



General Manager
334 Front Street
Ketchikan, AK. 99901

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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting General Manager

DATE: September 9, 2022

RE: **Resolution No. 22-2860 – Assigning A Representative-Signature-Certifier, Assigning Administrators In Respect To The USDA's Online Application Program For ReConnect Program And Community Connect Grant Program; And Establishing An Effective Date**

At its meeting of September 1, 2022, the City Council discussed in executive session the possibility of KPU Telecommunications' application for broadband grant funding opportunities. In response, the below motion was prepared at the request of Acting Telecommunications Division Manager Dan Lindgren, who asked that it be placed before the City Council for consideration at the September 15, 2022 meeting. If adopted, Resolution No. 22-2860 authorizes Telecommunications Division staff to submit a funding application to the United States Department of Agriculture's (USDA) ReConnect Program and Community Connect Grant Program and requires no further elaboration on the part of the General Manager's office. The resolution and the Telecommunications staff specified are required for the grant application and online access. I concur with the Acting Telecommunications Division Manager's recommendation.

The Acting Telecommunications Division Manager will attend the City Council meeting of September 15, 2022, in order to address and questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended that the City Council adopt the motion approving Resolution No. 22-2860 – Assigning a Representative-Signature-Certifier, Assigning Administrators in Respect to the USDA's Online Application Program for ReConnect Program and Community Connect Grant Program; and Establishing an Effective Date.

Recommended Motion: I move that the City Council approve Resolution No. 22-2860 – Assigning a Representative-Signature-Certifier, Assigning Administrators in Respect to the USDA's Online Application Program for ReConnect Program and Community Connect Grant Program; and Establishing an Effective Date.



KPU Telecommunications

2970 Tongass Avenue
Ketchikan, AK 99901

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Memorandum

To: Lacey Simpson, Acting KPU General Manager

From: Dan Lindgren, Acting KPU Telecommunications Division Manager

Date: September 6, 2022

Subject: **Resolution No. 22-2860 – A Resolution of the Council of the City of Ketchikan, Alaska; Assigning a Representative-Signature-Certifier, Assigning Administrators in Respect to the USDA's Online Application Program for Reconnect Program and Community Connect Grant Program and Establishing an Effective Date**

The purpose of this memorandum is to seek City Council approval of Resolution No. 22-2860 – A Resolution of the Council of the City of Ketchikan, Alaska; Assigning a Representative-Signature-Certifier, Assigning Administrators in Respect to the USDA's Online Application Program for Reconnect Program and Community Connect Grant Program and Establishing an Effective Date.

Background:

At the September 1, 2022 City Council Meeting the City Council met in executive session to discuss KPU's potential application to broadband grant funding opportunities. As a result of that discussion, KPU-Tel is proceeding with applying for a Reconnect Program or Community Connect Program grant. The USDA requires that all applicants applying under the Reconnect Program or Community Connect Grant Program submit an Authorized Representative Request (ARR) and a resolution in order to access the online application and online financial reporting and compliance (R&C) system. Resolution No. 22-2860 was created to comply with the resolution requirement and is presented herewith for approval by the City Council.

Recommended Motion: I move that the City Council approve Resolution No. 22-2860 – A Resolution of the Council of the City of Ketchikan, Alaska; Assigning a Representative-Signature-Certifier, Assigning Administrators in Respect to the USDA's Online Application Program for Reconnect Program and Community Connect Grant Program and Establishing an Effective Date.

Cc: Michelle Johansen, Finance Director

THE CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 22-2860

A RESOLUTION OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA; ASSIGNING A REPRESENTATIVE -SIGNATURE-CERTIFIER, ASSIGNING ADMINISTRATORS IN RESPECT TO THE USDA'S ONLINE APPLICATION PROGRAM FOR RECONNECT PROGRAM AND COMMUNITY CONNECT GRANT PROGRAM AND ESTABLISHING AN EFFECTIVE DATE.

BE IT RESOLVED by the Council of the City of Ketchikan, Alaska, as follows:

Section 1: RESOLVED The City of Ketchikan, Alaska is a first class home rule municipal corporation organized and existing under the laws of the State of Alaska (hereinafter the "Corporation") which as the owner and operator of a public telecommunication utility desires to participate in USDA's ReConnect Program and Community Connect Grant Program.

Section 2: RESOLVED that Daniel Lindgren, the Acting Telecommunications Division Manager of the Corporation, has the assigned Representative-Signature-Certifier security role on behalf of the Corporation, who shall be responsible for providing signatures, authorizing certifications, entering and updating applications, submitting applications for consideration, and assigning access to new users in USDA's online application system for the ReConnect Program and Community Connect Grant Program. If application(s) are awarded under either program, the Representative-Signature-Certifier security role on behalf of the Corporation shall also be responsible for authorizing certifications, entering, updating and submitting compliance reports, and assigning access to new users in USDA's online financial reporting and compliance system.

Section 3: RESOLVED that Daniel White, the Network Operations and Engineering Manager of the Corporation and Jacob Schultz, the Outside Plant Engineer of the Corporation, have the assigned Administrator(s) security role on behalf of the Corporation, who shall be responsible for assigning access to new users, and entering and updating applications in USDA's online

application system for the ReConnect Program and Community Connect Grant Program.

If application(s) are awarded under either program, the Administrator(s) security role on behalf of the Corporation shall also be responsible for assigning access to new users and entering, updating, and submitting compliance reports in USDA's online financial reporting and compliance reports in USDA's online financial reporting and compliance system.

Section 4: RESOLVED that the Representative-Signature-Certifier and Administrator(s) for the Corporation shall comply fully with all security procedures and policies of the online application system for the ReConnect Program and Community Connect Grant Program, and for USDA's online financial report and compliance system.

Section 5: Effective Date. This resolution shall be effective immediately upon passage.

PASSED AND APPROVED this ____ day of _____, 2022.

Dave Kiffer, Mayor

ATTEST:

Kim Stanker

City Clerk

CITY CLERK'S CERTIFICATE

I, Kim Stanker do hereby certify that: I am the City Clerk of the City of Ketchikan, Alaska, a first class home rule municipal corporation organized and existing under the laws of the State of Alaska (hereinafter the "Corporation"); that the following are true and correct copies of resolutions duly adopted by the City Council of the Corporation at the regular meeting held on September 15, 2022, and entered in the records of the Corporation; that the meeting was duly and regularly called and held in accordance with the ordinances of the Corporation; and that none of the following resolutions have been rescinded or modified:

THE CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 22-2860

A RESOLUTION OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA; ASSIGNING A REPRESENTATIVE - SIGNATURE-CERTIFIER, ASSIGNING ADMINISTRATORS IN RESPECT TO THE USDA'S ONLINE APPLICATION PROGRAM FOR RECONNECT PROGRAM AND COMMUNITY CONNECT GRANT PROGRAM AND ESTABLISHING AN EFFECTIVE DATE.

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If application(s) are awarded under either program, the Administrator(s) security role on behalf of the Corporation shall also be responsible for assigning access to new users and entering, updating, and submitting compliance reports in USDA's online financial reporting and compliance reports in USDA's online financial reporting and compliance system.

Section 4: RESOLVED that the Representative-Signature-Certifier and Administrator(s) for the Corporation shall comply fully with all security procedures and policies of the online application system for the ReConnect Program and Community Connect Grant Program, and for USDA's online financial report and compliance system.

I FURTHER CERTIFY THAT each member of the City Council of the Corporation was furnished with notice of said meeting in compliance with the ordinances of the Corporation.

IN WITNESS WHEREOF, I hereunto set my hand and affix the seal of the Corporation this ____ day of _____, 2022.

Kim Stanker
City Clerk