

# GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

## 2019 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Connecting Ties, Inc. PHONE: 907-835-3274  
 ADDRESS: PO Box 2017 ZIP: 99686  
 CONTACT PERSON: Robin James PHONE: 907-835-3274  
 CONTACT PERSON E-MAIL: r.james@cties.org  
 PROGRAM TITLE: Capacity Building

FUNDING REQUEST FOR 2019: \$ 32,000

1. Non-Profit Corporation? Yes X No         
 Date of incorporation: February 1994 Federal Tax ID #: 920150429

2. Organization's estimated TOTAL 2019 operating budget: \$ 2,869,264.00

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	3,092,663	0	0	
2017	3,011,097	0	0	
2018	2,827,732	62,904	2.2%	
2019	2,869,264	32,000	1.11%	

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

2017-18 The grant helped keep the doors open for another year and get back on our feet. Following is how the money was spent:

Rent -	\$48,655.32
Electric -	\$3,597.88
Electric/Clients -	\$1,292.91
Program Supplies/Clients	\$4,797.24
Snow Removal -	\$1,604.35
Day Habilitation Program	\$1,553.10
Vehicle Maintenance -	\$735.88
Fundraising Supplies -	\$667.32
Total	\$62,904.00

2016-17 - No funding  
 2015-16 - No funding

**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 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018

**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)

**08/31/2018**

\_\_\_\_\_  
DATE

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

**08/31/2018**

\_\_\_\_\_  
DATE

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Accrual Basis

**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
 July 2017 through June 2018

	<b>TOTAL</b>
Ordinary Income/Expense	
Income	
40000 · Income Accounts	
40080 · Ceramics Studio	60.00
40100 · Self Pay	16,757.84
40130 · Fundraisers	6,997.54
40150 · DVR Vending	227.84
Total 40000 · Income Accounts	24,043.22
40300 · Contributions Income	
40305 · Board Member Contributions	1,039.65
40306 · Creative Connections	16,026.51
40320 · Second Time Around	740.08
Total 40300 · Contributions Income	17,806.24
40400 · Medicaid	
40410 · PCG801 - 1028261	180,189.05
40430 · HC8801 - 1005076	2,185,335.21
Total 40400 · Medicaid	2,365,524.26
41000 · Sales	
41005 · Store Sales	253,691.89
41010 · BB/BS Share Income	5,908.68
41020 · Creative Connections	27,011.16
Total 41000 · Sales	286,611.73
41100 · Grants	
41101 · DD Grant	71,592.00
41113 · AMHTA Mini Grant	50.00
Total 41100 · Grants	71,642.00
41200 · Grant - Temporarily Restricted	300.00
41900 · Reimbursed Expenses	
41910 · Room & Board	3,963.84
Total 41900 · Reimbursed Expenses	3,963.84
42000 · Janitorial	836.25
44000 · Other Income	68,052.01
Total Income	2,838,779.55
Gross Profit	2,838,779.55
Expense	
Void Check Tracking	0.00
61000 · Reimbursable Expenses	0.00
65000 · PERSONAL SERVICES	
65060 · Salaries and Wages	1,954,079.02
65065 · Pension Admin & Match	28,068.00
65070 · Payroll Taxes	162,133.38
65075 · Workers' Comp Insurance	104,368.34
65080 · Employee Health Insurance	237,231.87
65085 · WS Family Habilitation	60,138.56
65088 · Education	5,431.41
65090 · Other	0.00
Total 65000 · PERSONAL SERVICES	2,551,450.58

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Accrual Basis

**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
**July 2017 through June 2018**

	TOTAL
<b>65100 · TRAVEL</b>	
65105 · Car Rental - Admin	830.04
65110 · Fuel - Client	3,001.78
65115 · Fuel - Admin	2,637.18
65117 · Mileage - Client	3,671.22
65125 · Airfare Admin	1,170.00
65126 · Ferry - Admin	306.00
65135 · Per Diem - Client	0.00
65136 · Hotel - Admin	1,219.40
65140 · Per Diem - Admin	1,189.73
65100 · TRAVEL - Other	14.37
<b>Total 65100 · TRAVEL</b>	<b>14,039.72</b>
<b>65200 · FACILITY EXPENSE</b>	
65205 · Office Expansion Remodel	-1,579.28
65210 · Utilities	
65213 · Garbage	720.00
65215 · Electric	9,210.24
65216 · Heating Fuel	10,985.66
65218 · Sewer/Water	277.44
65231 · Internet	4,371.76
65232 · Cellular	5,960.57
65233 · Phone	7,398.58
<b>Total 65210 · Utilities</b>	<b>38,924.25</b>
65220 · Rent	86,904.00
65240 · Building Repairs	2,375.78
65246 · Snow Removal	1,604.35
65260 · Interest Expense	8,311.70
<b>Total 65200 · FACILITY EXPENSE</b>	<b>136,540.80</b>
<b>65300 · SUPPLIES</b>	
65310 · Fundraising Supplies	3,045.29
65320 · Store Supplies	4,271.36
65330 · Office Supplies	12,158.55
65340 · DVR Vending Expense	22.48
65350 · Day Prgrm Studio Supplies	1,553.10
65360 · Creative Connections Supplies	9,272.47
65440 · Program Supplies	4,797.24
<b>Total 65300 · SUPPLIES</b>	<b>35,120.49</b>
<b>65400 · EQUIPMENT</b>	
65410 · Truck & Van Repairs	1,559.88
65420 · Repairs - Non Auto	730.75
65430 · Depreciation	21,913.86
65450 · Computer - Software	9,182.28
<b>Total 65400 · EQUIPMENT</b>	<b>33,386.77</b>
65460 · Admin Meetings/Operations	270.05
<b>65500 · OTHER</b>	
65515 · Creative Connections Consignmnt	2,390.40
65530 · Advertisement	1,326.55
65540 · Bank Service Charges	5,976.74
65550 · Charitable Contributions	242.42
65570 · Licenses, Dues & Subscriptions	7,915.83
65580 · Professional Fees	
65581 · Medical	731.24
65582 · Accounting	2,400.00
65584 · Legal Fees	258.75
65585 · Background Checks	2,874.00
65586 · IT/Security	4,287.50
<b>Total 65580 · Professional Fees</b>	<b>10,551.49</b>
65590 · Contractual Leases	10,189.46
<b>Total 65500 · OTHER</b>	<b>38,592.89</b>



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Accrual Basis

**Connecting Ties, Inc.**  
**Statement of Financial Income and Expense**  
July 2017 through June 2018

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	TOTAL
65600 · Insurance Expense	
65610 · Commercial Insurance Package	9,942.93
65615 · Excess Liability Insurance	2,648.64
65620 · Officers & Directors Liab Ins	2,315.43
65625 · Volunteer Accident Insurance	499.47
65640 · Auto Insurance and Registration	4,300.90
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Total 65600 · Insurance Expense	19,707.37
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Total Expense	2,829,108.67
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Net Ordinary Income	9,670.88
Other Income/Expense	
Other Expense	
70000 · Pass Through	0.00
72000 · Loss on Equipment	1,133.46
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Total Other Expense	1,133.46
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Net Other Income	-1,133.46
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Net Income	8,537.42
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Accrual Basis

# Connecting Ties, Inc.

## Balance Sheet

As of June 30, 2018

	Jun 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Petty Cash - Valdez Office	139.01
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	24,480.50
Total Checking/Savings	25,569.51
Accounts Receivable	
12000 · Accounts Receivable	308,148.10
Total Accounts Receivable	308,148.10
Other Current Assets	
12001 · Client Purchases	230.92
12020 · Prepaid Expenses	-63.91
12060 · Rent Deposit	3,123.00
12070 · Refundable Deposits	450.00
12100 · Inventory	
12120 · Second Time Around Inventory	9,736.00
12130 · Creative Connections	14,418.45
Total 12100 · Inventory	24,154.45
13000 · Prepaid Insurance	7,171.22
Total Other Current Assets	35,065.68
Total Current Assets	368,783.29
Fixed Assets	
15000 · PP&E	
15010 · Vehicles	177,231.50
15020 · Computers and Office Equipment	29,567.46
15025 · Miscellaneous Equipment	27,257.89
15040 · Buildings	277,265.06
Total 15000 · PP&E	511,321.91
16000 · A/D PP&E	-279,001.83
Total Fixed Assets	232,320.08
<b>TOTAL ASSETS</b>	<b>601,103.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,089.24
Total Accounts Payable	2,089.24
Credit Cards	
20107 · Wells Fargo - 2816 James/Devens	10,039.32
20115 · Line of Credit - 1713	55,189.47
Total Credit Cards	65,228.79

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Accrual Basis

**Connecting Ties, Inc.**  
**Balance Sheet**  
As of June 30, 2018

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	Jun 30, 18
Other Current Liabilities	
21300 · Simple IRA- W/H & Match	2,162.24
21700 · Accrued Wages	72,045.54
21720 · Accrued Healthcare Premiums	-992.61
21750 · Accrued Mileage	374.64
21800 · Aflac Payable	1,082.40
21900 · Payroll Tax Liabilities	13,202.10
22000 · Accrued Leave	40,407.94
22200 · Workers' Comp Liability	5,786.17
Total Other Current Liabilities	134,068.42
Total Current Liabilities	201,386.45
Long Term Liabilities	
23000 · Wells Fargo Building Loan	67,013.45
Total Long Term Liabilities	67,013.45
Total Liabilities	268,399.90
Equity	
3000 · Opening Bal Equity	4,234.75
39000 · Net Assets	319,931.30
Net Income	8,537.42
Total Equity	332,703.47
TOTAL LIABILITIES & EQUITY	601,103.37



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accrual Basis

**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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Accrual Basis

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

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	Jun 30, 17
Other Current Liabilities	
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
Total Other Current Liabilities	130,642.76
Total Current Liabilities	190,065.77
Long Term Liabilities	
23000 · Wells Fargo Building Loan	82,339.99
Total Long Term Liabilities	82,339.99
Total Liabilities	272,405.71
Equity	
39000 · Net Assets	444,203.90
Net Income	-127,502.99
Total Equity	316,700.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>589,106.62</b>

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Accrual Basis

**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**

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	Jun 30, 16
Other Current Liabilities	
21020 · Accrued Education Expenses	137.44
20130 · Deferred Revenue	10,000.00
21300 · Simple IRA- W/H & Match	3,778.61
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
Total Other Current Liabilities	152,696.74
Total Current Liabilities	165,655.75
Long Term Liabilities	
23000 · Wells Fargo Building Loan	99,380.27
Total Long Term Liabilities	99,380.27
Total Liabilities	265,036.02
Equity	
39000 · Net Assets	451,548.45
Net Income	-7,344.55
Total Equity	444,203.90
TOTAL LIABILITIES & EQUITY	<u>709,239.92</u>

**CONNECTING TIES, INC.**  
**FY19 PROPOSED BUDGET**

<b>REVENUES</b>	<b>FY 19 Budget</b>
Ceramics Studio	\$ 60.00
Self Pay	\$ 8,000.00
Fundraising Events	\$ 5,500.00
Board Members	\$ 600.00
Creative Connections-Grants	\$ 6,300.00
Second Time Around-Donations	\$ 500.00
PCG 801	\$ 168,137.00
HC 8801	\$ 2,241,021.00
Creative Connections Sales	\$ 16,000.00
Second Time Around Sales	\$ 245,000.00
BB/BBS Share Income	\$ 6,000.00
DD Grants	\$ 16,058.00
Room & Board	\$ 3,964.00
State Reimbursement	\$ 152,124.00
<b>Total Revenues</b>	<b>\$ 2,869,264.00</b>

<b>EXPENSES</b>	<b>FY19 Budget</b>
Salaries & Wages	\$ 1,987,515.00
Pension Admin & Match	\$ 28,000.00
Payroll Taxes	\$ 161,850.00
Workers' Comp Insurance	\$ 85,080.00
Employee Health Insurance	\$ 238,224.00
WS Family Habilitation	\$ 59,485.00
Education	\$ 6,000.00
Car Rental - Admin	\$ 1,000.00
Fuel - Client	\$ 3,100.00
Fuel - Admin	\$ 3,000.00
Mileage - Client	\$ 3,500.00
Airfare Admin	\$ 1,280.00
Ferry Admin	\$ 1,000.00
Hotel - Admin	\$ 1,500.00
Per Diem - Admin	\$ 1,500.00
Garbage	\$ 720.00
Electric	\$ 9,800.00
Heating Fuel	\$ 12,000.00
Sewer/Water	\$ 277.00
Internet	\$ 4,400.00
Cellular	\$ 6,500.00
Phone	\$ 7,500.00
Rent	\$ 86,904.00



**CONNECTING TIES, INC.**  
**FY19 PROPOSED BUDGET**

<b>EXPENSES (CONT.)</b>	<b>FY19 Budget</b>
Building Repairs	\$ 2,500.00
Kiln Repair	\$ 50.00
Snow Removal	\$ 4,000.00
Interest Expense	\$ 7,500.00
Creative Connections	\$ 9,500.00
Day Program - Studio	\$ 3,000.00
Fundraising Supplies	\$ 3,100.00
Store Supplies	\$ 4,500.00
Ceramic Studio Supplies	\$ 1,500.00
Office Supplies	\$ 12,000.00
Program Supplies	\$ 5,000.00
Equipment Purchases	\$ 1,000.00
Truck and Van Repairs	\$ 2,000.00
Repairs - Non Auto	\$ 400.00
Computer/Software	\$ 14,500.00
Admin Meeting/Ops	\$ 300.00
Creative Connections Consignment	\$ 500.00
Advertisement	\$ 2,500.00
Bank Service Charges	\$ 7,500.00
Licenses, Dues & Subs	\$ 10,000.00
Medical	\$ 750.00
Accounting	\$ 24,500.00
Legal Fees	\$ 2,500.00
Background Checks	\$ 3,000.00
IT/Security	\$ 6,500.00
Contractual Leases	\$ 10,150.00
Commercial Insurance Pkg	\$ 10,557.00
Excess Liability Insurance	\$ 2,771.00
Officers' & Dir. Liab. Ins	\$ 2,314.00
Volunteer Accident Ins.	\$ 500.00
Auto Insurance & Reg.	\$ 4,237.00
<b>Total Expenses</b>	<b>\$ 2,869,264.00</b>
<b>Net Profit/Loss</b>	<b>\$ -</b>

**CONNECTING TIES, INC.**  
**FY19 APPROVED BUDGET**

<b>REVENUES</b>	<b>FY 19 Budget</b>
Ceramics Studio	\$ 60.00
Self Pay	\$ 8,000.00
Fundraising Events	\$ 5,500.00
Board Members	\$ 600.00
Creative Connections-Grants	\$ 6,300.00
Second Time Around-Donations	\$ 500.00
PCG 801	\$ 168,137.00
HC 8801	\$ 2,241,021.00
Creative Connections Sales	\$ 16,000.00
Second Time Around Sales	\$ 245,000.00
BB/BBS Share Income	\$ 6,000.00
DD Grants	\$ 16,058.00
Room & Board	\$ 3,964.00
State Reimbursement	\$ 152,124.00

<b>Total Revenues</b>	<b>\$ 2,869,264.00</b>
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<b>EXPENSES</b>	<b>FY19 Budget</b>
Salaries & Wages	\$ 1,987,515.00
Pension Admin & Match	\$ 28,000.00
Payroll Taxes	\$ 161,850.00
Workers' Comp Insurance	\$ 85,080.00
Employee Health Insurance	\$ 238,224.00
WS Family Habilitation	\$ 59,485.00
Education	\$ 6,000.00
Car Rental - Admin	\$ 1,000.00
Fuel - Client	\$ 3,100.00
Fuel - Admin	\$ 3,000.00
Mileage - Client	\$ 3,500.00
Airfare Admin	\$ 1,280.00
Ferry Admin	\$ 1,000.00
Hotel - Admin	\$ 1,500.00
Per Diem - Admin	\$ 1,500.00
Garbage	\$ 720.00
Electric	\$ 9,800.00
Heating Fuel	\$ 12,000.00
Sewer/Water	\$ 277.00
Internet	\$ 4,400.00
Cellular	\$ 6,500.00
Phone	\$ 7,500.00
Rent	\$ 86,904.00

**CONNECTING TIES, INC.**  
**FY19 APPROVED BUDGET**

<b>EXPENSES (CONT.)</b>	<b>FY19 Budget</b>
Building Repairs	\$ 2,500.00
Kiln Repair	\$ 50.00
Snow Removal	\$ 4,000.00
Interest Expense	\$ 7,500.00
Creative Connections	\$ 9,500.00
Day Program - Studio	\$ 3,000.00
Fundraising Supplies	\$ 3,100.00
Store Supplies	\$ 4,500.00
Ceramic Studio Supplies	\$ 1,500.00
Office Supplies	\$ 12,000.00
Program Supplies	\$ 5,000.00
Equipment Purchases	\$ 1,000.00
Truck and Van Repairs	\$ 2,000.00
Repairs - Non Auto	\$ 400.00
Computer/Software	\$ 14,500.00
Admin Meeting/Ops	\$ 300.00
Creative Connections Consignment	\$ 500.00
Advertisement	\$ 2,500.00
Bank Service Charges	\$ 7,500.00
Licenses, Dues & Subs	\$ 10,000.00
Medical	\$ 750.00
Accounting	\$ 24,500.00
Legal Fees	\$ 2,500.00
Background Checks	\$ 3,000.00
IT/Security	\$ 6,500.00
Contractual Leases	\$ 10,150.00
Commercial Insurance Pkg	\$ 10,557.00
Excess Liability Insurance	\$ 2,771.00
Officers' & Dir. Liab. Ins	\$ 2,314.00
Volunteer Accident Ins.	\$ 500.00
Auto Insurance & Reg.	\$ 4,237.00
<b>Total Expenses</b>	<b>\$ 2,869,264.00</b>
<b>Net Profit/Loss</b>	<b>\$ -</b>



## PROGRAM INFORMATION

ORGANIZATION NAME: Connecting Ties, Inc.

Program Title: Capacity Building

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.)

In order to better serve those members in the community living with disabilities, Connecting Ties, Inc., needs to upgrade our computer network to improve the efficiency, capacity, and security of the data we're entrusted with. We also need to get much needed repairs for our electronic wheelchair-accessible van, the only one of its kind in Valdez.

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?

The server, computers, and many other components of our current network are aged beyond their normal lifespans. Along with the age of our network, the progress of technology has rendered our network nearly obsolete. Upgrades will not only keep us functional, but will enable us to meet ever-increasing government mandates and regulations, reduce operating costs by reducing and even eliminating errors, irregularities, and confusion, and ultimately enable us to grow our capacity to serve more people in the community needing our services for people with disabilities.

The need in Valdez for an electronic wheelchair-accessible van is acute, and Connecting Ties, Inc., is the only provider in the community with that resource. However, the van needs much-needed specialty repairs not available locally. Once the van is repaired and operating, we can serve not only our own clients, but improve the quality of life for everyone in the community with this need, and we can do it year round.

3. Is this program year-round, seasonal, or a one-time event? Year round  
Schedule: Beginning date: 2018 Ending date: 2019

4. Estimated number of people to be served by this program? 350  
Provide formula for estimate:

Our clients, veterans, senior citizens, children, tourists

As per data from <https://datausa.io/profile/geo/valdez-ak>, Valdez City Schools, Valdez Senior Center, and Connecting Ties' internal data

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

Valdez residents with physical and mental disabilities including children, youth, adults, veterans, and senior citizens

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

7. Fee to participant: Member \$ n/a Non-Member \$ n/a

8. Number of paid program staff: Full-time 40 Part-time 23 Temporary \_\_\_\_\_

ORGANIZATION NAME: Connecting Ties, Inc.

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2016	22
	Actual 2017	56
	Anticipated 2018	49
	Estimated 2019	50

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?

Our programs and services are offered in our clients homes, our administrative offices, and in our community.

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

75%	\$24,000 upgrade technology, comply with mandates for electronic charting, no electronic wheel chair accessible transportation available to community
50%	\$16,000 some upgrade to technology; not able to comply with federal mandates for electronic charting and electronic visit verification (EVV)
25%	\$8,000 minimal updates to technology with cuts to transportation to community
0%	Cut services to day habilitation, current transportation needs, no electric wheel chair assessable transportation available to community

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?

Connecting Ties, Inc., exists to serve those members of the community living with disabilities. 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 of any kind, which follows state and federal regulations, complying fully with the American 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 qualified to help them achieve their goals of being much-needed contributing and active members of the community.

Connecting Ties, Inc., is the agency AVV, veterans, The Star Program, American Red Cross, churches, independent living centers, and local medical facilities call when people experience disabling events or crisis.

Connecting Ties, Inc., is a vital local non-profit that greatly contributes to the economy of Valdez. We service 41 clients and employ 63 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 in and partners with community events, and encourages our employees to do the same.

We offer a wide array of programs and services to our clients as well as other agencies in our community. Among our services are supported living, supported employment, day habilitation, and personal care attendance.

All of our programs are designed to help foster the ability of our special needs people in the community to become, or stay, as independent as their physical or developmental disabilities will allow.

Many of the programs we offer take place out of the home and allow our clients to interact with others within the community

We are requesting your assistance so we can continue to assist and support the community members of Valdez, while reorganizing our company to operate more efficiently and effectively.

We appreciate your time and consideration.

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>	\$ _____	
Salaries/wages		\$ _____
Employee benefits		\$ _____
Other: _____		\$ _____
<b>CONTRACTUAL SERVICES:</b>	\$ _____	
Reproduction/copying		\$ _____
Equipment rental		\$ _____
Data processing		\$ _____
Dues/subscriptions		\$ _____
Contractual services		\$ _____
Professional fees & services		\$ _____
Other: _____		\$ _____
<b>OTHER SERVICES:</b>	\$ 6,000.00	
Volunteer services		\$ _____
Communications/postage		\$ 6,000.00
Printing		\$ _____
Advertising/promotion		\$ _____
Electricity		\$ _____
Heating		\$ _____
Travel/transportation		\$ _____
Other: _____		\$ _____
<b>COMMODITIES:</b>	\$ _____	
Clothing		\$ _____
Office supplies		\$ _____
Building maintenance		\$ _____
Operating supplies		\$ _____
Parts & supplies - equipment		\$ _____
<b>OTHER CHARGES/EXPENSES:</b>	\$ 26,000.00	
Insurance		\$ _____
Contingencies		\$ _____
Training		\$ _____
Rent		\$ _____
Capital equipment		\$ 18,000.00
Office equipment		\$ _____
Other expenses: <u>Repair Wheelchair Van</u>		\$ 8,000.00
<b>TOTAL COST FOR OPERATION OF THIS PROGRAM:</b>	\$ 32,000.00	

ORGANIZATION NAME: Connecting Ties, Inc.

## FUNDING SOURCES FOR PROPOSED PROGRAM

(Budget Form #2)

This program budget covers the period of July 1, 2018 to June 30, 2019

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ 32,000.00	50	
Gifts and Contributions	\$		
Membership Dues	\$		
Fees & charges to participants	\$		
Private sector grants (specify source and date of award)			
	\$		
	\$		
	\$		
Fundraisers (specify major fundraising events/programs)			
	\$		
	\$		
	\$		
<b>Subtotal of Financial Support for this program:</b>	\$ 32,000.00	50	
<b>Supplemental Funding Requested from City of Valdez:</b>	\$ 32,000.00	50	
<b><u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u></b>	<b>\$ 64,000.00</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 2019 (What do you plan to accomplish in 2019 - be specific)

We are happy to announce we already have had fiber optics installed in our office, and we are now ready to make the leap to transfer our data to the cloud. This is urgent due to a ransomware security breach of our server this past year, and loss of functionality of the server due to its advanced age and swiftly advancing progress of technology. As such, it's crucial to upgrade our computer system to more efficiently and more securely support the administration of our services to our clients and the community. Technology upgrades will also enable us to reduce our operating costs and improve accuracy when we implement electronic charting and electronic visit verification (EVV), both of which are federal mandates.

Upon repair of our van, Connecting Ties, Inc., will be the only provider available in Valdez to accommodate electronic wheelchairs for transportation in the community year round. This will greatly enhance the quality of life for our clients and the greater community.

Attach additional pages if necessary

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

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Accrual Basis

## Connecting Ties, Inc.

## Balance Sheet

As of June 30, 2018

	Jun 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Petty Cash - Valdez Office	139.01
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	24,480.50
Total Checking/Savings	25,569.51
Accounts Receivable	
12000 · Accounts Receivable	308,148.10
Total Accounts Receivable	308,148.10
Other Current Assets	
12001 · Client Purchases	230.92
12020 · Prepaid Expenses	-63.91
12060 · Rent Deposit	3,123.00
12070 · Refundable Deposits	450.00
12100 · Inventory	
12120 · Second Time Around Inventory	9,736.00
12130 · Creative Connections	14,418.45
Total 12100 · Inventory	24,154.45
13000 · Prepaid Insurance	7,171.22
Total Other Current Assets	35,065.68
Total Current Assets	368,783.29
Fixed Assets	
15000 · PP&E	
15010 · Vehicles	177,231.50
15020 · Computers and Office Equipment	29,567.46
15025 · Miscellaneous Equipment	27,257.89
15040 · Buildings	277,265.06
Total 15000 · PP&E	511,321.91
16000 · A/D PP&E	-279,001.83
Total Fixed Assets	232,320.08
<b>TOTAL ASSETS</b>	<b>601,103.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,089.24
Total Accounts Payable	2,089.24
Credit Cards	
20107 · Wells Fargo - 2816 James/Devens	10,039.32
20115 · Line of Credit - 1713	55,189.47
Total Credit Cards	65,228.79



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Accrual Basis

Connecting Ties, Inc.  
**Balance Sheet**  
As of June 30, 2018

---

	Jun 30, 18
Other Current Liabilities	
21300 · Simple IRA- W/H & Match	2,162.24
21700 · Accrued Wages	72,045.54
21720 · Accrued Healthcare Premiums	-992.61
21750 · Accrued Mileage	374.64
21800 · Aflac Payable	1,082.40
21900 · Payroll Tax Liabilities	13,202.10
22000 · Accrued Leave	40,407.94
22200 · Workers' Comp Liability	5,786.17
Total Other Current Liabilities	134,068.42
Total Current Liabilities	201,386.45
Long Term Liabilities	
23000 · Wells Fargo Building Loan	67,013.45
Total Long Term Liabilities	67,013.45
Total Liabilities	268,399.90
Equity	
3000 · Opening Bal Equity	4,234.75
39000 · Net Assets	319,931.30
Net Income	8,537.42
Total Equity	332,703.47
TOTAL LIABILITIES & EQUITY	601,103.37

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Accrual Basis

**Connecting Ties, Inc.**  
**Profit & Loss**  
 July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
40000 · Income Accounts	
40080 · Ceramics Studio	60.00
40100 · Self Pay	16,757.84
40130 · Fundraisers	6,997.54
40150 · DVR Vending	227.84
Total 40000 · Income Accounts	24,043.22
40300 · Contributions Income	
40305 · Board Member Contributions	1,039.65
40306 · Creative Connections	16,026.51
40320 · Second Time Around	740.08
Total 40300 · Contributions Income	17,806.24
40400 · Medicaid	
40410 · PCG801 - 1028261	180,189.05
40430 · HC8801 - 1005076	2,185,335.21
Total 40400 · Medicaid	2,365,524.26
41000 · Sales	
41005 · Store Sales	253,691.89
41010 · BB/BS Share Income	5,908.68
41020 · Creative Connections	27,011.16
Total 41000 · Sales	286,611.73
41100 · Grants	
41101 · DD Grant	71,592.00
41113 · AMHTA Mini Grant	50.00
Total 41100 · Grants	71,642.00
41200 · Grant - Temporarily Restricted	300.00
41900 · Reimbursed Expenses	
41910 · Room & Board	3,963.84
Total 41900 · Reimbursed Expenses	3,963.84
42000 · Janitorial	836.25
44000 · Other Income	68,052.01
Total Income	2,838,779.55
Gross Profit	2,838,779.55
Expense	
Void Check Tracking	0.00
61000 · Reimbursable Expenses	0.00
65000 · PERSONAL SERVICES	
65060 · Salaries and Wages	1,954,079.02
65065 · Pension Admin & Match	28,068.00
65070 · Payroll Taxes	162,133.38
65075 · Workers' Comp Insurance	104,368.34
65080 · Employee Health Insurance	237,231.87
65085 · WS Family Habilitation	60,138.56
65088 · Education	5,431.41
65090 · Other	0.00
Total 65000 · PERSONAL SERVICES	2,551,450.58

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Accrual Basis

**Connecting Ties, Inc.**  
**Profit & Loss**  
 July 2017 through June 2018

Jul '17 - Jun 18

65100 · TRAVEL	
65105 · Car Rental - Admin	830.04
65110 · Fuel - Client	3,001.78
65115 · Fuel - Admin	2,637.18
65117 · Mileage - Client	3,671.22
65125 · Airfare Admin	1,170.00
65126 · Ferry - Admin	306.00
65135 · Per Diem - Client	0.00
65136 · Hotel - Admin	1,219.40
65140 · Per Diem - Admin	1,189.73
65100 · TRAVEL - Other	14.37
Total 65100 · TRAVEL	14,039.72
65200 · FACILITY EXPENSE	
65205 · Office Expansion Remodel	-1,579.28
65210 · Utilities	
65213 · Garbage	720.00
65215 · Electric	9,210.24
65216 · Heating Fuel	10,985.66
65218 · Sewer/Water	277.44
65231 · Internet	4,371.76
65232 · Cellular	5,960.57
65233 · Phone	7,398.58
Total 65210 · Utilities	38,924.25
65220 · Rent	86,904.00
65240 · Building Repairs	2,375.78
65246 · Snow Removal	1,604.35
65260 · Interest Expense	8,311.70
Total 65200 · FACILITY EXPENSE	136,540.80
65300 · SUPPLIES	
65310 · Fundraising Supplies	3,045.29
65320 · Store Supplies	4,271.36
65330 · Office Supplies	12,158.55
65340 · DVR Vending Expense	22.48
65350 · Day Prgrm Studio Supplies	1,553.10
65360 · Creative Connections Supplies	9,272.47
65440 · Program Supplies	4,797.24
Total 65300 · SUPPLIES	35,120.49
65400 · EQUIPMENT	
65410 · Truck & Van Repairs	1,559.88
65420 · Repairs - Non Auto	730.75
65430 · Depreciation	21,913.86
65450 · Computer - Software	9,182.28
Total 65400 · EQUIPMENT	33,386.77
65460 · Admin Meetings/Operations	270.05
65500 · OTHER	
65515 · Creative Connections Consignmnt	2,390.40
65530 · Advertisement	1,326.55
65540 · Bank Service Charges	5,976.74
65550 · Charitable Contributions	242.42
65570 · Licenses, Dues & Subscriptions	7,915.83
65580 · Professional Fees	
65581 · Medical	731.24
65582 · Accounting	2,400.00
65584 · Legal Fees	258.75
65585 · Background Checks	2,874.00
65586 · IT/Security	4,287.50
Total 65580 · Professional Fees	10,551.49
65590 · Contractual Leases	10,189.46
Total 65500 · OTHER	38,592.89

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Accrual Basis

**Connecting Ties, Inc.**  
**Profit & Loss**  
July 2017 through June 2018

	Jul '17 - Jun 18
65600 · Insurance Expense	
65610 · Commercial Insurance Package	9,942.93
65615 · Excess Liability Insurance	2,648.64
65620 · Officers & Directors Liab Ins	2,315.43
65625 · Volunteer Accident Insurance	499.47
65640 · Auto Insurance and Registration	4,300.90
Total 65600 · Insurance Expense	19,707.37
Total Expense	2,829,108.67
Net Ordinary Income	9,670.88
Other Income/Expense	
Other Expense	
70000 · Pass Through	0.00
72000 · Loss on Equipment	1,133.46
Total Other Expense	1,133.46
Net Other Income	-1,133.46
Net Income	8,537.42

