ACCEPTING AND APPROPRIATING \$1,748,000.00 IN GRANT FUNDS FROM THE MAT-SU HEALTH FOUNDATION, THROUGH THE WILLOW LIBRARY ASSOCIATION, TO FUND 435, PROJECT NO. 10186; AND ACCEPT AND APPROPRIATE \$90,384.00 OF COMMUNITY DONATIONS TO FUND 435, PROJECT NO. 10186; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE NEW WILLOW LIBRARY AND COMMUNITY CENTER UPGRADES.

ORIGINATOR: Hugh Leslie

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$1,838,384</u>	FUNDING SOURCE <u>Mat-Su Health F. Grant and Community Donations</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT: <u>435.000.000 XXX.XXX</u>	PROJECT # <u>10186</u>
VERIFIED BY: <u>Hugh Leslie</u>	CERTIFIED BY:
DATE: <u>2/6/2020</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	<u>1,838</u>					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
<u>Mat-Su Health and Other Donations</u>	<u>1,838</u>					
TOTAL	<u>1,838</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

DEPARTMENT:

APPROVED BY:

PHONE:

DATE:

DATE:

IM No.20- 043
Ordinance Serial No. 20- 023
RS 20-016

To: Eric Phillips, Community Development Director
From: Willow Library Association
as signed by Marian Charles, WLA Chair
Date: February 19, 2020
RE: Transfer of Mat-Su Health Foundation Grant

Please accept this correspondence as our commitment to transfer \$1,748,000.00 to the Matanuska-Susitna Borough, which the Willow Library Association received through grants from the Mat-Su Health Foundation, for the purposes of replacing the Willow Library and Community Center upgrades.

Further, we wish to transfer to the Matanuska-Susitna Borough, \$90,384.00 that the Willow Library Association acquired through their fund raising efforts to also be used for the Willow Library and Community Center Project.

*Marian Charles, Chair
Willow Library Association*

OR 20-023
RS 20-016
EM 20-043

Target Wellness Grant Agreement and Payment Request

Target Wellness Grant Agreement and Payment Request

Organizational Information

Grant #

TW201900100

Federal Tax ID #

920072004

Grant Agreement Due Date

12/24/2019

Legal Name

Name as stated on the organization's Articles of Incorporation.

Willow Library Association

Organization Name

d.b.a. (Doing business as.)

Willow Library Association

Mailing Address

Po Box 129

City

Willow

State

AK

Postal Code

99688-0129

Organization Primary Contact Office Phone

(907) 861-7655

Extension

Office Fax

495-5014

E-mail Address

willowlibraryassociation@gmail.com

WWW Address

http://N/A

Focus Group

Healthy Families

Organization Type

Non-Profit Organization

Grant Information

Grant Amount

50000.0000

Balance

50000.0000

Project Title

New Willow Library and Upgraded Community Center

Project Summary

This project replaces the existing Willow Library and provides major upgrades to the Willow Community Center, including the common, shared spaces.

Additional Information

OR 20-023
RS 20-014
IM 20-043

Type of Support

Award Details and Conditions

Project Description - As outlined in the grant application.

The Willow Library is housed in the same building as the Willow Community Center, sharing an arctic entry, lobby, toilet facilities, utilities and parking area. The library, built in 1992 with approximately 3,050 square feet, is inadequate space wise and otherwise to meet present and future needs. The current community center, built in 1983, is worn, lacks a sprinkling system, has inadequate bathroom facilities, has code deficiencies, etc. This project replaces the current library space with 6,635 square feet of new construction, upgrades the community center space, and replaces/upgrades shared space as needed, including the replacement of the building's entrance which poses a hazard in terms of falling ice and snow. The requested monies will be used to fund areas identified in the project budget.

Implementation Timeline - As outlined in the grant application.

Implementation Timeline

- design bids are in, with selection of architectural firm pending
- construction bid packets will go out soon
- construction is estimated to begin summer 2020 and completion of project expected in summer 2021

The Borough and the Willow Library Association are ready to go.

Grant Requirements -

The information below reflects how the funds are to be used and outlines any restrictions and/or requirements associated with this grant award:

Reporting Requirements

The information below outlines the frequency of reporting requirements and any additional information the grantee must provide when reporting the status of the grant.

A final report is due 30 days after the end of the program.

Staff Requirements

The information below outlines MSHF staff follow-up and any site visit requirements during or at completion of the project.

MSHF Staff will review all reports upon submission.

Payment Breakdown

Target Wellness grant payments are processed upon receipt of the grant agreement/payment request.

Schedule Date	Payment Number	Scheduled Payment Amount
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OR 20-023
RS 20-016
JM 20-043

Payment Request

Payment Acknowledgement Flag

By checking this box, I acknowledge that I have read the information and am aware of the process, the timeframe, and completion of reporting requirements prior to payment being mailed.

No

Grant reporting for all prior MSHF grants must be current before a funding request will be processed.

- **Payments are made a minimum of 30 days after the receipt of the Payment Request Form.**
- **No payments are mailed until the Foundation receives and approves the form.**
- **Grant reporting for all MSHF grants received by the grantee must be current before a funding request will be processed.**

Contingency Reason

Contingent

Contingency Met

Eligibility and Certification

Eligible applicants include 501(c)(3) organizations classified under section 509(a) of the Code. Other eligible organizations engaged in health-related projects may include religious, governmental, educational, or tribal agencies. Individuals, regular governmental or tribal programs, and for-profit agencies are not eligible for funding.

By checking the box below, I certify that:

- This applicant organization meets the specified eligibility criteria for funding under the grant guidelines.
- I agree to the terms and conditions of the grant and ensure funds will be used in accordance with the grant requirements/restrictions, if any, imposed by the funder
- I am authorized to sign contracts on behalf of this organization.
- The information included in this application is correct.

Yes

Certification Statement Date

12/23/2019

Certification Statement Signers Name and Title

WILLIAM MAILER, VICE CHAIR, WILLOW LIBRARY ASSOCIATION

OR 20-023
RS 20-016
IM 20-043

Grant Agreement

Agreement

Grant Information

Due Date

12/29/2017

Grant Number Assigned by Funder

HI201700025-C2

Federal Tax ID #

920072004

Grant Amount

1698000.0000

Type of Support

Building (Capital)

Project Title

Willow Library Replacement and Community Center Upgrades

Organizational Information

Organization's Legal NameAs shown on the organization's Articles of Incorporation.
Willow Library Association**Mailing Address**

Po Box 129

City

Willow

State

AK

Postal Code

99688-0129

Phone

(907) 861-7655

Fax

495-5014

E-mail Address

willowlibraryassociation@gmail.com

Url

http://N/A

Award Details and Conditions

Scope of Work**Implementation Timeline**

This project will begin October 2017 and conclude July 2020.

Fundraising October 2017 to November 2018

Solicitation for architect, survey and geotechnical November 2018 to January 2019

OR 20-023
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JM 20-043

Complete construction documents April 2019
Solicitation for general contractor May 2019
Construction June 2019 to July 2020
Grand opening!

Grant Requirements and Conditions

The information below reflects how the funds are to be used and outlines any restrictions and/or requirements associated with this grant award:

MSHF will be holding a mandatory meeting with all grantees for the following purposes:

1. To review the reporting and evaluation requirements of the grant, along with resources that are available for agencies to comply with these requirements.
2. To review the requirement for grantee self-assessment of their facility and program's disability access, along with resources that are available for agencies to comply with these requirements.
3. To provide basic training on the foundation's grants management portal.

The grantee will perform a facility and program assessment leading to the identification of architectural and/or programmatic barriers that can be resolved as the agency works toward accessibility and ADA compliance.

Contingent

Is this grant contingent?

Yes

Contingency Reason

This grant is subject to the Grantee's compliance with the following contingencies. Please state none if there aren't any contingencies.

Capital phasing, to include requirement that 90% of total project funds must be raised before MSHF funds are released.

The end date for this grant is	Project End Date
	6/30/2020

Reporting Requirements

The information below outlines the frequency of reporting requirements and any additional information the Grantee must provide when reporting on the status of the grant. A final report is due within 30 days after the grant end date.

Semi-annual reports:

April 15, 2018

October 15, 2018

April 15, 2019

October 15, 2019

April 30, 2020 (final report)

Grantee will report on the date the accessibility assessment was conducted, significant deficits, and plan for addressing.

MSHF Staff Requirements

MSHF staff follow-up and any site visit requirements during or at completion of the project are listed here:

Review reports, check in as appropriate.

OR 20-023
RS 20-014
DM 20-013

In addition to the site visit requirements listed above, Grantee agrees the Foundation's

representatives may visit Grantee's premises upon two business days' advance notice and may conduct independent financial and/or programmatic audit(s) of the Grantee's use of the grant funds at any time deemed necessary or appropriate by the Foundation.

Use of Foundation Funds

Attached hereto as Exhibit A and incorporated herein by reference is a copy of Grantee's proposal and Project Budget (collectively, the "proposal"). Grantee represents and warrants that Grantee shall use any funds distributed to Grantee related to the Grant ("Foundation Funds") only for the purposes set forth in the Proposal. Title to all tangible personal property, fixtures or equipment purchased with Foundation funds ("Grant Funded Property"), shall be vested in Grantee. Grant Funded Property must be used for carrying out the Project as set forth in the Proposal. Any real property purchased with Foundation funds ("Grant Funded Real Property") shall be vested in Grantee and Grantee covenants it will use the Grant Funded Real Property only for the purposes set forth in the Proposal.

Any Foundation Funds not used by Grantee for the purposes of the Project as approved in the Project Budget remain the property of Foundation and shall be promptly returned to the Foundation at the conclusion of the Project Period. As security for the performance of the representations and warranties made in this Agreement, Grantee hereby pledges, assigns, transfers, and sets over to the Foundation, its successors and assigns, and grants to the Foundation, its successors and assigns, a purchase money security interest in all of Grantee's rights, title and interest in and to the Grant Funded Property, whether now existing or owned or hereafter acquired or arising. Grantee authorizes the Foundation to make all necessary filings to perfect its security interest in the Grant Funded Property included but not limited to filing a financing statement. Upon the Foundation's acceptance of the Grantee's Final Project Status Report, The Foundation shall file all necessary filings to terminate its security interest in Grant Funded Property. .

If at any time during a Grant Funded Property's useful life, a Grantee fails to use the Grant Funded Real Property for the purposes set forth in the Proposal, Grantee shall repay to Foundation an amount equal to the Foundation funds used to purchase the Grant Funded Real Property. If Grantee fails to make timely repayment of the Grant, Foundation may exercise any and all remedies available to it by law or equity. Nothing contained in this paragraph shall limit or prevent Foundation from taking legal action to seek repayment of unexpended Foundation Funds or Foundation Funds that were not applied in accordance with the terms of this Agreement.

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RS 20-016

DM 20-013

Grant Payments and Expenditures

1. Grant payments require receipt of a Payment Request Form from the Grantee.

2. Payments are made a minimum of 30 days after the receipt of the Payment Request Form.
3. No payments are mailed until the Foundation receives and approves the form.
4. Grant reporting for all MSHF grants received by the Grantee must be current before a funding request will be processed.
5. Capital project grants and health fair grants awarded by the Foundation will be paid in full upon submission of the signed grant agreement and initial Payment Request Form unless grant conditions have been placed on the grant funds.
6. Funds upon which conditions have been placed will be paid only when those conditions have been met.
7. Payment Request Forms for ongoing fund disbursements should be submitted with the reporting document unless grant conditions have been placed on the grant funds or a different payout schedule is required for the grant's success.
8. Initial payment for capacity building, evaluation, planning and seed money, program cost, technical assistance, start-up, short-term operating funding, and policy change grants will be disbursed upon receipt of the signed grant agreement.
9. If a different payment schedule is required for the grant's success that payment schedule must be approved by Foundation staff before funds will be disbursed. .
10. All reports must be current before a payment request can be honored.

Payment Breakdown

The information below outlines the payment schedule/amount established at the time the grant is awarded based on the project timeline. Payment Request and Progress Report Forms are available by logging into your account. Reports for all MSHF grants received by the grantee must be current before a payment request can be honored.

Capital phasing, to include requirement that 90% of total project funds must be raised before MSHF funds are released.

Expenditure of Funds

OR 20-023
RS 20-016
In 20-043

This grant is made based upon the information included in the Proposal, including but not limited to a project budget, goals, objectives and strategy and as outlined in this Grant Agreement. **It is expected that the entire amount of this grant will be applied to the budget included with the proposal and not used for any other purposes.** Should it become advantageous to the Grantee to slightly modify the project and/or make any changes to the project budget or time frame, permission to do so must first be requested from the Mat-Su Health Foundation.

Approval by the Foundation in writing must be received prior to making any revisions or incurring any expenses.

Changes to Information:

Grantee hereby acknowledges and agrees that:

1. it is obligated to timely report any changes in all such information to the Foundation, and
2. the Foundation may take any actions it deems appropriate to address concerns created by changes in such information or Grantee's failure to timely report changes to such information.

Actions the Foundation may take include but are not limited

1. to requiring additional reports from the Grantee,
2. restructuring the Grant's milestones or payment dates/amounts,
3. suspending payments in process and terminating the Grant.

Taking one such action does not prevent the Foundation from taking additional actions. Grantee further acknowledges the Foundation may change its grant-making policies from time to time, and Grantee agrees it must comply with such revised policies unless the Foundation issues a written notice exempting Grantee from compliance.

Publicity

Publicity regarding a grant and the dissemination of project results is generally left to the discretion of the Grantee. Such publicity can be helpful by increasing the public's awareness of the Grantee's organization and its work. The Foundation requests that press releases, publications, and public addresses, resulting from a grant, include acknowledgement of support by the Mat-Su Health Foundation. The Foundation would appreciate receiving a copy of any such materials. The MSHF appreciates acknowledgement of its contributions which assist the Grantee in achieving objectives. The Foundation's website provides information on the Foundation, which may be useful in these preparations. **While we appreciate receiving unframed or electronic photographs of Foundation funded projects that may be included on our website, plaques or other gifts are discouraged.**

Current Legal Actions:

OR 20-023
RS 20-016
IM 20-043

Grantee affirms that the following description of legal actions pending against the Grantee is true and complete. If none please indicate no current legal action pending.

Legal Action

No current legal action pending.

Grantee shall provide periodic reports to the Foundation regarding the legal actions listed above and shall advise the Foundation of any new legal actions filed against Grantee during the term of the Grant.

Certification of IRS Status

Any change in the Grantee's IRS status must be promptly reported to the Foundation.

Change in Key Personnel

Please notify the Foundation in writing if the officials who sign this document leave office, and provide the new names and titles of their replacements. **Any change in key personnel must be reported to the Foundation. Key personnel vary, but generally have the following titles:**

- Executive Director, President, CEO, General Manager
- CFO, Controller
- Chief Operating Officer
- Board or Directors of Board of Trustees
- Chairman of the Board

Eligibility and Certification**Eligibility Flag**

By checking this box, I hereby certify that the Grantee is not an organization classified as a private foundation or a for-profit entity and is one of the following:

- 501(c)(3)
- Government
- Tribal Organization
- Religious Organization
- Educational Organization

OK 20-023
RS 20-014
DM 20-043

Grantee agrees to submit any documentation required by the Foundation from time to time as necessary to prove Grantee's continued eligibility for the Grant

Yes

Certification Flag

By checking this box and typing my name below, I certify that:

1. I am authorized to sign contracts on behalf of the Grantee, i.e., such as the Executive Director or Chairperson of the Board of Directors.
2. The information and statements contained within this application are accurate and true.
3. I agree to abide by the terms of the grant agreement as indicated in this documentation.
4. The Articles of Incorporation have not been amended except as previously disclosed to the Foundation.
5. The legal name of the Grantee on this application matches the name shown in the records on file with the State of Alaska.
6. No portion of this Grant is earmarked for use in carrying on propaganda or otherwise attempting to influence legislation.
7. No portion of the grant funds will be used to participate in any political campaign on behalf of or in opposition to any candidate for public office, to make grants to individuals on a nonobjective basis, to support terrorist acts or organizations that further terrorist activities, or for any non-charitable purpose.

Yes

Name and Title

William Mailer, Vice Chair, Willow Library Association

Date

12/29/2017

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