



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

June 30, 2017

Anne Pollnow  
Sealevel Consulting  
PO Box 6326  
Sitka, AK 99835

Dear Ms. Pollnow:

The following is the path for this application to move forward after discussion with the Chief Finance and Administrative Officer and the Acting Administrator. As a prospective "*subrecipient*" of a *subaward* from the City and Borough of Sitka that would be the "pass-through entity," CBS will require a sub-grant agreement that binds the *subrecipient* to follow the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."<sup>1</sup>

Due to timeline for submission of the grant, to move this forward there must be an explicit understanding of the nature of the agreement CBS will want as a condition of any *subaward*, should this grant be approved and awarded to a *subrecipient*.

Some of the topics the agreement will detail will include, but not limited to compliance with:

- all applicable federal laws
- all applicable state laws
- all applicable local laws
- applicable procurement, reporting, record keeping, internal controls, and audit requirements
- potential examination of the capabilities of the any sole proprietorship or *subrecipient*

To be clear and forthright, the above procurement requirements may require competitive bidding, or quotes, or demonstration of why there is an applicable exception to bid, such as permitted sole source exceptions. For your information, I have several resources that detail this information more.<sup>2</sup> In addition, you may speak with the Chief Finance and Administrative Officer, Jay Sweeney, for more information on this.

Currently, the grant is signed and ready to be scanned and submitted to the state. The application is conditioned upon the passage of resolution 2017-17 that will occur July 11, 2017. This has been coordinated with Jean Ayers and CBS staff will forward the resolution July 12<sup>th</sup>.

Prior to me submitting to the state, I need your acknowledgement of the above. I am in the office today until 2:45pm.

<sup>1</sup> Commonly known as the "Super Circular" – codified at 2 CFR Part 200.

<sup>2</sup> CAPLAW update and Super Circular

Providing for today...preparing for tomorrow

Please let me know if you have any questions.

Thank you,

A handwritten signature in blue ink that reads "Michael Scarcelli". The signature is fluid and cursive, with the first name "Michael" and last name "Scarcelli" clearly legible.

Michael Scarcelli, J.D.  
Planning and Community Development Director  
100 Lincoln Street, Room 109  
Sitka, AK 99835  
(907) 747-1815  
[michael.scarcelli@cityofsitka.org](mailto:michael.scarcelli@cityofsitka.org)

## Samantha Pierson

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**From:** Anne Elise Pollnow <aepollnow@hotmail.com> on behalf of Anne Elise Pollnow <sealevelanne@gmail.com>  
**Sent:** Friday, June 30, 2017 12:08 PM  
**To:** Samantha Pierson  
**Cc:** Michael Scarcelli  
**Subject:** Re: CLG Application and Subrecipient Agreement  
**Attachments:** Sitka Cemetery Project\_HPF grant application 6.30.17\_CBS\_signature.pdf; Subrecipient agreement.pdf

Thank you Sam,

I do so acknowledge, as requested, Mr. Scarcelli's letter regarding a "sub-recipient".

I also appreciate the gracious letter of support for the project by Mr. Scarcelli.

Anne

Anne Elise Pollnow  
Archaeologist  
Sea Level Consulting  
Sitka, Alaska

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**From:** Samantha Pierson <samantha.pierson@cityofsitka.org>  
**Sent:** Friday, June 30, 2017 11:41 AM  
**To:** Anne Elise Pollnow  
**Cc:** Michael Scarcelli  
**Subject:** CLG Application and Subrecipient Agreement

Anne,

Please see the attached grant application and subrecipient agreement, and please note the small budget adjustments made by the Finance Department. If you agree to the terms of the application and the subrecipient agreement, please acknowledge this via email. Thanks!

*Sam*

Samantha Pierson

**Planner I**  
**City and Borough of Sitka**  
**100 Lincoln Street**  
**Sitka, AK 99835**  
**(907) 747-1814**