Purchase Order
20150014

MUNICIPALITY OF ANCHORAGE
GRANT AGREEMENT WITH
THE FEDERATION OF COMMUNITY COUNCILS, INC.
2015

The Municipality of Anchorage and Federation of Community Councils enter into the following agreement in consideration of the mutual promises contained herein. This agreement consists of:

A. Part I, Special Provisions, consisting of 6 sections;
B. Part II, General Provisions, consisting of 22 sections;
C. Appendices:
- Appendix A, Budget, comprised of 1 page;
- Appendix B, Payment Schedule, comprised of 1 page;
- Appendix C, Scope of Services, comprised of 2 pages;
- Appendix D, Employee Performance Evaluation Report, comprised of 2 pages;
- Appendix E, Quarterly / Annual Reporting Forms, comprised of 4 pages;

PART I
SPECIAL PROVISIONS

Section 1. Definitions
Section 2. Grant Amount
Section 3. Scope of Services
Section 4. Term of Grant
Section 5. Grant Administration
Section 6. Authorized Representative for Amendments

Section 1. Definitions.

Unless this agreement expressly provides otherwise, the following definitions shall apply herein:

A. "Grantee" means Federation of Community Councils.

B. "Municipality" means the Municipality of Anchorage.

C. "Council" means any one or all of the community councils organized for areas in Anchorage and established by ordinance of the Anchorage Assembly.

D. "Administrator" means the Assembly Chair, Municipal Clerk or designee.

Section 2. Grant Amount.

A. Grantee is hereby awarded a grant in the total amount of EIGHTY-FIVE THOUSAND DOLLARS ($85,000).

B. This agreement provides the manner in, and conditions under which, grant funds will be used and disbursed by the Grantee. Grant services applicable to this Agreement include identified service and costs as per Appendix A. This grant is awarded and may only be accepted subject to each and every covenant, term, and condition set forth in this agreement.

C. Funds shall be paid in amounts indicated on the payment schedule attached as Appendix B. Municipality may, as a condition of releasing any funds under this agreement, require Grantee to submit to the Municipality any reports, records, audits or other materials required as per Appendix C and E. Failure to submit reports required under this agreement may result in Municipality withholding scheduled payments.

Section 3. Scope of Services

A. The primary function of Grantee is to facilitate communication on behalf of and between the many community councils and to support the Councils and public as they serve their respective communities. To that end, there are several services and activities Grantee shall be required to perform as per Appendix C (Scope of Services).

B. Grantee shall perform all Scope of Services obligations in accordance with the terms and conditions of this agreement, including any specific grant program requirements, directives from Municipality and applicable law.

Section 4. Term of Grant.

A. This agreement becomes effective when signed by the Municipality. The services, functions or activities described in Section 3 of this agreement shall begin on January 1, 2015, and be completed by December 31, 2015, the date of expiration of this agreement.

B. For the purposes of a grant renewal, the Grantee shall initiate discussions with the Administrator after September 1 of each year. If the parties agree to renew, the Administrator will undertake best efforts to prepare the grant agreement for Grantee's signature by November 15 of each year, with the goal of Assembly approval before December 15 of each year.

Section 5. Grant Administration.

A. The Assembly Chair, Municipal Clerk or designee shall administer this grant on behalf of Municipality.

B. The Chair of the Federation of Community Councils shall administer this grant on behalf of Grantee.

Section 6. Authorized Representative for Amendments.

For the purposes of any amendment to the terms and conditions of this agreement, the only authorized representatives of the parties are:

Municipality: Assembly Chair, Municipal Clerk, or designee

Grantee: Chair, Federation of Community Councils

PART II
GENERAL PROVISIONS

Section 1. Award of Grant
Section 2. Use of Grant Funds
Section 3. Availability of Funds
Section 4. Termination
Section 5. Duties upon Termination
Section 6. Financial Management System
Section 7. Reporting and Audits
Section 8. Assignments and Subcontracts
Section 9. Relationship of Parties
Section 10. Permits, Laws and Taxes
Section 11. Nonwaiver and Severability
Section 12. Indemnity
Section 13. Insurance
Section 14. Jurisdiction; Choice of Law
Section 15. Integration
Section 16. Nondiscrimination
Section 17. Notices
Section 18. Amendment
Section 19. Prohibition on Endorsement of Candidates
Section 20. Political Activity
Section 21. Grantee Communications on behalf of Community Councils
Section 22. Ballot Measures
Section 23. Financial Hardship

Section 1. Award of Grant.

A. This grant is awarded and may only be accepted subject to each and every covenant, term and condition set forth in this agreement. Funds shall be paid as indicated on the payment schedule attached hereto as Appendix B. Municipality may, as a condition of releasing any funds under this agreement, require Grantee to submit to Municipality any reports, records, audits or other materials required. Failure to submit reports required under this agreement may result in Municipality withholding scheduled payments.

B. Grantee acknowledges that Municipality has no obligation to continue funding the program described herein beyond the term of this agreement and, subject to Part II Section 3 of this agreement, accepts the compensation described in this section as full consideration of all the costs it incurs in rendering its performance under this agreement.

C. For the purposes of a grant renewal, the Grantee shall initiate discussions with the Administrator after September 1 of each year. If the parties agree to renew, the Administrator will undertake best efforts to prepare the grant agreement for Grantee's signature by November 15 of each year, with the goal of Assembly approval before December 15 of each year.

Section 2. Use of Grant Funds.

A. Grantee shall use any and all 2015 monies awarded under this agreement only to perform the services, functions or activities described in Part I Section 3 and incorporated by reference herein. Any change in a grant funded cost category of the budget included in Appendix A, refer to Column B and which exceeds 10 percent for the total line item must be approved in writing by Municipality.

B. To the extent consistent with the purposes for which funds are made available to Grantee under this agreement, the services and facilities provided by Grantee will be available to the general public and will be provided only within the Municipality of Anchorage.

C. Grantee is not entitled to any compensation under this agreement, other than as expressly provided for in this section. Grantee acknowledges that the Municipality has no obligation to continue funding the program described herein beyond the term of this agreement and, subject to Part II Section 3 of this agreement, accepts the compensation described in this section as full consideration of all the costs it incurs in rendering its performance under this agreement.

D. All investment income earned with grant funds received by Grantee must be reported to Municipality and may not be expended by Grantee for any purpose without the prior written authorization of Municipality.

E. No funds made available to Grantee under this agreement may be used for the construction and/or purchase of real property without the written approval of Municipality.

F. No funds made available to Grantee under this agreement will be used for the purchase of automobiles, vans, buses, or similar transportation equipment. No funds made available to Grantee under this agreement will be used for the purchase of food or beverages, except where required for travel and funded from the allotted travel budget.

G. Grant funds made available to Grantee under this agreement may not be used for expenses or obligations incurred by Grantee before January 1, 2015.

H. No claim for services or functions or other actions performed in addition to those specifically described in Section 3 shall be allowed by Municipality. However, Grantee may, at its own expense, provide such other services or

perform such other functions as are appropriate and not inconsistent with this assignment.

Section 3. Availability of Funds.

This agreement is subject to the availability of funds lawfully appropriated for its performance. Municipality cannot guarantee the availability of funding, or future amounts of funding, if any, for this grant, and Grantee understands and accepts this risk.

Section 4. Termination.

This grant may be terminated:

A. By mutual consent of the parties expressed in writing.

B. By the Municipality when funds designated for this grant's performance are not available due to budget considerations.

C. By the Municipality when a financial review on a previous grant to Grantee reveals ineligible expenditures by Grantee and Grantee has not reimbursed the Municipality for the full amount of the ineligible expenditures.

D. For cause, by either party where the other party fails in any material way to perform its obligations under this agreement. Termination under this subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to cure the default within thirty (30) days after receiving the notice.

E. Grantee fails to comply with timely quarterly reporting, or timely annual reporting or two, or more late reports, or a timely annual budget submission.

Section 5. Duties Upon Termination.

In addition to duties specified elsewhere in this agreement:

A. In the event of termination of this agreement under Part II, Section 4.A, B, C, D (if the fault is Grantee's) or E, Grantee shall promptly refund to the Municipality any unencumbered balance of grant funds paid to Grantee or otherwise disperse of said funds as the Municipality may direct. Equipment purchased by Grantee with grant funds shall be returned to the Municipality or otherwise disposed of as the Municipality may direct.

B. In the event of termination of this grant under Part II, Section 4.D for an uncured default, Grantee shall refund, within 30 days of termination, all funds, whether encumbered or not, received by Grantee by way of this

grant which were budgeted for the specific service or activity which was the basis for the default. Equipment purchased by Grantee with grant funds shall be returned to Municipality or otherwise disposed of as Municipality may direct.

C. In the event a final review has not been performed prior to termination of this agreement, Municipality reserves the right to recover an appropriate amount after fully considering the recommendations resulting from the final review.

Section 6. Financial Management System.

Grantee shall establish and maintain a financial management system including:

A. Accurate, current and complete disclosure of all financial transactions relating to this agreement.

B. Effective control over and accountability for all grant funds (including in kind contributions) and written procurement policies.

C. Comparison of actual expenditures with budgeted amounts.

D. Accounting records which are supported by source documentation.

Section 7. Reporting and Audits.

A. During normal business hours, Municipality may audit and review financial transactions undertaken by Grantee under this grant together with all other records with respect to matters covered by this grant to determine Grantee's compliance with its terms and conditions.

B. Upon request, and within a reasonable time, Grantee shall submit such other information, reports and access to all records, relating to its activities under this grant to Municipality in such form and at such time as Municipality may reasonably require. Upon expiration of the grant agreement Grantee will, on or before January 23, 2016, submit a final annual report in such format as Municipality shall direct. Refer to Appendix E quarterly / annual report schedule.

C. Grantee will retain for a period of three (3) years after completion of all projects funded under this grant all contracts, invoices, materials, payrolls, personnel records, conditions of employment and other data relating to matters covered by this agreement.

D. If Grantee fails to protect its records adequately from fire, theft, damage, deterioration or any other type of loss Municipality may take custody of any records described in Subsection C above that Municipality believes to be inadequately protected.

E. Grantee shall produce, on an annual basis, a report detailing the business conducted by Grantee in support of the Councils in the preceding calendar year. The annual report shall be in addition to the quarterly reports required by Subsection 7.H below. This annual report shall include a discussion of how Grantee plans to use grant funds in the coming year to provide support for the Councils. The report shall be presented to the Administrator within thirty (30) days following the end of the calendar year, and may be forwarded to the Assembly.

F. Grantee's Board members shall conduct an evaluation, on an annual basis, of all Federation of Community Councils' employees paid with the use of grant funds, in such format as the Municipality may direct (See Appendix D). The evaluation(s) should be conducted between September – October, 2015. Grantee's Board shall maintain the file of the confidential evaluation results, making the evaluations(s) available for review at the request of the Administrator, or during any audit authorized under this agreement.

G. At their discretion, the Administrator or designee may conduct a council satisfaction survey during October of the current year, with the assistance of the Federation.

H. Maintain accounting records according to generally accepted accounting standards and report to the Municipal Clerk's Office.

1. Maintain accounting records on a continual basis pursuant to generally accepted accounting standards for similar organizations.

2. Grantee Board of Directors shall review a monthly FFC staff report.

3. Report quarterly (due April 23, 2015, July 23, 2015, October 23, 2015, and January 23, 2016) to the Administrator as per Appendix E, with a narrative description encompassing scope of services provided during the quarter, and a financial summary of expenditures to date by budget amount (forms provided).

4. Provide an end of year report (due on or by January 23, 2016) to the Administrator as per Appendix E, including narrative summary of activities, status of employee evaluation(s), financial summary report with complete accounting and transaction records refer to Appendix A. If requested, provide a CPA review of the annual accounting records and transactions. Grantee may reference and attach the quarterly report narratives in place of the annual narrative summary of activities.

I. Develop an annual budget.

J. Between January 1, 2015 and September 30, 2015 develop a budget for the following year (January through December, 2016).

1. By October 1, 2015 submit a proposed budget for the following year (2016) to the Municipal Clerk's Office. The agreement between the Municipality and Grantee will be based on the accepted annual 2016 budget. The budget shall be submitted with a cover letter requesting initiation of grant renewal for the next year.

2. Grantee shall request funds in such a written request form and manner as is satisfactory to or required by the Municipality.

Section 8. Assignments and Subcontracts.

A. Unless otherwise allowed in writing by Municipality, any assignment by Grantee of its interest in any part of this grant or any delegation of duties under this agreement shall be void, and any attempt by Grantee to assign any part of its interest or delegate duties under this agreement shall give Municipality the right to immediately terminate this agreement without any liability for any actions performed by Grantee.

B. Grantee may enter into subcontracts to purchase goods and services necessary to its performance under this agreement, provided that Grantee and subcontractor comply with the requirements of this Section.

C. Every subcontract shall be in writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefore. Municipality shall be provided with a copy of every subcontract in an amount exceeding $1,500.00 on a quarterly basis and shall be provided with a copy of any other subcontract upon request.

D. Every subcontract in an amount exceeding $1,500.00 shall require retention of and reasonable access to business records of the subcontractor relating to the purchase of goods or services under the subcontract.

E. Grantee shall include the provisions of Section on "Nondiscrimination" in every subcontract so as to be binding upon every such subcontractor of Grantee under this grant agreement.

Section 9. Relationship of Parties.

A. Grantee shall perform its obligations hereunder as an independent group or organization. Municipality may administer the grant and monitor Grantee's compliance with its obligations hereunder. Municipality shall not supervise or direct Grantee other than as provided in this agreement.

B. Both parties agree that funds provided hereunder are in the nature of a grant and do not constitute a contract for the purpose of supplies, services, or other consideration to Municipality.

C. Municipality shall provide Grantee with municipal directories and public information as appropriate upon written request to Administrator.

Section 10. Permits, Laws and Taxes.

Grantee shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this agreement. All actions taken by Grantee under this agreement shall comply with all applicable statutes, ordinances, rules and regulations. Grantee shall pay all taxes pertaining to its performance under this agreement.

Section 11. Non-waiver and Severability.

A. The failure of Municipality at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this agreement or any part hereof, or the right of Municipality thereafter to enforce each and every provision hereof.

B. Any provision of this agreement decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the agreement.

Section 12. Indemnity.

Grantee shall indemnify, defend, save, and hold Municipality harmless from any and all claims, lawsuits or liability, including attorney's fees and costs, allegedly arising out of, in connection with, or incident to any loss, damage or injury to persons or property or from any wrongful or negligent act, error, or omission of Grantee occurring during the course of or as a result of Grantee's or any subcontractor's performance pursuant to this agreement.

Section 13. Insurance.

A. Grantee shall maintain in good standing the insurance noted and described in Subsection B of this section. Before rendering any services under this agreement, Grantee shall furnish Municipality with proof of insurance in accordance with Subsection B of this section and in form acceptable to Municipality.

B. Grantee shall provide the following insurance:

- Worker's Compensation and Employers Liability Coverage as required by Alaska Statutes.
- Commercial general liability, including contractual and personal injury coverage $500,000.00 per occurrence.
- Vehicle liability. Grantee shall protect itself and Municipality with insurance to cover any liability for work-related use of personally owned vehicles.

C. Each policy of insurance required by this section shall name the Municipality of Anchorage as an additional insured and shall provide for no less than thirty (30) days advance notice to Municipality prior to cancellation.

Section 14. Jurisdiction; Choice of Law.

Any civil action arising from this agreement shall be brought in the Superior Court, Third Judicial District, for the State of Alaska at Municipality. The law of the State of Alaska shall govern the rights and duties of the parties under this agreement.

Section 15. Integration.

This agreement and any writings incorporated by reference herein embody the entire agreement of the parties. This agreement shall supersede all previous communications, representations or agreements, whether oral or written, between the parties hereto.

Section 16. Nondiscrimination.

In performing its duties under this agreement, neither party will discriminate against any person on the basis of race, color, religion, national origin, age, sex, national origin, mental or physical disability or marital status. Grantee will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.

Section 17. Notices.

Any notice required under this agreement shall be given in writing and transmitted by personal delivery or prepaid first class, registered or certified mail addressed as follows:

Municipality
Municipality of Anchorage
Municipal Clerk's Office
632 West Sixth Ave., Suite 250
Anchorage, AK 99501
(907) 343-4311

Grantee (or Chair)
Federation of Community Councils, Inc.
1057 W. Fireweed Lane, Suite 100
Anchorage, AK 99503
(907) 277-1977

Section 18. Amendment.

A. This agreement shall only be amended, modified or changed in writing, executed by authorized representatives of the parties, with the same formality as this agreement was executed and such writing shall be attached to this agreement.

B. Any attempt to amend, modify, or change this agreement by either an unauthorized representative or unauthorized means shall be void.

C. Grantee understands that after a determination by Municipality that a violation of this prohibition has occurred it shall result in forfeiture of all unexpended funds for the year in which the violation occurs and ineligibility for any municipal funds for the immediately following fiscal year.

Section 19. Prohibition on Endorsement of Candidates.

Grantee agrees that it shall not expend any municipal funds for the support, opposition, or endorsement of candidates for any public, political or party office and that it shall not endorse or oppose candidates for public, political or party office even if such endorsement or opposition does not require expenditure of funds. If Municipality determines a violation of this prohibition has occurred, the violation shall result in forfeiture of all unencumbered funds for the year in which the violation occurs and ineligibility for any municipal funds for the immediately following fiscal year.

Section 20. Political Activity.

There shall not be any activity to further the election or defeat of any candidate for public, political, or party office as part of or in connection with this grant, nor shall any of the grant funds be used for such purposes.

Section 21. Grantee Communications on behalf of Community Councils

By law, community councils exist to allow citizens to discuss and advocate on public policy issues that affect their region of the municipality. While Grantee supports community council functions, Grantee is also a separate legal entity that receives municipal funds. To that end, Grantee must clearly state on all such communications distributed by the Federal of Community Councils that the materials are being sent on behalf of the individual community council, and not the Federation of Community Councils.

Section 22. Ballot Measures

A. Grantee shall not advocate for local or state ballot measures. However, it is not a violation of this agreement for the Grantee to assist a community council in disseminating information concerning measures on which that Council has formally established a position.

B. In addition to complying with all applicable municipal, state, and federal laws, any communication made by Grantee on behalf of or at the request of a Council related to a ballot measure must include a statement of the official position adopted by the Council on the issue, the meeting date on which the Council took formal action to adopt its official position, and the vote count for and against the measure adopting the official position.

Section 23. Economic or Financial Hardship

Pursuant to Anchorage Municipal Charter Section 13.06(a), funding for this grant can be reduced upon declaration by the Mayor to the Anchorage Municipal Assembly of a severe financial or economic hardship. Funding may not be reduced by more than the amount of the then unencumbered balance.

IN WITNESS WHEREOF, the parties have executed this agreement as of the dates shown below.

MUNICIPALITY OF ANCHORAGE

Barbara A. Jones

Assembly Chair, Municipal Clerk,
Or Authorized Designee

Date December 10, 2014

FEDERATION COMMUNITY COUNCILS

Chair, Federation of Community Councils

Date 10 Dec 2014

IRS Tax Identification No.
Tax Status:Taxable[ ]Non-Taxable[X]

MUNICIPALITY OF ANCHORAGE

Assembly Chair or Municipal Manager

Date 12/18/14

FUNDS CERTIFICATION:

, CFO Date 17/Dec 2014

Account number: 3812 101 1010 000 2015 1010 00 $85,000

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 10th day of December, 2014 by Jeff Langfield, known to me to be the Chair, Federation of Community Councils, an Alaskan non-profit corporation, on behalf of the corporation.

Witness my hand and official seal.

Amanda K. Moser

Notary Public in and for Alaska

My Commission Expires: 6-1-18

AMANDA K. MOSER
My Commission Expires
NOTARY PUBLIC
Jun 1, 2018
STATE OF ALASKA

APPENDIX A

FEDERATION OF COMMUNITY COUNCIL BUDGET

2015 FCC Budget Detail Proposed As of 1/1/15	Total Expenses
Personnel Services Manager Manager Assistant Payroll Taxes & Worker's Comp	$ 52,900.00
Contractual Telephone and Internet Postage, Shipping & Delivery Office equipment repair/maintenance CPA Insurance and Other	$ 10,800.00
Newsletter Distribution Postage, Shipping & Delivery Duplication/Printing	$ 15,300.00
Facility Rent and Facility costs	$ 5,400.00
Travel Conference & Meetings	$ 0.00
Other Costs Other costs	$ 600.00
Award	**$ 85,000.00**

APPENDIX B

PAYMENT SCHEDULE

SUBJECT TO GRANTEE'S satisfactory performance of all its obligations under this grant (including obligations in Appendix C and E), and upon submission of invoice requesting payment, Municipality shall provide funding to Grantee in accordance with the following schedule:

1. $21,250 January 30, 2015
2. $21,250 April 30, 2015
3. $21,250 July 30, 2015
4. $21,250 October 30, 2015

Completion of prior grant year reports and obligations are required before first payment of current grant will be issued.

APPENDIX C

Scope of Services

Community and public functions:

A. Grantee shall perform the following professional services:

1. Keep on file at the Grantee's office - minutes and attendance records for each Grantee Board of Directors meeting.

2. Maintain and continue to develop a resource library/e-library and related supportive services.

    - Obtain Municipal documents impacting Anchorage residents and Councils for reference use by Council members and public.

    - Other resources and documents as space permits, with emphasis on neighborhood organization development.

3. Provide the following technical services to Councils and public:

    - Continued development and maintenance of website for ease of use and access.

    - Printing services for the Council(s) and public on information about the involvement of citizens in the governmental process at the neighborhood levels.

    - Mailing services (as budget allows) on Council newsletters.

    - Other technical assistance as required to help Councils produce documents.

    - Supplies to support these services and for general office operations.

    - On-going training for Council members and officers.

3. Maintain and circulate a listing of representatives to the Grantee board (if not an officer), dates and places of Grantee, and Council meetings; maintain contact sheet available to public for pick-up and on Web site list of representatives, contact information, along with dates and locations of upcoming meetings. (Note: Grantee will request this information but is not responsible for failure to list representative(s) or officer(s) phone or address if declined to be provided.)

4. Notify Councils and public of public hearings and meetings through Grantee's email distribution lists, postings in the Grantee's office and on the website, and by other means deemed to effectively reach public served by Grantee. Grantee acknowledges time is of the essence for public hearing and public meeting notices. Grantee agrees to distribute such notices and posting within ten (10) calendar days of receipt and shall use its best efforts to expediently distribute all notices timely.

5. Keep files of each community council's activities (Note: Grantee will request this information but is not responsible for failure of any Council to provide the same):

    - Request minutes of each Council's meetings and other relevant records relating to Council's activities, including current officers, history, bylaws, policies, resolutions, correspondence, etc.

    - Maintain paper files in a systematic manner.

6. Maintain reasonable office hours to answer questions and provide information on community councils at an established office.

    - Provide information and referral on the community, community issues, Councils, and Councils Center services.

    - Maintain a current map of Council boundaries.

    - Forward mail to appropriate Councils.

7. Miscellaneous provisions.

    - Continue to coordinate Grantee Board meetings.

    - Perform additional activities at the request of the Grantee Board.

    - Provide the Administrator with an annual overall projected budget which shall encompass all grants, fees and other resources anticipated during the fiscal year along with projected expenditures.

The Grantee shall, under no circumstances, provide services to individual Councils which are found to not be in compliance with Anchorage Municipal Code 2.40.030, Definition and Recognition of Community Councils.

APPENDIX D

ANCHORAGE FEDERATION OF COMMUNITY COUNCILS
EMPLOYEE PERFORMANCE EVALUATION REPORT
2015

Evaluation for _____
(Employee Name and Position)

Instructions: ***Rating:*** For each of the SEVEN Categories of performance listed below, please use the following RATING:
1-Unsatisfactory 2-Improvement Needed; 3–Average; 4-Above Average; 5–Outstanding
Narrative: When appropriate, you may explain any generally expected standards of performance or standards of performance established for the position and describe the employee's performance relative to the standards discussed, discussing strengths and weaknesses.

1. QUANTITY - Consider the amount of work performed and the completion of work on schedule:
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

2. QUALITY - Consider accuracy, job knowledge, thoroughness, neatness, technical skills:
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

3. COMMUNICATION - Consider oral and written expression, communication with the FCC Board, community councils, Municipality and the general public:
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

4. WORK HABITS - Consider attendance, initiative, dependability, self-improvement, compliance with work instructions, orderliness:
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

5. PERSONAL RELATIONS -Consider relationship with the FCC Board, community councils and Municipality, interface with the public, responsiveness to Board objectives:
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

6. NEUTRAL/NONPARTISAIN – How well does this employee maintain neutrality/nonpartisanship when representing the FCC?
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

7. FINANCIAL MANAGEMENT – How well does this employee manage grant and grant reporting? Are all reports accurate and submitted timely? Are all required Municipal reports accurate and timely?
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

7. MEETING FCC OBJECTIVES & ASSISTING COMMUNITY COUNCILS – How well does this employee's job performance further the goals of the FCC? How well does this employee manage community council email distribution lists? Are communications and notices sent out in a timely manner when requested by councils?
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

OVERALL RATING
___ Unsatisfactory ___ Improvement Needed ___ Average ___ Above Average __ Outstanding

_____

_____

Dated this _____day of _____, 2015.

_____
FCC Board Chair

APPENDIX E

QUARTERLY and ANNUAL REPORTING FORMS

See next two pages

The quarterly financial and narrative reports are due to the Administrator on the following schedule:

Quarter	Reports Due
First	April 23, 2015
Second	July 23, 2015
Third	October 23, 2015
Fourth	January 23, 2016

Other:

- Signed current year grant agreement required prior to first request for funding payment.
- Proposed next year (2016) budget due October 1, 2015.
- Current certificates of insurance for worker's compensation, general liability, with a waiver of subrogation for the Municipality of Anchorage.
- Employee evaluations should be conducted in September – October, 2015, with completion date reported in the annual report.
- Annual report due January 23, 2016. If requested, provide CPA review of accounting records to Administrator.

Federation of Community Councils
Quarterly Report to Municipality of Anchorage

Quarter Completed: _____

1. List and briefly describe activities and services provided by the FCC during the quarter including the following functions within the scope of services (attach additional pages if necessary).
   a. Minutes and attendance records for each Grantee Board of Directors meeting.
   b. An update on the following technical services provided to the councils and public:
      - Continued development and maintenance of website for ease of use and access.
      - Printing services for the Council(s) and public on information about the involvement of citizens in the governmental process at the neighborhood levels.
      - Mailing services (as budget allows) on Council newsletters.
      - Other technical assistance as required to help Councils produce documents.
      - On-going training for Council members and officers.
   c. An updated current listing or representative to the Grantee board (if not an officer), and location on website where information is available to the public.
   d. Number of notifications (and sample notifications) distributed to Councils and the public of public hearings and meetings through Grantee's email distribution lists.
   e. Any updates to files of each community council's activities (Note: Grantee will request this information but is not responsible for a failure of any Council to provide the same):
      - Request minutes of each Council's meetings and other relevant records relating to Council's activities, including current officers, history, bylaws, policies, resolutions, correspondence, etc.
      - Maintain paper files in a systematic manner.
      - Provide the location where this information is located on the Grantee's website.
   f. Information on reasonable office hours to answer questions and provide information on community councils at an established office.
   g. Miscellaneous provisions:
      - Any additional activities performed at the request of the Grantee Board.

2. Do you foresee a need to make changes to budget line items that exceed 10%? If so, a request in writing must be submitted to the Administrator for approval.

Federation of Community Councils
Annual Report to Municipality of Anchorage

Year Completed: _____

1. List and briefly describe major activities and major services provided by the FCC during the year including the following functions within the scope of services (attach additional pages if necessary).
   a. Minutes and attendance records for each Grantee Board of Directors meeting.
   b. An update on the following technical services provided to the councils and public:
      - Continued development and maintenance of website for ease of use and access.
      - Printing services for the Council(s) and public on information about the involvement of citizens in the governmental process at the neighborhood levels.
      - Mailing services (as budget allows) on Council newsletters.
      - Other technical assistance as required to help Councils produce documents.
      - On-going training for Council members and officers.
   c. An updated current listing or representative to the Grantee board (if not an officer), and location on website where information is available to the public.
   d. Number of notifications (and sample notifications) distributed to Councils and the public of public hearings and meetings through Grantee's email distribution lists.
   e. Any updates to files of each community council's activities (Note: Grantee will request this information but is not responsible for a failure of any Council to provide the same):
      - Request minutes of each Council's meetings and other relevant records relating to Council's activities, including current officers, history, bylaws, policies, resolutions, correspondence, etc.
      - Maintain paper files in a systematic manner.
      - Provide the location where this information is located on the Grantee's website.
   f. Information on reasonable office hours to answer questions and provide information on community councils at an established office.
   g. Miscellaneous provisions:
      - Any additional activities performed at the request of the Grantee Board.

2. When was employee evaluation(s) completed?

Municipality of Anchorage
Federation of Community Councils, Inc.
BUDGET AS PROPOSED FOR FY2015

Grant Number:	Grantee: Federation of Community Councils, Inc					BUDGET AS PROPOSED FOR FY2015	
BUDGET CATEGORY DESCRIPTION	**PROPOSED BUDGET**	**PRIOR EXPENDED FUNDS**	**FUNDS EXPENDED THIS PERIOD**	**TOTAL FUNDS EXPENDED**	**% EXPENDED**	**FUNDS OBLIGATED**	**FUNDS AVAILABLE**
Personnel Services	$ 52,900	$0.00	$0.00	$0.00	0%	$ 52,900	
Contractual	$ 10,800	$0.00	$0.00	$0.00	0%	$ 10,800	
Communications & Training	$ 15,300	$0.00	$0.00	$0.00	0%	$ 15,300	
Rent and other Facility Costs	$ 5,400	$0.00	$0.00	$0.00	0%	$ 5,400	
Other Costs	$ 600	$0.00	$0.00	$0.00	0%	$ 600	
TOTAL	$ 85,000	$0.00	$0.00	$0.00	%	$ 85,000	
Grant Funds Status	**Total Grant Amount**	**Total Funds Received To Date**	**Funds Available**				
	$85,000		$0.00				
	Prior Period		**This Period**			**Total Earned**	
Interest Earned	$0.00		$0.00			$0.00	
Program Income	$0.00		$0.00			$0.00	
EQUIPMENT PURCHASED: DESCRIPTION/COST/SERIAL NUMBER/MODEL NUMBER (if applicable)	$0.00		$0.00			$0.00	

CERTIFICATION: I certify to the best of my knowledge and belief, the above data is correct, and that all outlays were made in accordance with the grant conditions.

SIGNATURE: