Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

MUNICIPALITY OF ANCHORAGE
GRANT AGREEMENT with
THE FEDERATION OF COMMUNITY COUNCILS, INC.
2026

The Municipality of Anchorage (hereinafter "Grantor") and The Federation of Community Councils, Inc. (hereinafter "Grantee") enter into the following grant agreement. In consideration of the mutual covenants herein, the parties agree as follows. This agreement consists of:

Part I, Consisting of 24 sections of Special Provisions;
Part II, Consisting of 10 sections of General Provisions;
Appendices:

- Appendix A, Scope of Services, comprised of 3 pages;
- Appendix B, Budget, comprised of 1 page;
- Appendix C, Payment Schedule, comprised of 1 page;
- Appendix D, Reporting, comprised of 1 page;
- Appendix E, Quarterly Financial Report, comprised of 1 page;
- Appendix F, Quarterly Report, comprised of 1 page;
- Appendix G, Annual Financial Report, comprised of 1 page;
- Appendix H, Annual Report, comprised of 1 page;
- Appendix I, Employee Performance Evaluation Report, comprised of 3 pages;
- Appendix J, Employee Acknowledgement, comprised of 1 page;
- Appendix K, Municipal Ethics Code AMC 1.15.050A-C, comprised of 1 page.

It is understood that Grantee is a nonprofit corporation and that the Chair of the Federation of Community Councils, Inc. has the authority to execute this grant agreement on behalf of Grantee.

PART I - SPECIAL PROVISIONS

Part I of this agreement consists of those provisions that are listed below by section number and title.

Section 1. Definitions
Section 2. Award of Grant
Section 3. Term of Grant
Section 4. Use of Grant Funds; Scope of Expenses
Section 5. Method of Payment
Section 6. Grant Administration

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Section 7. Termination
Section 8. Duties upon Termination
Section 9. Insurance
Section 10. Financial Management System
Section 11. Reporting and Audits
Section 12. Records Management
Section 13. Assignments
Section 14. Ownership; Publication, Reproduction and Use of Material
Section 15. Notices
Section 16. Sub-agreements
Section 17. Duties Upon Expiration
Section 18. Prohibition on Endorsement of Candidates
Section 19. Prohibition of Personal and Political Attacks
Section 20. Political Activity
Section 21. Grantee Communications on behalf of Community Councils
Section 22. Ballot Measures and Proposed Municipal Legislation
Section 23. Participation in Community Councils
Section 24. Meetings of the Board of Delegates

Section 1. Definitions.

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

A. "Grantee" means Federation of Community Councils, Inc.
B. "Grantor" 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. Award of Grant.

A. Grantee is hereby awarded a grant in the total amount of TWO HUNDRED FOURTY ONE THOUSAND FIVE HUNDRED DOLLARS ($241,500). Two hundred thirty-one thousand and five hundred Dollars ($231,500) are made available to the FCC for its yearly operating budget. Ten Thousand Dollars ($10,000) are made available for training purposes; the Ombudsman’s Office will manage the training funds and approve disbursements to the FCC.
B. 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 C. Grantor may, as a condition of releasing any funds under this agreement, require Grantee to submit to Grantor, any reports, records, audits or other materials required by the Grantor. As a condition of payment, Grantee shall have paid all municipal taxes currently due and owing by Grantee.
C. Grantee acknowledges that Grantor has no obligation to continue funding the

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

services described herein beyond the term of this agreement regardless of the degree to which Grantee's program is successful, and Grantee accepts the compensation described in this Section as full consideration for all costs it incurs in performing under this grant agreement.

D. This agreement may be subject to the availability of funds granted to the Municipality from other funding agencies. The Grantee acknowledges that during the term of this grant agreement, any funding level reduction to the Municipality will reduce funds available to the Grantee.

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

F. Pursuant to Anchorage Municipal Charter Section 13.06(a), funding for this grant, or grants, 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.

Section 3. Term of Grant.

A. This agreement becomes effective when signed on behalf of Grantor.

B. The services, functions or activities described in Appendix A, Scope of Services of this agreement shall begin on January 1, 2026, and be completed by December 31, 2026, the date of expiration of this agreement.

C. Any change in the duration of this agreement must be approved by written agreement of Grantor and attached hereto as a Grant Amendment.

D. This agreement may be terminated at the sole discretion of Grantor or in accordance with provisions of Part I, Section 8.

E. For 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 4. Use of Grant Funds; Scope of Expenses.

A. Grant funds made available to Grantee under this agreement may not be used for expenses or obligations incurred by Grantee before January 1, 2026.

B. Grantee shall use any and all monies awarded under this agreement only to perform the services, functions or activities described in Appendix A, Scope of Services. Any change in a budget category in the Grant Budget for operations included in Appendix B which exceeds the total budget category by an amount greater than 10% must be approved in writing by Grantor.

C. 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 provided only within the Municipality of Anchorage, consistent with Grantee's obligations under Appendix A, Scope of Services.

D. No claim for services or functions or other actions performed in addition to those

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

specifically described in Appendix A, Scope of Services shall be allowed by Grantor. However, Grantee may at its own expense provide such other services or perform such other functions as are appropriate and not inconsistent with this agreement.

E. Written approval must be obtained from Grantor prior to expending grant funds for:
    1. Travel outside the Municipality of Anchorage
    2. Out of town consultants
    3. Capital purchases with unit value exceeding $500.00
    4. Construction or repair of building

F. Income earned with grant funds received by Grantee must be reported to Grantor and may not be expended by Grantee for any purpose without the prior written authorization of Grantor.

G. Grantee shall establish uniform purchasing practices and procedures for the procurement of goods and services. The practices and procedures shall provide that:
    1. For purchases of non-expendable personal property with a value of $500 or more, the Grantee will require three competitive price quotations from three potential suppliers; and
    2. Grantee will retain written records of price quotations, and will include in the written records the written specifications of: suppliers' names; addresses; and prices quoted.
    3. For the award of a agreement with a value of $2500 or more, the Grantee will require three competitive price quotations from three potential suppliers; and
    4. Grantee will retain written records of price quotations, and will include in the written records the written specifications of: suppliers' names; addresses; and prices quoted.

H. No funds made available to Grantee under this grant agreement may be used for:
    1. Purchase of automobiles, vans, buses, or other transportation equipment;
    2. Losses from bad debts;
    3. Contributions to contingency reserves or miscellaneous funds;
    4. Contributions, donations;, Entertainment costs;
    5. Purchase of food or beverages, except for events consistent with the mission of the Grantee;
    6. Payment of dues, except for organizations consistent with the mission of the grantee.
    7. Fines and penalties;
    8. Interest on borrowing, financing, refinancing costs or related legal and professional fees;
    9. Legal fees, except for the direct benefit of service recipients;
    10. Indirect or percentage overhead costs, except as directly charged to

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

grant activities funded;

11. Costs associated with lobbying at local, State, or Federal levels or other political activities;
12. Costs of promoting or opposing unionization; and
13. Costs of supporting any religious or anti-religious activities.

I. Grantee shall, in coordination with the Ombudsman's Office, facilitate training events for its staff, Board of Delegates, and Councils.

Section 5. Method of Payment.

A. Subject to Grantee's satisfactory performance, Grantor shall pay Grantee no more than TWO HUNDRED FOURTY ONE THOUSAND AND FIVE HUNDRED DOLLARS ($241,500) in accordance with this section.

B. Grantor shall pay Grantee in accordance with the schedule set forth in Appendix C, Payment Schedule. Grantor may, as a condition of releasing any funds under this agreement, require Grantee to submit to the Grantor any reports, records, audits or other materials required as per Appendix D. Failure to submit reports required under this agreement may result in Grantor withholding scheduled payments.

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

Section 6. Grant Administration.

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

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

Section 7. Termination.

This grant may be terminated:

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

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

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

D. By Grantor if Grantee fails to comply with timely quarterly reporting; timely annual reporting; or a timely annual budget submission.

E. For the convenience of Grantor, provided that Grantor notifies Grantee in writing of its intent to terminate under this paragraph at least ten (10) days prior to the effective date of the termination.

F. For cause, by either party, when the other party fails in any measurable way to

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

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 therefor, and the other party shall have thirty (30) days from receiving the notice to cure the default complained of.

Section 8. Duties upon Termination.

A. In the event of termination of this agreement under Part I, Section 7, Grantee shall refund promptly to Grantor any unencumbered grant funds paid to Grantee or otherwise dispose of said funds as Grantor may direct. All finished and unfinished documents and materials prepared by Grantee shall become the property of Grantor. Equipment purchased by Grantee with grant funds shall be returned to Grantor or otherwise disposed of as the Grantor may direct.

B. In the event of termination of this grant under Part I, Section 7.F. 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 Grantor or otherwise disposed of as Grantor may direct.

C. If Grantee receives payments exceeding the amount to which it is entitled under subsection A of this section, it shall remit the excess to the Administrator within thirty (30) days of receiving notice to do so.

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

E. Except as provided in this section, termination of Grantee's services under Part I, Section 7 does not affect any other right or obligation of a party under this agreement.

Section 9. Insurance

A. The Grantee shall maintain in good standing the insurance noted and described in Subsection B of this section. Grantee shall furnish Grantor with a Certificate of Insurance in accordance with Subsection B of this section.

B. The Grantee shall provide the following insurance:

1. $500,000 Employers Liability and Workers Compensation as required by Alaska Law.
2. Commercial General Liability including:

$2,000,000 General Aggregate
$2,000,000 Products/Completed Operations
$1,000,000 Personal & Advertising Injury
$1,000,000 Each Occurrence
$5,000 Medical Payments

C. The Grantee shall provide no less than thirty (30) days advance notice to the Grantor prior to cancellation of any policy of insurance required by this section.

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

D. With the exception of Workers Compensation, each policy shall name the Municipality of Anchorage as an additional insured, and the actual policy endorsement shall accompany the Certificate of Insurance.
E. General liability, workers compensation, and automobile policies shall be endorsed to waive all rights of subrogation against the Municipality of Anchorage, by reason of any payment made for claims under the above. The actual policy endorsement shall accompany the Certificate of Insurance.
F. The Grantee shall extend its general liability insurance coverage to include the individual community councils.

Section 10. 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 and real and personal property acquired with grant funds, including written procurement policies.
C. Maintain a grant (source) fund accounting system and accounting records which is supported by source documentation.
D. Comparison of actual expenditures with budgeted amounts.
E. Maintain separate accounts by source of funds for all revenues and expenditures. Identify the source and application of funds for Grantee's performance under this agreement, including information pertaining to sub-agreements, obligations, unobligated balances, assets, liabilities, outlays and income.
F. Maintain policies and procedures that provide for accurate accounting and proper management of all grant funds in accordance with Part I, Section 5.
G. Maintain procedures to bill clients for services received. These procedures must ensure that charges are reasonable, appropriate, and approved by Grantee's governing authority; and
H. Provide a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 11. Reporting and Audits.

A. Grantor may, at any time, 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. Grantor may request such other information and reports relating to Grantee's activities under this agreement in such form and at such times as Grantor may reasonably require.
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. Maintain accounting records on a continual basis pursuant to generally accepted

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

accounting standards for similar organizations and report to the Municipal Clerk's Office.

E. Report quarterly to the Administrator as per Appendix D, 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).

F. Provide an annual report to the Administrator as per Appendix D, including narrative summary of activities, status of employee evaluation(s), financial summary report with complete accounting and transaction records. If requested, provide a CPA review of the annual accounting records and transactions. The annual report shall be in addition to the quarterly reports.

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 Grantee. The Administrator or designee will be responsible for additional funding outside of grant if required to perform the satisfaction survey.

Section 12. Records Management.

A. If Grantee ceases operations under this grant agreement before the end of any record retention period in this section, all records described in Part 1, Section 10, and Appendix A shall be delivered to Grantor within 7 days of request.

B. If Grantee fails to protect its records adequately from fire, theft, damage, deterioration, or any other type of loss during any retention period in this section, Grantor may take custody of any records described in Part 2, Section 11 that Grantor believes to be inadequately protected.

Section 13. Assignments.

A. Except insofar as subsection B of this section specifically permits, 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 Grantor the right immediately to terminate this agreement without any liability for any actions performed by Grantee.

B. Grantee may assign its interest or delegate its duties under this agreement only as expressly permitted in writing by Grantor.

Section 14. Ownership; Equipment.

A. Equipment purchased by Grantee with grant funds shall be the sole property of Grantor, and shall be marked and inventoried in accordance with Municipal Policies and Procedures, and submitted to the Contract Administrator with quarterly and annual reports.

Section 15. Notices.

Any notice required pertaining to the subject matter of this agreement shall be personally delivered, sent via email or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Grantor: Municipality of Anchorage
Municipal Clerk's Office
632 West 6th Ave, Suite 250

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Anchorage, Alaska 99501
(907) 343-4311

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

Notices are effective upon the earlier of receipt or five (5) days after proof of proper posting.

Section 16. Sub-agreements.

Grantee may enter into sub-agreements for the purchase of goods and services necessary for the performance of this agreement, provided:

A. Every sub-agreement shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor. Municipality shall be provided with a copy of every sub-agreement in an amount exceeding $2,500.00 on a quarterly basis and shall be provided with a copy of any other subcontract upon request.
B. Every sub-agreement under which Grantee delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by Grantee.
C. Every sub-agreement in an amount exceeding $2,500.00 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.
D. Grantee shall include the provisions of Section on "Nondiscrimination" in every sub-agreement so as to be binding upon every such subcontractor of Grantee under this grant agreement.

Section 17. Duties Upon Expiration.

Upon expiration of this grant agreement, no unencumbered funds may be expended by the Grantee. In addition to the final report required by Appendix D, Grantee will promptly refund to Grantor any unencumbered balance of grant funds paid to Grantee or otherwise dispose of said funds as Grantor may direct.

Section 18. Prohibition on Endorsement of Candidates.

Grantee, including its employees acting in their official capacity, 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 Grantor determines a violation of this prohibition has occurred, the violation may 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. Grantee may appeal the Grantor's determination to the Assembly Chair; it may further appeal the Assembly Chair's determination to the Assembly.

Section 19. Prohibition of Personal and Political Attacks.

Grantee, including its employees acting in their official capacity, shall not facilitate any activity that focuses on, targets, or attacks a person or group for personal beliefs or

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

political positions. If Grantor determines a violation of this prohibition has occurred, the violation may 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. Grantee may appeal the Grantor's determination to the Assembly Chair; it may further appeal the Assembly Chair's determination to the Assembly.

Section 20. Political Activity.

Grantee, including its employees acting in their official capacity, agrees 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.

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 Grantee that the materials are being sent on behalf of the individual community council, and not the Federation of Community Councils, Inc.

Section 22. Ballot Measures and Proposed Municipal Legislation.

A. Grantee, including its employees acting in their official capacity, shall not advocate for or against local or state ballot measures or municipal measures proposing policy or legislation. Neither the Grantee, nor its employees in their official capacity, shall assist a community council in establishing a position on local or state ballot measures or municipal measures proposing policy or legislation. However, it is not a violation of this agreement for the Grantee to assist a community council in disseminating information concerning ballot and municipal measures on which that council has formally established a position (i.e. draft a template resolution where the Community Council fills in the blank for the council name, supports or opposes, fills in blank whereas clauses.
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 state or local ballot measure or other municipal measures 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.
C. The Anchorage Assembly considers various measures proposed as law or policy decisions, and it debates those matters in public hearing and allows public testimony. It expects Grantee, including its employees acting in their official capacity, not to take positions on those matters that ultimately come before the assembly.
D. The Grantee's role is dissemination of information to Councils, although Councils often provide opinions and resolutions on proposed legislation, the Grantee should not participate in those efforts. However, the Grantee may assist

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

a community council that has formally established a position (i.e. draft a template resolution where the proposed law or policy decision is populated but the community council fills in a blank where the community council name should go, a blank where "supports" or "opposes" should go, and fills in blank whereas clauses as findings.

Section 23. Participation in Community Councils.

While employed by Grantee, employees shall not serve as a board member of any community council. In a public forum, Grantee employees must identify whether they are speaking on behalf of the Grantee or as an individual.

Section 24. Meetings of the Board of Delegates.

A. There shall be a minimum of four (4) Grantee Board of Delegates meetings per calendar year and at least one meeting each quarter.
B. All meetings shall be open to the public, except in the case of Executive Sessions. Only the following subjects may be considered in Executive Sessions:
   (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
   (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
   (3) matters which by law, municipal charter, or ordinance are required to be confidential;
C. Minutes shall be taken or recordings shall be made at all meetings and shall be made available at the next meeting.
D. The Grantee shall be responsible for any Board of Delegates meeting notices. Whenever possible, notices shall be posted online and may be placed in such public locations as schools, libraries, and shopping centers.
E. Robert's Rules of Order, Revised, shall apply for regular and special meetings of the Board of Delegates for all matters.

PART II - GENERAL PROVISIONS

Part II of this agreement consists of those provisions that are listed below by section number and title.

Section 1. Relationship of Parties
Section 2. Unallowable Activities
Section 3. Permits, Laws and Taxes
Section 4. Nonwaiver
Section 5. Amendment
Section 6. Indemnity
Section 7. Jurisdiction: Choice of Law
Section 8. Severability
Section 9. Integration

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Section 10. Inspection and Retention of Records

Section 1. Relationship of Parties.

A. Grantee shall perform its obligations hereunder as an independent contractor of Grantor. Grantor may administer the grant and monitor Grantee's compliance with its obligations hereunder. Grantor shall not supervise or direct Grantee other than as provided in this agreement. If Grantor elects sub-agreement to perform its services, the sub-contractor is bound by any and all provisions of this grant 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 Grantor.

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

Section 2. Unallowable Activities.

A. Discrimination.

Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). Grantee will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. Grantee agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1. Grantee shall state, in all solicitations or advertisements for employees to work under this agreement, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability;
2. Grantee shall comply with any and all reporting requirements that may apply to it that the Anchorage Office of Equal Employment Opportunity Contract Compliance may establish by regulation;
3. Grantee shall include the provisions of this section in every subcontract or purchase order under this agreement, so as to be binding upon every such subcontractor or vendor of Grantee under this agreement, and:
4. Grantee shall comply with all applicable federal, state and municipal laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7, Chapter 7.50, of the Anchorage Municipal Code.

B. Conflict of Interest.

1. No member of the Board of Directors shall cast a vote on any matter which

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

could financially benefit such member, or any organization such member may represent;

2. Each member shall avoid organizational conflict of interest, and all personnel shall avoid personal conflict of interest and appearance of conflict of interest in activities involving the procurement of grant funds; and
3. No funds shall be paid to any non-governmental individual, institution or organization to conduct an evaluation of the grant if such individual, institution or organization is associated with the grant as a consultant or technical advisor.

C. Gifts and Kickbacks.

No officer, employee or agent of Grantee shall solicit or accept gifts, gratuities, favors, or anything of monetary value from any actual or potential sub-recipient, contractor, community council, or other individual served through the grant. For purposes of this section, the definition of gift shall be interpreted in accordance with the Municipal Ethics Code, AMC 1.15.050. This section of the Ethics Code is attached as Appendix K.

D. Nepotism.

Grantee shall not hire a person in an administrative capacity or staff position under the grant if a member of that person's immediate family is engaged in an administrative capacity for Grantee or is a member of the Board of Directors. The term "immediate family" means: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child. The term "person in an administrative capacity" includes those persons who have overall administrative responsibilities for a grant including all appointed or elected officials who have a responsibility for obtaining and/or approval of any funds received.

E. Political Patronage.

1. There shall be no selection of vendors or contractors based on political patronage or affiliation.
2. Grantee agrees that it shall not expend any municipal funds for the support, opposition, or endorsement of candidate(s) for any state or municipal office, or endorse or oppose any candidate(s) for state or municipal office even if such endorsement or opposition does not require expenditure of funds. Grantee understands that after a determination by Grantor 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.

F. Limitations on Religious Activities.

Grantee agrees that if it represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institute or organization, that in connection with all services provided under this grant agreement:

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
2. It will not discriminate against any person applying for such services on the basis of religion and will not limit such services or give preference to persons on the basis of religion.
3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such service.
4. The portions of a facility used to provide such services under this grant agreement, in whole or in part, shall contain no sectarian or religious symbols or decorations.

Section 3. 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, including a business license issued by the State of Alaska, Department of Commerce, and/or a non-commercial solicitation license issued by the Municipality of Anchorage if required. All actions taken by Grantee under this agreement shall comply with all applicable statues, ordinances, rules and regulations. Grantee shall pay all taxes pertaining to its performance under this agreement.

Section 4. Nonwaiver.

The failure of Grantor 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 Grantor thereafter to enforce each and every provision hereof.

Section 5. Amendment.

A. This grant 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 grant agreement.
B. For the purposes of any amendment to the terms and conditions of this agreement, the only authorized representatives of the parties are:
    1. Chair, Federation of Community Councils Executive Board
    2. Assembly Chair, Municipal Clerk, or authorized designee, Municipality of Anchorage
C. Any attempt to amend, modify, or change this grant agreement by either an unauthorized representative or unauthorized means shall be void.

Section 6. Indemnity.

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

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Section 7. Jurisdiction: Choice of Law.

Any civil action arising from this agreement shall be brought in the Superior Court for the Third Judicial District of the State of Alaska at Anchorage. The laws of the State of Alaska shall govern the rights and obligations of the parties under this grant agreement.

Section 8. Severability.

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

Section 9. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 10. Inspection and Retention of Records.

A. Grantee shall, at any time during normal business hours and as often as Grantor may deem necessary, make available to Grantor, for examination, all of its records with respect to all matters covered by this agreement for a period ending three years after the date Grantee is to complete performance in accordance with Part I, Section 3

B. Upon request, and within a reasonable time, Grantee shall submit such other information and reports relating to its activities under this agreement, to Grantor, in such form and at such times as Grantor may reasonably require.

C. Grantee shall permit Grantor to review, examine and make copies of such records, and to make reviews of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this agreement. Grantor may, at its option, permit Grantee to submit its records to Grantor in lieu of the retention requirements of this section.

IN WITNESS WHEREOF, the parties have executed this agreement on the date and place shown below.

MUNICIPALITY OF ANCHORAGE, LEGISLATIVE BRANCH

Christopher Constant

Assembly Chair, Municipal Clerk, or Authorized Designee

Date: 01/06/2026 | 2:36:54 PM AKST

FEDERATION OF COMMUNITY COUNCILS, INC.

Mike Edgington

Chair, Federation of Community Councils, Inc. Executive Board

Date: 01/05/2026 | 10:47:49 AM AKST

IRS Tax Identification No. 92-0063045

Tax Status: Non-Taxable

MUNICIPALITY OF ANCHORAGE

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Jasmine Acres

Mayor, Municipal Manager, or
Authorized Designee
Date: 12/29/2025 | 4:41:29 PM AKST

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX A

Scope of Services

The primary objective of the Federation of Community Councils, Inc. (FCC) is to offer assistance to the community councils recognized by the Assembly. The FCC achieves this by providing administrative services, technical support, training opportunities, outreach initiatives. As the central facilitating body for these councils, the FCC aims to enhance their capabilities, enabling them to fulfill their responsibilities outlined in AMC 2.40.

The FCC will request information but is not responsible for failure of any community council to provide the same.

Community and Public Functions – Grantee shall perform the following services:

1. FCC Board of Delegates

1. Maintain the minutes and attendance records for Board of Delegates meetings in office.
2. Maintain a contact list of Board of Delegates and Executive Committee.
3. Coordinate Board of Delegates meetings.
4. Perform additional activities at the request of the Board of Delegates and Executive Committee.

2. Community Councils Support

1. **HISTORIAL ARCHIVE.** Maintain physical and/or digital files of each community council's activities.
    a. The files should include agenda and minutes of each council's meetings and other relevant records relating to council's activities, including current officers, history, bylaws, policies, resolutions, correspondence, etc.
    b. Maintain files in a systematic manner.
2. **TECHNICAL SUPPORT.** Provide the following technical support services:
    a. Maintain a website with Community Council general meeting information
    b. Provide continued development and maintenance of website for ease of use and access.
    c. Printing services for the council(s) and public on information about the involvement of members of the public in the governmental process at the neighborhood levels.
    d. Other technical assistance as required to help councils produce documents.
3. **ADMINISTRATIVE SUPPORT.**
    a. Forward mail to appropriate councils.
    b. Mailing services, as budget allows, on council newsletters.

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

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

3. Information for the Public

1. Maintain a contact list of Community Councils and their representatives
    a. The contact list should be available on the website.
2. Notify councils of public of meetings and public hearings, including meeting date and location.
    a. Notifications will include FCC meetings, community council meetings, public hearings, and municipal meetings.
    b. Notification will be made through Grantee's email distribution lists, posting notification on website, and by other means deemed to effectively reach public served by Grantee.
    c. 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.
3. Provide information and referral on the community, community issues, councils, and councils center services.
4. Maintain a current map of council boundaries, available to the public in office and through website.

4. Resources and Training

1. Maintain and continue to develop a resource library/e-library and related supportive services.
2. Obtain municipal documents impacting Anchorage residents and councils for reference use by council members and public.
3. Other resources and documents as space permits, with emphasis on neighborhood organization development.
4. Facilitate training events for the FCC, the Board of Delegates, and community councils in coordination with the Ombudsman's Office. The Ombudsman will review proposals for training costs and expenses at least 60 days in advance of the training and will approve training costs and expenses that comply with this paragraph. Payment and disbursement of training funds to the grantee will correlate to the number of participants and the actual costs involved in the training, which may amount to no more than $100/participant.

5. Outreach

1. Develop and maintain an outreach program to educate the public on the function and purposes of the community councils.
2. Provide opportunities for councils to engage in outreach.
3. Staff public events and functions to bring more awareness of community councils.

Maintain reasonable office hours to answer questions and provide information on community councils at an established office. The Grantee shall, under no circumstances, provide services to individual councils which are found to not be in

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

compliance with Anchorage Municipal Code 2.40.030, Definition and Recognition of Community Councils.

Administrative Functions – Grantee shall perform the following:

1. Grantee shall submit quarterly and annual reporting per Appendix D.
2. Grantee shall request funds in such a written request form and manner as is satisfactory to or required by the Grantor. See Appendix C.
3. Between January 1, 2026 and September 30, 2026 Grantee shall develop a budget for the following year (January through December, 2027).
4. By October 1, 2026 Grantee shall submit a proposed budget for the following year (2027) to Administrator. The proposed budget, including proposed increases or decreases, shall be submitted with a cover letter requesting initiation of grant renewal for the next year and proposed changes to the grant agreement. The agreement between the Grantor and Grantee will be based on the approved annual 2026 budget. See Appendices B and D.
5. Grantee's Executive Committee members shall conduct an evaluation, on an annual basis, of all Federation of Community Councils' employees paid with the use of grant funds. The evaluation(s) should be conducted annually. Grantee's Executive Committee 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.

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX B

FEDERATION OF COMMUNITY COUNCILS, INC. FY2026 BUDGET

7200 · Personnel Services	$	198,205.00
7900 · Contractual Services	$	12,100.00
8000 · Communication & Training	$	22,215.00
8200 · Rent	$	7,250.00
8500 · Other	$	1,730.00
Total Budget	**$**	**241,500.00**

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX C

PAYMENT SCHEDULE

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

$60,375	January 1, 2026, or as soon as practicable thereafter – 2026 Quarter 1 distribution
$60,375	April 30, 2026 – 2026 Quarter 2 distribution
$60,375	July 31, 2026 – 2026 Quarter 3 distribution
$60,375	October 31, 2026 – 2026 Quarter 4 distribution

This grant payment schedule is intended to forward fund the Grantee, to aid the Grantee in continuing services uninterrupted.

Invoices will be due immediately under this agreement, subject to Grantee's satisfactory performance of all obligations under this grant. Completion of prior grant year reports and obligations are required before first payment of current grant will be issued.

TRAINING FUNDS

Grantee shall submit detailed accounting of training events to the Ombudsman's Office through the Grant Administrator to receive reimbursement of training funds.

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX D

REPORTING

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

Quarter	Reports Due
2026 First	April 30, 2026
2026 Second	July 31, 2026
2026 Third	October 31, 2026
2026 Fourth	January 31, 2027

Annual Reporting: the annual financial and narrative reports are due January 31, 2027. If requested, provide CPA review of accounting records to Administrator. This annual report shall also include a discussion of how Grantee plans to use grant funds in the coming year to provide support for the councils.

Other:

A. Signed current year grant agreement required prior to first request for funding payment.
B. Current certificates of insurance for worker's compensation, general liability, with a waiver of subrogation for the Municipality of Anchorage required prior to first request for funding payment.
C. Proposed next year (2027) budget due October 1, 2026.

See the following pages:

Appendix E – Quarterly Financial Report

Appendix F – Quarterly Report

Appendix G – Annual Financial Report

Appendix H – Annual Report

Appendix I – Employee Evaluation Form

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Appendix E

Quarterly Financial Report FY2026

Federation of Community Councils, Inc. Report Period: _____

Budget Category	Actual Budget	Prior Expended Funds	Funds Expended This Period	Total Funds Expended	Percent Expended	Funds Available
Personnel Services	198,205	-	-	-		
Contractual	12,100	-	-	-		
Comms & Training	22,215	-	-	-		
Rent	7,250	-	-	-		
Other	1,730	-	-	-		
TOTAL	**$ 241,500**	**$ -**	**$ -**	**$ -**	**%**	**$ -**

Grant Status		
	$ 241,500	Total Grant Amount
	$ -	Total Grant Funds Received To-Date

Income Status	Prior Period	This Period	Total Earned
Interest Earned			
Program Income			

Equipment Purchased	Description/Cost/Serial Number/Model Number

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:	DATE:

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX F

Quarterly Report

Federation of Community Councils, Inc.

1. List and briefly describe activities and services provided by the FCC during the quarter.
2. Provide a current list of Community Council contacts
3. Provide quantitative data showing outcome of outreach support including email distributions, in-person events, or other opportunities created by staff.
4. Provide resolutions or other communications created by the Board of Delegates for the purposes of supporting the community councils.
5. Provide a narrative explainer of the work completed within the quarter.
6. Provide information (via narration or data graphics) on the interests and work being completed by the community councils.
7. Provide details of fiscal sponsorship work completed within the quarter.
8. If other work is being required by the grant, provide information on the work being completed and how it impacted the community councils.
9. Do you foresee a need to make changes to budget line items that exceed 10%?

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Appendix G

Annual Financial Report FY2026

Federation of Community Councils, Inc.

Budget Category	Actual Budget	Prior Expended Funds	Funds Expended This Period	Total Funds Expended	Percent Expended	Funds Available
Personnel Services	198,205	-	-	-		
Contractual	12,100	-	-	-		
Comms & Training	22,215	-	-	-		
Rent	7,250	-	-	-		
Other=	1,730	-	-	-		
TOTAL	**$ 241,500**	**$ -**	**$ -**	**$ -**	**%**	**$ -**

Grant Status		
	$ 241,500	Total Grant Amount
	$ -	Total Grant Funds Received To-Date

Income Status	Prior Period	This Period	Total Earned
Interest Earned			
Program Income			

Equipment Purchased	Description/Cost/Serial Number/Model Number

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:	DATE:

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX H

Annual Report

Federation of Community Councils, Inc. Report Year:

1. Provide a narrative description of work completed in 2026 by Grantee staff for the purposes of supporting councils.
2. Provide a current list of community council contacts.
3. Provide information on fiscal sponsored grants and funding supported through the FCC. Use a narrative approach to outline the extent of community engagement and impact.
    a. Specifics on total donations provided not required.
4. Provide a description of website updates or other technical service support provided to councils.
5. Provide data on the results of outreach initiatives, digital and in-person.
6. Provide attendance results of community councils at FCC Board meetings.
    a. Include any explanations for engagement outreach done by FCC staff to encourage delegate attendance.
7. When was employee evaluation(s) completed?

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX I

Employee Acknowledgement

Each employee of Grantee shall sign this acknowledgement. Grantee shall submit a signed copy of this acknowledgement to the Grantor with the first quarter report or upon hire of a new employee.

I acknowledge, by my signature below, that I understand the following:

- While employed by Grantee, the Federation of Community Councils, Inc., I agree not to serve as a board member of any community council.
- While employed by Grantee, in any public forum, I agree to identify myself and whether I am speaking on behalf of the Grantee or in my personal capacity.
- In my official capacity as an employee of Grantee I agree not to participate in any activity to further the election or defeat of any candidate for public office.
- In my official capacity as an employee of Grantee I will not advocate for or against local or state ballot measures.
- In my official capacity as an employee of Grantee I will not assist a community council, a defacto community council, or a group of members of a community council, in establishing a position on measures for local or state ballot measures.
- In my official capacity as an employee of Grantee I will not facilitate any activity that focuses on, targets, or attacks a person or group for personal or potential partisan, political motives.
- In my official capacity as an employee of Grantee I will not advocate for or against various municipal measures proposed as law or policy which come before the Anchorage Assembly.
- In my official capacity as an employee of Grantee I will not assist a community council, a defacto community council, or a group of members of a community council, in establishing a position on municipal measures proposing policy or legislation.

_____

Employee Signature and Date

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

APPENDIX K

Municipal Ethics Code AMC 1.15.050A-C

1.15.050 - Gifts.

A. Definition: A "gift" is an item of value, including but not limited to money, cash equivalents, services, discounts, meals, and entertainment. Gifts that are not connected with the recipient's status as a public servant are outside the scope of this chapter.

B. General rule: To avoid undue influence or the appearance of undue influence, a public servant may not accept a gift from an individual or an entity with interests that may be substantially affected by the performance of the person's official municipal duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the person's judgment in exercising official municipal duties.

C. Examples: Unless other factors of influence are present or inconsistent with the general rule, a public servant may accept the following gifts:

1. An item given for a special occasion by municipal coworkers.
2. A perishable item given for consumption or display, by member(s) of the public or a classroom expressing general appreciation or holiday cheer, shared with an office, work group, or classroom.
3. A discount, prize, or award available to public sector employees generally, or to a large business category of public employees.
4. A monetary award or commemorative item presented in recognition of meritorious, civic, or voluntary service presented by a recognized civic, philanthropic, or non-profit charitable organization.
5. An item, homemade or handmade, crafted by the giver.
6. An occasional gift or meal worth $50.00 or less.
7. Tickets, including entry and meal, to events held by a non-profit organization.
8. Tickets, including entry and meal, to civic events hosted by government agencies, civic organizations, or community service clubs consistent with the mission of the public servant's work group.
9. Items such as employee travel discounts, vendor-provided accommodations, training, and payment of employee registration fees that are approved by the appropriate supervisor for legitimate governmental purposes.

MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 949 -2025

Municipal Clerk's Office
Approved
Date: December 16, 2025

Meeting Date: December 16, 2025

From: **ASSEMBLY CHAIR CONSTANT**

Subject: **GRANT AGREEMENT WITH THE FEDERATION OF COMMUNITY COUNCILS FOR 2026, FOR PERSONNEL AND OPERATIONS SUPPORT SERVICES, FOR THE MUNICIPALITY OF ANCHORAGE ($241,500).**

The Office of the Municipal Clerk is requesting approval of a grant agreement with the Federation of Community Councils (FCC) for personnel and operations support in 2026. Anchorage Municipal Charter § 8.01 establishes community councils. The FCC facilitates communication on behalf of and between the many community councils and supports the councils and public as they serve their respective communities.

The Anchorage Assembly appropriated funds to continue municipal support for the FCC as part of the 2026 budget process.

The grant agreement's value is not to exceed $241,500 with the term beginning on January 1, 2026, through December 31, 2026.

It is recommended the Assembly approve this sole source grant agreement.

Prepared by:	Matthew Farina, Assembly Program and Budget Analyst
Reviewed by:	Jamie Heinz, Municipal Clerk
Fund Certification:	Philippe Brice, Chief Fiscal Officer
	101000-102000-540100 FY 2026 $231,500
	101000-103000-530380 FY 2026 $10,000
Respectfully submitted:	Christopher Constant, Assembly Chair
	District 1, North Anchorage

Docusign Envelope ID: E59FFFBA-8FE0-4F22-B80B-797C3A004363

Municipality of Anchorage

P.O. Box 196650 • Anchorage, Alaska 99519-6650 • Telephone: (907) 343-4311 • Fax: (907) 249-7999 http://www.muni.org/assembly

Office of the Municipal Clerk

DATE: December 10, 2025

TO: Christopher Constant, Assembly Chair

FROM: Jamie Heinz, Municipal Clerk

SUBJECT: **GRANT AGREEMENT, FEDERATION OF COMMUNITY COUNCILS, FY 2026**

The Office of the Municipal Clerk requests a grant agreement with the Federation of Community Councils (FCC). Anchorage Municipal Charter § 8.01 establishes community councils. The Federation of Community Councils facilitates communication on behalf of and between the many community councils and supports the councils and public as they serve their respective communities.

The Anchorage Assembly appropriated funds to continue municipal support for the FCC as part of the 2026 budget process. The 2026 grant agreement with the Federation of Community Councils has no significant changes from the 2025 agreement. The grant is not to exceed $241,500, with a period of January 1, 2026, through December 31, 2026.

Jamie Heinz, Municipal Clerk

Docusign Envelope ID: 791DC9F4-13ED-465C-BF2F-1D94CF3D05EF

Reset Form | Print Form

Municipality of Anchorage - LEGISLATIVE BRANCH

☒ CONTRACT / ☐ CONTRACT AMENDMENT / ☐ GRANT AGREEMENT
☐ CONSTRUCTION CHANGE ORDER / ☐ OPTION RENEWAL
TRANSMITTAL FORM

Clerk's Office	Matthew Farina
INITIATING DEPARTMENT	Contract Admin / Requester Name
The Federation of Community Councils, Inc.	(907) 343-4376
Contractor / Vendor	Contract Admin / Requester Phone
2026 Grant Agreement	matthew.farina@anchorageak.gov
Title / Subject	Contract Admin / Requester Email
Contract / Purchase Order #	Amendment # (if applicable)
Shopping Cart # (if applicable)	Solicitation # (if applicable)

Assembly Approval Date: 12/16/2025 Documents (if applicable): **ATTACH COPIES** AM- 949-2025 AR-

	Initial	Date
☐ Contract Admin / Requester Receives Copy		
☒ Department Director / Designee	JA	12/29/2025 | 4:41:29 PM AKST
☒ Buyer	KO	12/30/2025 | 8:53:16 AM AKST
☒ Legal	DG	12/30/2025 | 11:27:13 AM AKST
☒ Contractor/Vendor	ME	01/05/2026 | 10:47:49 AM AKST
☒ Purchasing Approver	U	01/06/2026 | 2:36:54 PM AKST
☐ Assembly Chair		

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Buyer: Kim Ovsepyan Date: 12/30/2025 | 8:53:16 AM AKST

Email: kimberly.ovsepyan@anchorageak.gov Phone: 343-4581