



## **COMMUNITY SERVICE ORGANIZATIONS 2018 GRANT REQUEST**

### **APPLICATION INSTRUCTIONS**

**Due Date:** Thursday, August 31<sup>st</sup>, 2017, 5pm. Late applications will not be considered.

CSO requests follow a competitive application process, as requests will likely exceed available funds.

Please review the entire packet of forms prior to starting your application. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note "N/A" for that item. A checklist is attached in this packet for your use.

### **SUBMISSION FORMAT:**

The City Administration plans to incorporate all grant submissions into a digital document for the City Council to review. For this reason, we require that the submissions to follow a uniform format. Please do not provide supplementary materials, which are not in the direct format of this packet.

**Please submit one (1) DOUBLE-SIDED COPY and ONE COMPLETE PDF FILE**

**Address:** City of Valdez, Attn: Finance Department, PO Box 307, 212 Chenega, Valdez AK 99686  
[mmccay@ci.valdez.ak.us](mailto:mmccay@ci.valdez.ak.us)

### **QUESTIONS:**

Please contact Magdalena McCay, Comptroller, at 834-3454 or [mmccay@ci.valdez.ak.us](mailto:mmccay@ci.valdez.ak.us)

## GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

### CRITERIA, RESTRICTIONS, and INSURANCE REQUIREMENTS

The City of Valdez strives to ensure that a wide variety of programs and services are made available to the community. The objective of this grant program is to provide funding assistance to agencies and organizations to expand these opportunities in Valdez.

**CRITERIA:** The City Council will evaluate your application based on:

- I. **Purpose of the Program:** What demonstrated community need is being met? What is the impact on the community if your program is not provided? What other programs/agencies exist to meet this need? How do they compare to your program?
- II. **Management of the Program:** Effective management of financial and human resources? Appropriate technical skills and knowledge of this program service? Fiscally responsible? Proven ability/track record?
- III. **Fiscal Health of the Program:** What internal controls are employed to ensure adherence to approved financial policies and oversight? What financial reserves are available to deal with unanticipated fiscal impacts?
- IV. **Community Support of Program:** Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?
- V. **Specifics of Program:** Target population - who benefits from your program? Cost effective? Well thought-out concept and organized plan of action? Measurable results?

**RESTRICTIONS:** Restrictions on this funding include:

- I. The organization must have obtained a non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.
- II. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
- III. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
- IV. Grant funding is intended to supplement your budget, not to fund your program in total.
- V. Programs and services are the goal; grant funds are not to be used for construction activities. No equipment purchases of over \$500 will be permitted.
- VI. Grant funding is not intended to provide an increase to the fund balance of your organization. Funds are to be **fully** expended in the 2018 fiscal year on the specified program(s).

NOTE: This list is not intended to be all inclusive.

## Criteria, Restrictions, and Insurance Requirements (continued)

### **INSURANCE REQUIREMENTS:** Insurance requirements for Grant Recipients include:

A certificate of insurance naming the City as additional insured must be in effect during the entire contract period, including the following:

- \* Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of \$100,000.
- \* Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of \$1,000,000 combined single limit.
- \* Comprehensive Auto Liability - \$500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

### **AUDIT REQUIREMENTS FOR FUNDING REQUESTS OF \$100,000 OR MORE:**

The Grantor requires a recipient receiving \$100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future funding requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

# GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

## 2018 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Connecting Ties PHONE: 835-3274  
 ADDRESS: P.O. Box 2017 ZIP: 99686  
 CONTACT PERSON: Robin James, Executive Director PHONE: 907-253-7866  
 CONTACT PERSON E-MAIL: r.james@connectingties.org  
 PROGRAM TITLE: CONNECTING TIES INC.  
 FUNDING REQUEST FOR 2018: \$ 62,904.00

1. Non-Profit Corporation? Yes XXX No         
 Date of incorporation: NOVEMBER 1996 Federal Tax ID #: 92-015-0429

2. Organization's estimated TOTAL 2018 operating budget: \$ 2,789,789.

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2015	3,195,208.	7,000.	.21%	
2016	3,092,663.	0	0	
2017	3,011,097.	0	0	
2018	2,794,048.	62,904.	2.25%	

4. What was previous grant funding used for? Be specific.

2017 - no funding

2016 - no funding

2015 - We received funding for a transportation program to give disabled clients rides to medical appointments and other essentials including bill paying, pharmaceutical needs and food shopping. Valdez Senior Citizens Inc. is now operating the program. Currently, Valdez Senior Citizens occasionally refer disabled residents to CTI for rides because "they don't have a wheelchair van", "they can't give rides during the hours 'Meals on Wheels' are being delivered", or "an adequate 24 hour notice was not given".

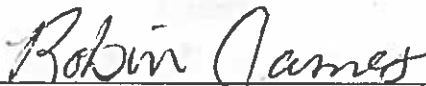
Connecting Ties willingly gives rides to these referred clients as a courtesy and in partnership with Valdez Senior Citizen Inc. and Frontier Services. These are non-reimbursable rides and are given by CTI for free or donation only. We are happy to have the means to help any disabled client, with or without services, and partnership with other agencies to get the job done.

**ATTACHMENTS:** (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2018 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2017

**CERTIFICATION:** (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

  
\_\_\_\_\_  
EXECUTIVE DIRECTOR (or equivalent)

8/31/2017

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
Vice - PRESIDENT, BOARD OF DIRECTORS (or equivalent)

8/31/2017

\_\_\_\_\_  
DATE

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**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
 July 2016 through June 2017

	Jul '16 - Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · Income Accounts	
40045 · Fee Agent	660.00
40080 · Ceramics Studio	120.00
40130 · Fundraisers	16,450.49
40150 · DVR Vending	529.40
<b>Total 40000 · Income Accounts</b>	<b>17,759.89</b>
40010 · Money Reimbursements	0.00
40300 · Contributions Income	
40305 · Board Member Contributions	485.00
40308 · Creative Connections	39,526.13
40320 · Second Time Around	484.04
<b>Total 40300 · Contributions Income</b>	<b>40,495.17</b>
40400 · Medicaid	
40410 · PCG801 - 1028261	236,020.85
40430 · HC8801 - 1005076	2,235,247.61
<b>Total 40400 · Medicaid</b>	<b>2,471,268.46</b>
41000 · Sales	
41020 · Creative Connections	40.00
41005 · Store Sales	208,187.76
41010 · BB/BS Share Income	10,988.09
<b>Total 41000 · Sales</b>	<b>219,215.85</b>
41100 · Grants	
41101 · DD Grant	130,000.00
41105 · DOT Van Grant	281.60
41107 · United Way - POS Match	0.00
<b>Total 41100 · Grants</b>	<b>130,281.60</b>
41900 · Reimbursed Expenses	
41910 · Room & Board	4,176.64
<b>Total 41900 · Reimbursed Expenses</b>	<b>4,176.64</b>
42000 · Janitorial	270.00
43000 · Vocational Training	0.00
44000 · Other Income	125.87
<b>Total Income</b>	<b>2,883,593.48</b>
<b>Gross Profit</b>	<b>2,883,593.48</b>
<b>Expense</b>	
Void Check Tracking	0.00
61000 · Reimbursable Expenses	0.00
65000 · PERSONAL SERVICES	
65060 · Salaries and Wages	1,998,736.49
65065 · Pension Admin & Match	33,672.62
65070 · Payroll Taxes	165,834.72
65075 · Workers' Comp Insurance	95,450.22
65080 · Employee Health Insurance	315,015.89
65085 · WS Family Habilitation	58,831.20
65087 · Other Contract Labor	144.00
65088 · Education	6,425.79
<b>Total 65000 · PERSONAL SERVICES</b>	<b>2,673,910.93</b>

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**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
 July 2016 through June 2017

Jul '16 - Jun '17

**65100 - TRAVEL**

65105 - Car Rental - Admin	1,113.40
65110 - Fuel - Client	3,066.04
65115 - Fuel - Admin	2,094.27
65117 - Mileage - Client	5,768.87
65120 - Airfare Client	185.00
65125 - Airfare Admin	1,490.00
65130 - Hotel - Client	212.80
65135 - Per Diem - Client	220.78
65136 - Hotel - Admin	1,911.14
65140 - Per Diem - Admin	3,182.57

**Total 65100 - TRAVEL** 19,244.87

**65200 - FACILITY EXPENSE**

65204 - Creative Connections Remodel	1,327.47
65210 - Utilities	
65213 - Garbage	720.00
65215 - Electric	9,890.50
65216 - Heating Fuel	5,665.31
65218 - Sewer/Water	277.44
65231 - Internet	3,495.73
65232 - Cellular	7,350.63
65233 - Phone	6,327.60

**Total 65210 - Utilities** 33,527.21

65220 - Rent	79,504.00
65240 - Building Repairs	107.96
65245 - Kiln Repair	29.50
65246 - Snow Removal	2,950.52
65260 - Interest Expense	5,459.13

**Total 65200 - FACILITY EXPENSE** 122,905.79

**65300 - SUPPLIES**

65360 - Creative Connections Supplies	7,064.39
65350 - Day Prgrm Studio Supplies	326.94
65310 - Fundraising Supplies	12,486.41
65320 - Store Supplies	4,583.77
65330 - Office Supplies	19,948.19
65340 - DVR Vending Expense	728.81
65440 - Program Supplies	8,461.23

**Total 65300 - SUPPLIES** 53,579.74

**65400 - EQUIPMENT**

65410 - Truck & Van Repairs	1,070.16
65420 - Repairs - Non Auto	394.00
65430 - Depreciation	38,488.36
65450 - Computer - Software	6,538.24

**Total 65400 - EQUIPMENT** 46,490.76

**65480 - Admin Meetings/Operations**

1,000.25

**65500 - OTHER**

65530 - Advertisement	3,809.65
65540 - Bank Service Charges	6,503.77
65550 - Charitable Contributions	75.00
65570 - Licenses, Dues & Subscriptions	3,846.26
65580 - Professional Fees	
65581 - Medical	1,391.28
65582 - Accounting	38,586.30
65584 - Legal Fees	2,442.50
65585 - Background Checks	3,234.00
65586 - IT/Security	3,624.82

**Total 65580 - Professional Fees** 49,288.90

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**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
**July 2016 through June 2017**

	Jul '16 - Jun 17
65500 • Contractual Leases	8,284.09
65630 • Other	0.00
<b>Total 65500 • OTHER</b>	<b>71,817.67</b>
65600 • Insurance Expense	
65610 • Commercial Insurance Package	10,632.18
65615 • Excess Liability Insurance	3,061.79
65620 • Officers & Directors Liab Ins	2,366.70
65625 • Volunteer Accident Insurance	500.56
65640 • Auto Insurance and Registration	4,973.48
<b>Total 65600 • Insurance Expense</b>	<b>21,534.72</b>
65700 • Payroll Tax Penalties	0.00
<b>Total Expense</b>	<b>3,010,484.73</b>
<b>Net Ordinary Income</b>	<b>-126,891.25</b>
<b>Other Income/Expense</b>	
Other Expense	
70000 • Pass Through	0.00
72000 • Loss on Equipment	611.74
<b>Total Other Expense</b>	<b>611.74</b>
<b>Net Other Income</b>	<b>-611.74</b>
<b>Net Income</b>	<b>-127,502.99</b>



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Connecting Ties, Inc.  
**Balance Sheet**  
As of June 30, 2017

	Jun 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Petty Cash - Valdez Office	200.00
10005 · Petty Cash - HR Background	100.00
10010 · Petty Cash - Glennallen Office	200.00
10030 · Cash Drawer - STA	150.00
10040 · Certificate of Deposit	500.00
11000 · Checking	14,516.15
<b>Total Checking/Savings</b>	15,666.15
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	292,101.69
<b>Total Accounts Receivable</b>	292,101.69
<b>Other Current Assets</b>	
12001 · Client Purchases	-101.28
12020 · Prepaid Expenses	4,266.67
12060 · Rent Deposit	3,123.00
12070 · Refundable Deposits	450.00
12080 · Payroll Draw	-6.00
12100 · Inventory	
12120 · Second Time Around Inventory	8,872.50
<b>Total 12100 · Inventory</b>	8,872.50
13000 · Prepaid Insurance	12,362.20
<b>Total Other Current Assets</b>	28,967.09
<b>Total Current Assets</b>	336,734.93
<b>Fixed Assets</b>	
15000 · PP&E	
15010 · Vehicles	177,231.50
15020 · Computers and Office Equipment	42,708.64
15025 · Miscellaneous Equipment	34,258.01
15040 · Buildings	275,685.78
<b>Total 15000 · PP&amp;E</b>	529,883.93
16000 · A/D PP&E	-277,512.24
<b>Total Fixed Assets</b>	252,371.69
<b>TOTAL ASSETS</b>	<b>589,106.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	11,179.19
<b>Total Accounts Payable</b>	11,179.19
<b>Credit Cards</b>	
20107 · Wells Fargo - 2816 James/Devens	8,243.77
20115 · Line of Credit - 1713	40,000.00
<b>Total Credit Cards</b>	48,243.77

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**Connecting Ties, Inc.**  
**Balance Sheet**  
**As of June 30, 2017**

	Jun 30, 17
<b>Other Current Liabilities</b>	
21300 • Simple IRA- W/H & Match	2,013.73
21700 • Accrued Wages	71,256.68
21720 • Accrued Healthcare Premiums	-589.97
21750 • Accrued Mileage	124.04
21800 • Aflac Payable	1,238.28
21900 • Payroll Tax Liabilities	13,349.30
22000 • Accrued Leave	31,716.93
22200 • Workers' Comp Liability	11,533.77
<b>Total Other Current Liabilities</b>	<b>130,642.76</b>
<b>Total Current Liabilities</b>	<b>190,065.72</b>
<b>Long Term Liabilities</b>	
23000 • Wells Fargo Building Loan	82,339.99
<b>Total Long Term Liabilities</b>	<b>82,339.99</b>
<b>Total Liabilities</b>	<b>272,405.71</b>
<b>Equity</b>	
39000 • Net Assets	444,203.90
Net Income	-127,502.99
<b>Total Equity</b>	<b>316,700.91</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>589,106.62</b>

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# Connecting Ties, Inc.

## Balance Sheet

As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Petty Cash - Valdez Office	200.00
10005 · Petty Cash - HR Background	100.00
10010 · Petty Cash - Glennallen Office	200.00
10030 · Cash Drawer - STA	150.00
10040 · Certificate of Deposit	500.00
10050 · Cash drawer for transportation	25.00
11000 · Checking	25,785.15
<b>Total Checking/Savings</b>	26,960.15
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	360,126.67
<b>Total Accounts Receivable</b>	360,126.67
<b>Other Current Assets</b>	
12001 · Client Purchases	-109.00
12020 · Prepaid Expenses	10,970.27
12060 · Rent Deposit	3,123.00
12070 · Refundable Deposits	450.00
12080 · Payroll Draw	-6.00
12100 · Inventory	
12120 · Second Time Around Inventory	14,492.25
<b>Total 12100 · Inventory</b>	14,492.25
13000 · Prepaid Insurance	1,760.79
<b>Total Other Current Assets</b>	30,681.31
<b>Total Current Assets</b>	417,768.13
<b>Fixed Assets</b>	
15000 · PP&E	
15010 · Vehicles	218,008.00
15020 · Computers and Office Equipment	43,695.64
15025 · Miscellaneous Equipment	36,502.00
15040 · Buildings	275,685.78
<b>Total 15000 · PP&amp;E</b>	573,891.42
16000 · A/D PP&E	-282,419.63
<b>Total Fixed Assets</b>	291,471.79
<b>TOTAL ASSETS</b>	<b>709,239.92</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	8,748.06
<b>Total Accounts Payable</b>	8,748.06
<b>Credit Cards</b>	
20107 · Wells Fargo - 2816 James/Devens	4,210.95
<b>Total Credit Cards</b>	4,210.95

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## Connecting Ties, Inc.

## Balance Sheet

As of June 30, 2016

	Jun 30, 16
<b>Other Current Liabilities</b>	
21020 • Accrued Education Expenses	137.44
20130 • Deferred Revenue	10,000.00
21300 • Simple IRA- W/H & Match	3,778.81
21700 • Accrued Wages	84,005.25
21720 • Accrued Healthcare Premiums	-3,398.45
21750 • Accrued Mileage	775.86
21760 • Accrued Per Diem	71.00
21770 • Accrued Fuel Expenses	93.54
21800 • Aflac Payable	976.32
21900 • Payroll Tax Liabilities	17,293.86
22000 • Accrued Leave	32,484.30
22200 • Workers' Comp Liability	6,479.01
<b>Total Other Current Liabilities</b>	<b>152,696.74</b>
<b>Total Current Liabilities</b>	<b>165,655.75</b>
<b>Long Term Liabilities</b>	
23000 • Wells Fargo Building Loan	99,380.27
<b>Total Long Term Liabilities</b>	<b>99,380.27</b>
<b>Total Liabilities</b>	<b>265,036.02</b>
<b>Equity</b>	
30000 • Net Assets	451,548.45
Net Income	-7,344.55
<b>Total Equity</b>	<b>444,203.90</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>709,239.92</b>

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**Connecting Ties, Inc.**  
**Balance Sheet**  
 As of June 30, 2015

	Jun 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 • Petty Cash - Valdez Office	200.00
10005 • Petty Cash - HR Background	100.00
10010 • Petty Cash - Glennallen Office	200.00
10030 • Cash Drawer - STA	100.00
10040 • Certificate of Deposit	500.00
10050 • Cash drawer for transportation	25.00
11000 • Checking	143,048.91
<b>Total Checking/Savings</b>	144,173.91
<b>Accounts Receivable</b>	
12000 • Accounts Receivable	415,903.74
<b>Total Accounts Receivable</b>	415,903.74
<b>Other Current Assets</b>	
12020 • Prepaid Expenses	20,942.47
12060 • Rent Deposit	3,123.00
12070 • Refundable Deposits	450.00
12080 • Payroll Draw	-6.00
12100 • Inventory	
12120 • Second Time Around Inventory	11,984.00
<b>Total 12100 • Inventory</b>	11,984.00
<b>Total Other Current Assets</b>	36,493.47
<b>Total Current Assets</b>	596,571.12
<b>Fixed Assets</b>	
15000 • PP&E	
15010 • Vehicles	171,373.00
15020 • Computers and Office Equipment	43,695.64
15025 • Miscellaneous Equipment	36,501.88
15040 • Buildings	275,685.78
<b>Total 15000 • PP&amp;E</b>	527,256.30
16000 • A/D PP&E	-236,682.59
<b>Total Fixed Assets</b>	290,573.71
<b>TOTAL ASSETS</b>	<b>887,144.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 • Accounts Payable	13,801.48
<b>Total Accounts Payable</b>	13,801.48
<b>Credit Cards</b>	
20101 • Davens Pcard - 6500	36.82
20103 • A/P Pcard - 6526	2,076.56
20104 • Russell Pcard - 6518	180.00
20105 • James Pcard - 8243	635.42
20107 • Wells Fargo - 2816 James/Davens	283.03
<b>Total Credit Cards</b>	3,211.83

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**Connecting Ties, Inc.**  
**Balance Sheet**  
 As of June 30, 2015

	Jun 30, 15
<b>Other Current Liabilities</b>	
20150 • Disallowed Medicaid Clms Pyble	40,655.30
20200 • Medicaid Advance Payable	76,300.00
21300 • Simple IRA- W/H & Match	3,736.46
21700 • Accrued Wages	130,893.44
21720 • Accrued Healthcare Premiums	2,040.20
21750 • Accrued Mileage	1,010.40
21760 • Accrued Per Diem	15.00
21800 • Aflac Payable	949.37
21900 • Payroll Tax Liabilities	11,176.54
22000 • Accrued Leave	30,889.87
<b>Total Other Current Liabilities</b>	<b>297,686.58</b>
<b>Total Current Liabilities</b>	<b>314,679.89</b>
<b>Long Term Liabilities</b>	
23000 • Wells Fargo Building Loan	120,916.49
<b>Total Long Term Liabilities</b>	<b>120,916.49</b>
<b>Total Liabilities</b>	<b>435,596.38</b>
<b>Equity</b>	
39000 • Net Assets	422,646.81
Net Income	28,901.64
<b>Total Equity</b>	<b>451,548.45</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>887,144.83</b>

**CONNECTING TIES, INC.**  
**FY18 APPROVED BUDGET**

REVENUES	FY 18 Budget
DVR Vending Income	\$ 150.00
Ceramics Studio	\$ 120.00
Self Pay	\$ 4,912.00
Fundraising Events	\$ 7,000.00
Board Members	\$ 400.00
Creative Connections	\$ 16,000.00
Second Time Around	\$ 400.00
PCG 801	\$ 235,000.00
HC 8801	\$ 2,235,000.00
Creative Connections	\$ 10,000.00
Second Time Around Sales	\$ 210,000.00
BB/BBS Share Income	\$ 10,000.00
DD Grants	\$ 64,232.00
Room & Board	\$ 3,964.00
Janitorial	\$ 1,620.00
<b>Total Revenues</b>	<b>\$ 2,798,798.00</b>

EXPENSES	FY18 Budget
Salaries & Wages	\$ 1,928,500.00
Pension Admin & Match	\$ 30,000.00
Payroll Taxes	\$ 154,280.00
Workers' Comp Insurance	\$ 103,399.00
Employee Health Insurance	\$ 258,252.00
WS Family Habilitation	\$ 59,485.00
Education	\$ 6,000.00
Travel-Other	\$ 150.00
Car Rental - Admin	\$ 100.00
Fuel - Client	\$ 3,100.00
Fuel - Admin	\$ 2,100.00
Mileage - Client	\$ 6,000.00
Airfare Admin	\$ 1,280.00
Hotel - Admin	\$ 1,100.00
Per Diem - Admin	\$ 2,500.00
Garbage	\$ 720.00
Electric	\$ 9,800.00
Heating Fuel	\$ 6,000.00
Sewer/Water	\$ 277.00
Internet	\$ 4,400.00
Cellular	\$ 7,500.00
Phone	\$ 7,500.00
Rent	\$ 86,904.00

**CONNECTING TIES, INC.**  
**FY18 APPROVED BUDGET**

<b>EXPENSES (CONT.)</b>	<b>FY18 Budget</b>
Building Repairs	\$ 1,500.00
Kiln Repair	\$ 50.00
Snow Removal	\$ 4,500.00
Interest Expense	\$ 5,500.00
Creative Connections	\$ 9,000.00
Day Program - Studio	\$ 100.00
Fundraising Supplies	\$ 2,500.00
Store Supplies	\$ 4,500.00
Ceramic Studio Supplies	\$ 500.00
Office Supplies	\$ 20,000.00
Program Supplies	\$ 5,000.00
DVR Vending Expenses	\$ 200.00
Equipment Purchases	\$ 500.00
Truck and Van Repairs	\$ 1,000.00
Repairs - Non Auto	\$ 250.00
Computer/Software	\$ 5,000.00
Admin Meeting/Ops	\$ 100.00
Creative Connections Consignment	\$ 1,000.00
Advertisement	\$ 2,300.00
Bank Service Charges	\$ 6,000.00
Licenses, Dues & Subs	\$ 4,000.00
Medical	\$ 750.00
Accounting	\$ 2,000.00
Legal Fees	\$ 2,500.00
Background Checks	\$ 3,500.00
IT/Security	\$ 3,625.00
Contractual Leases	\$ 8,300.00
Commercial Insurance Pkg	\$ 10,620.00
Excess Liability Insurance	\$ 2,752.00
Officers' & Dir. Liab. Ins	\$ 2,314.00
Volunteer Accident Ins.	\$ 500.00
Auto Insurance & Reg.	\$ 4,340.00
<b>Total Expenses</b>	<b>\$ 2,794,048.00</b>
<b>Net Profit/Loss</b>	<b>\$ 4,750.00</b>

We are in our FY18 so our current operating budget is the same as our proposed 2018 budget.



**CONNECTING TIES, INC.**  
**FY18 APPROVED BUDGET**

<b>REVENUES</b>	<b>FY 18 Budget</b>
DVR Vending Income	\$ 150.00
Ceramics Studio	\$ 120.00
Self Pay	\$ 4,912.00
Fundraising Events	\$ 7,000.00
Board Members	\$ 400.00
Creative Connections	\$ 16,000.00
Second Time Around	\$ 400.00
PCG 801	\$ 235,000.00
HC 8801	\$ 2,235,000.00
Creative Connections	\$ 10,000.00
Second Time Around Sales	\$ 210,000.00
BB/BBS Share Income	\$ 10,000.00
DD Grants	\$ 64,232.00
Room & Board	\$ 3,964.00
Janitorial	\$ 1,620.00
<b>Total Revenues</b>	<b>\$ 2,798,798.00</b>

<b>EXPENSES</b>	<b>FY18 Budget</b>
Salaries & Wages	\$ 1,928,500.00
Pension Admin & Match	\$ 30,000.00
Payroll Taxes	\$ 154,280.00
Workers' Comp Insurance	\$ 103,399.00
Employee Health Insurance	\$ 258,252.00
WS Family Habilitation	\$ 59,485.00
Education	\$ 6,000.00
Travel-Other	\$ 150.00
Car Rental - Admin	\$ 100.00
Fuel - Client	\$ 3,100.00
Fuel - Admin	\$ 2,100.00
Mileage - Client	\$ 6,000.00
Airfare Admin	\$ 1,280.00
Hotel - Admin	\$ 1,100.00
Per Diem - Admin	\$ 2,500.00
Garbage	\$ 720.00
Electric	\$ 9,800.00
Heating Fuel	\$ 6,000.00
Sewer/Water	\$ 277.00
Internet	\$ 4,400.00
Cellular	\$ 7,500.00
Phone	\$ 7,500.00
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**CONNECTING TIES, INC.**  
**FY18 APPROVED BUDGET**

<b>EXPENSES (CONT.)</b>	<b>FY18 Budget</b>
Building Repairs	\$ 1,500.00
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<b>Total Expenses</b>	<b>\$ 2,794,048.00</b>
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## PROGRAM INFORMATION

ORGANIZATION NAME: CONNECTING TIES, INC.

Program Title: Connecting Ties Inc.

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

Since its inception, Connecting Ties has focused on building a network of caring and compassionate people within the community to help those with physical and mental disabilities. This network is a supporting-based network for those we serve by fostering independence and encouraging community integration and acceptance.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

We are quickly approaching the 20th anniversary of the Harborview Memorial Hospital being permanently closed. Upwards of 100 former residents were displaced and over 100 job positions disappeared. Connecting Ties stepped in to help those displaced by providing them with the means to remain in Valdez and not be forced to leave their home. By pairing these individuals with members of the community we have been able to create jobs within Valdez and in effect preventing the need for many to look to other communities for employment. Connecting Ties and the City of Valdez, together, are capable of keeping those we serve in our community, where they belong, and making sure that jobs stay here as well. We are an existing program that contributes to Valdez being a welcoming community to people experiencing disabilities, providing them with support, a purposeful life, and community integration.

3. Is this program year-round, seasonal, or a one-time event? Year round  
Schedule: Beginning date: 1986 Ending date: Continuous

4. Estimated number of people to be served by this program? 118  
Provide formula for estimate:

43 Clients  
5 Disabled people awaiting service approval, pending paperwork, or ineligible for state assistance at this time  
1 Veterans awaiting service approval  
69 Employees

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

Valdez residents with physical and mental disabilities to include youth, children, adults, and Senior Citizens.

6. Is membership in your organization required for participation: Yes \_\_\_\_\_ No XX

7. Fee to participant: Member \$ \_\_\_\_\_ Non-Member \$ \_\_\_\_\_

8. Number of paid program staff: Full-time 38 Part-time 31 Temporary \_\_\_\_\_

ORGANIZATION NAME: CONNECTING TIES, INC.

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2015	<u>12</u>
	Actual 2016	<u>22</u>
	Anticipated 2017	<u>56</u>
	Estimated 2018	<u>60</u>

Source of volunteers (parents, members, professionals, others):

Community members  
Other non-profit members and advocates  
Board members  
Employee family members  
Employees  
Clients

Types of services provided by volunteers:

Carpentry, lawn mowing/landscaping, cooking, cleaning, fundraising, advertising, professional nursing, IT work, renovations, art, teaching, "In Kind" donations including skilled and non-skilled labor, merchandise, supplies, and financial assistance

10. Where will you operate this program? What facilities?

The myriad of programs/services we offer take place both in the home of the residents we serve and out among the community of Valdez and the Copper River Basin.

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75%	<u>Continue operating with re-structuring administration and all programs for more streamlined budgeting, exploring alternative administrative housing, while continuing to seek other sources of funding.</u>
50%	<u>Continue operating with less program time, cuts in volunteer-ism affecting client and disabled community member care, seeking new administrative office space, while continuing to seek other courses of funding.</u>
25%	<u>Continue operating with severe cuts in programs, employment, essential training with decrease in services noticeable to Valdez community while continuing to seek other sources of funding.</u>
0%	<u>Continue operating with minimal services which will negatively impact clients, employees, and Valdez community with the potential closure of the day-hab program relocation of clients and employees; continuing to seek funding elsewhere.</u>

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

CTI is in compliance with ADA by offering handicapped facilities including wheelchair ramps and handicapped public restrooms in our buildings. We serve and employ disabled people and do not discriminate against any disability including hearing and sight impairments, physical, mental, and medical disabilities, following state and federal regulations, complying with the Americans with Disabilities Act.

ORGANIZATION NAME: CONNECTING TIES, INC.  
Program Information (continued)

13. Any other comments you would like to make about your program?

We serve those citizens of Valdez with mental and physical disabilities by pairing them with other members of the community that are most capable of helping them achieve their goals of being an active, and much needed, contributing members of the city of Valdez and the Copper River Basin.

We offer a wide array of programs and services to our clients. Among them are supported living, supported employment, day habilitation, and personal care attendance. Many of the programs we offer take place out of the home and allow our clients to interact with others within the community. All of our programs are designed to help foster their ability to become, or stay, as independent as their physical or developmental disabilities will allow.

This year alone we have assisted a community member to remain a member of this community rather than relocate to a different place after they were discharged from the hospital with a diagnosis of disability that required additional care at home. Another person was able to move back home to continue their life here in Valdez after being relocated to another town following a critical hospitalization. We were thrilled to be their initial contact to assist them in moving back here. Both of these people have received our voluntary support after falling through the social services "crack" and we are continuing to support them until they are approved for services through the VA and State of Alaska. There is not another local agency that provides these voluntary services, striving to keep Valdez's disabled people well, fed, and housed while awaiting government assistance. CTI fosters Valdez in being a community welcoming and supporting of people experiencing disabilities. Having our services provided locally encourages individuals and families to remain or relocate here.

Connecting Ties is a community servicing non-profit organization primarily supported through Medicaid. However, we are also grant funded and somewhat self-sustaining with the ownership of two other community servicing businesses. Funding from the city will enable us to continue providing, and actively encouraging, an inclusive and accepting community, where the lives of these wonderful, and often overlooked people, can continue to improve and grow. We will be able to provide more jobs to the people of Valdez which will in turn allow Valdez as a whole to continue to improve and grow.

Connecting Ties is a vital non-profit that greatly contributes to the economy of Valdez. We service 43 clients and employ 69 workers, all of whom own or rent homes, utilize local utilities and city services, and do the majority of their shopping in Valdez. Our company supports local businesses, participates and partners with community events, and encourages our employees to do the same.

In July of 2017 we realized a long time dream when we opened Creative Connections, an art studio and gift shop. A safe place where our clients and community members integrate and collaborate, increasing the quality of their lives. With more than 175 logged volunteer hours, the equivalent of \$2,975.00, and almost \$5,000.00 in sales the first 6 weeks of opening, we are well on our way to a self sustaining day-habilitation program.

We are currently in the final stages of being able to provide much needed services to veterans through the Veterans administration and are happy to announce our new partnership with the VA opening new services to this area this winter.

The past 5 years have been financially hard on non-profit organizations supporting disabilities. The minimum wage has been raised and reimbursements have been lowered. New regulations require more mandatory training and make it a longer, more difficult process to qualify for, or remain on, basic services. This year a major source of funding, the DD Grant, was cut by more than 50% leaving us with 1/2 of our usual income. Several of our severely disabled clients suffered cuts in the hours of reimbursable services - services they still require to live a quality life.

Connecting Ties Inc. is the place churches, American Red Cross, AVV, and the medical facilities call when people experience disabling events or crisis.

We are requesting your assistance so we can continue to support and assist the community members in Valdez while reorganizing our company to operate on significantly less government funding. We will be cautious and thoughtful with any assistance we receive. Thank you!

ORGANIZATION NAME: CONNECTING TIES INC.

**OPERATING EXPENSES OF PROPOSED PROGRAM**

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
<b>PERSONAL SERVICES:</b>	<b>\$ 2,533,916</b>	
Salaries/wages		\$ 1,987,985
Employee benefits		\$ 288,252
Other: <u>Taxes, Insurance</u>		\$ 257,679
<b>CONTRACTUAL SERVICES:</b>	<b>\$ 29,675</b>	
Reproduction/copying		\$ 0
Equipment rental		\$ 0
Data processing		\$ 5,000
Dues/subscriptions		\$ 4,000
Contractual services		\$ 8,300
Professional fees & services		\$ 12,375
Other: _____		\$ 0
<b>OTHER SERVICES:</b>	<b>\$ 59,327</b>	
Volunteer services		\$ 0
Communications/postage		\$ 19,400
Printing		\$ 0
Advertising/promotion		\$ 2,300
Electricity		\$ 9,800
Heating		\$ 6,000
Travel/transportation		\$ 16,330
Other: <u>Garbage, Water &amp; Sewer, Snow Removal</u>		\$ 5,497
<b>COMMODITIES:</b>	<b>\$ 45,200</b>	
Clothing		\$ 0
Office supplies		\$ 20,000
Building maintenance		\$ 1,500
Operating supplies		\$ 21,900
Parts & supplies - equipment		\$ 1,800
<b>OTHER CHARGES/EXPENSES:</b>	<b>\$ 125,930</b>	
Insurance		\$ 20,528
Contingencies		\$ 0
Training		\$ 6,000
Rent		\$ 86,904
Capital equipment		\$ 0
Office equipment		\$ 0
Other expenses: <u>Bank, Consignment fees, Interest</u>		\$ 12,500
<b>TOTAL COST FOR OPERATION OF THIS PROGRAM:</b>	<b>\$ 2,794,048</b>	

ORGANIZATION NAME: CONNECTING TIES INC.

**FUNDING SOURCES FOR PROPOSED PROGRAM**  
(Budget Form #2)

This program budget covers the period of July 1, 2017 to June 30, 2018

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ <u>2,701,770</u>	<u>      </u>	<u>      </u>
Gifts and Contributions	\$ <u>16,800</u>	<u>      </u>	<u>      </u>
Membership Dues	\$ <u>          </u>	<u>      </u>	<u>      </u>
Fees & charges to participants	\$ <u>4,084</u>	<u>      </u>	<u>      </u>
Private sector grants (specify source and date of award)			
Self Pay	\$ <u>4,912</u>	<u>      </u>	<u>      </u>
DD Grant 7/1/17	\$ <u>64,232</u>	<u>      </u>	<u>      </u>
	\$ <u>          </u>	<u>      </u>	<u>      </u>
Fundraisers (specify major fundraising events/programs)			
Valdez Fly In	\$ <u>3,000</u>	<u>      </u>	<u>      </u>
Fourth of July	\$ <u>2,600</u>	<u>      </u>	<u>      </u>
Gold Rush	\$ <u>1,400</u>	<u>      </u>	<u>      </u>
Subtotal of Financial Support for this program:	\$ <u>2,798,796</u>	<u>      </u>	
Supplemental Funding Requested from City of Valdez:	\$ <u>62,904</u>	<u>      </u>	
<b><u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u></b>	<b>\$ <u>2,861,702</u></b>	<b>100%</b>	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: **CONNECTING TIES, INC.**

## SCOPE OF SERVICES

Timeline      OUTCOMES for 2018 (What do you plan to accomplish in 2018 - be specific)

July - August 2017 - the opening of Creative Connections gift shop providing a new place for locals and tourists to shop. In addition to sought after retail and party supplies, we display and sell the work our clients and caregivers create in our day hab/community art studio. It is also space for local artists to show and sell their work. We held our first community workshop, a class in beading, that was a fun and successful fundraiser, proving our community wants to participate in this type of activity.

August 2017 - We began selling art and craft supplies after a community outpour of requests.

September 2017 - Initiating increased advertisement locally and state wide advertising campaign. Utilizing social media and selling of merchandise on the internet, expanding services offering more community workshops and providing space for private community projects, parties, and events. Expanding with ceramics made both from scratch with clay and premolded products and the use of our kiln for firing them. Partnering with our schools and children extra curricular activities to provide art and craft supplies locally and at an affordable cost.

Sept. 2017 - April 2018 - Taking advantage of the cold, dark, indoor months, utilizing our art day-hab/community art studio to increase volunteer-ism and day-hab hours to produce sellable art and other products to fill our shelves for the busier summer retail market. Introducing a variety of baked products for sale in our shop.

Searching out funding from private foundations, larger, similar non-profits, and grants from Native Corporations to help support our Alaskan native clients and native artists in an attempt to foster Alaskan Native culture and tradition.

Exploring the viability of expansion of services. Currently several residents and social service agencies in Cordova are seeking our assistance in providing local services there. We are working on partnership and support from the Native Village of Eyak and Chugachmuit to make this a feasible venture.

Focusing on holiday themes providing gifts and decor and supplies for Halloween, Thanksgiving, Christmas, and Easter, in our gift shop/ Also themed classes in our day-hab/community art studio with continued and increased partnerships in the community.

April - June 2018 - Increased gift shop hours with regularly scheduled community classes. Continue fundraisers for Connecting Ties, Special Olympics, other non-profits and community members in need.

Improve our facilities through beautification and landscape improvement of our properties.

July 2017 - June 2018 - MOST IMPORTANTLY! Exploring options of hosting a state wide convention for professionals supporting disabilities and an event such as a winter sport or fishing derby for disabled people and those who support them. Continue to provide all of our services and programs enhancing the lives of the disabled community members of Valdez, striving to set a high standard of care. Increase the number of clients we serve and employees we provide work for, increasing Connecting Ties Inc. contribution to the growth and economy of Valdez.

Attach additional pages if necessary

*Definition: Outcome - End product or result accomplished.*