

COMMUNITY SERVICE ORGANIZATIONS 2020 GRANT REQUEST

APPLICATION INSTRUCTIONS

Due Date: Friday, August 23rd, 2019, 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@valdezak.gov

QUESTIONS:

Please contact Magdalena McCay, Comptroller, at 834-3454 or mmccay@valdezak.gov

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 and 501(c)(3) tax exempt status recognized by IRS 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 2020 fiscal year on the specified program(s).

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

II

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.

III

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2020 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Prince William Sound College PHONE: 907-834-1620
 ADDRESS: PO Box 97, Valdez, Alaska ZIP: 99686
 CONTACT PERSON: Dr. Daniel O'Connor PHONE: 907-834-1662
 CONTACT PERSON E-MAIL: jdoconnor@alaska.edu
 PROGRAM TITLE: College
 FUNDING REQUEST FOR 2020: \$ 930,000

1. Non-Profit Corporation? Yes X No
 Date of incorporation: 1978 Federal Tax ID #: 92-6000147

2. Organization's estimated TOTAL 2020 operating budget: \$ 5,205,000

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	\$5,800,000	\$758,273	13.07	
2017	\$5,073,000	\$810,000	15.97	
2018	\$5,097,500	\$820,000	16.09	
2019	\$5,200,000	\$890,000	17.12	

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

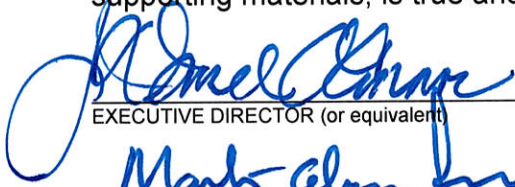
See attached document titled: Strategic Goals and Accomplishments 2018-2019

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 2020 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2019

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)

8.23.19

DATE



PRESIDENT, BOARD OF DIRECTORS (or equivalent)

23 August 2019

DATE

(1)
(Organization's Most Recent Fiscal Year-End Financial Statement
to include all fund balances on all organization's funds)

(All Funds)

(2)

(Copy of Three Prior Fiscal Years' Balance Sheets)

(3)

(Organization's Current Operating Budget)

(All Funds)

(4)

(Copy of Proposed 2020 Budget)

(All Funds)

(5)

PROGRAM INFORMATION

ORGANIZATION NAME: Prince William Sound College

Program Title: College (see attachments)

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.)

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?

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

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

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

6. Is membership in your organization required for participation: Yes _____ No _____

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

8. Number of paid program staff: Full-time _____ Part-time _____ Temporary _____

ORGANIZATION NAME: Prince William Sound College (see attachments)

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2017	_____
	Actual 2018	_____
	Anticipated 2019	_____
	Estimated 2020	_____

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

Types of services provided by volunteers:

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

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

75%	_____

50%	_____

25%	_____

0%	_____

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?

ORGANIZATION NAME: Prince William Sound College (see attachments)
Program Information (continued)

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

ORGANIZATION NAME: Prince William Sound College (see attachments)

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

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

ORGANIZATION NAME: Prince William Sound College

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of _____ to _____

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ _____	_____	_____
Gifts and Contributions	\$ _____	_____	_____
Membership Dues	\$ _____	_____	_____
Fees & charges to participants	\$ _____	_____	_____
Private sector grants (specify source and date of award)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Fundraisers (specify major fundraising events/programs)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Subtotal of Financial Support for this program:	\$ _____	_____	
Supplemental Funding Requested from City of Valdez:	\$ _____	_____	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	\$ _____	100%	

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: Prince William Sound College (see attachments)

SCOPE OF SERVICES

Timeline OUTCOMES for 2020 (What do you plan to accomplish in 2020 - be specific)

--

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

CITY OF VALDEZ

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

APPLICATION CHECKLIST

This checklist is simply for your use in preparation of your application packet. It is not a part of the packet to be copied and submitted.

You are encouraged to check and double check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations **WILL BE RETURNED TO THE APPLICANT** for correction and resubmission. The ensuing delay may jeopardize your application for funding.

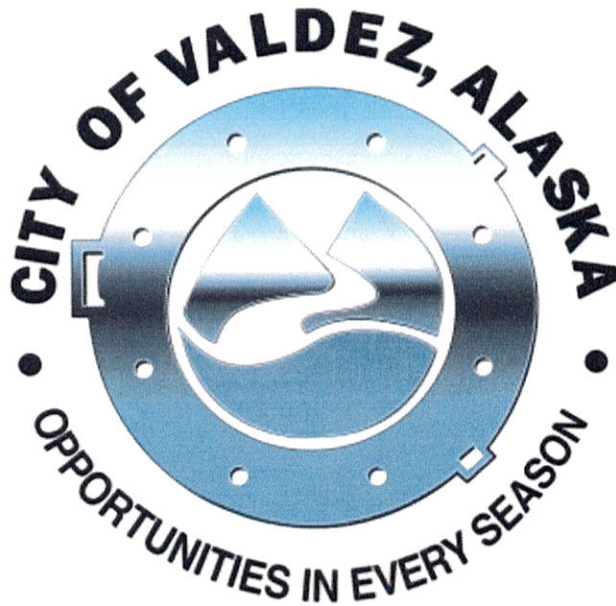
A COMPLETE APPLICATION PACKET INCLUDES:

- _____ 501(c)(3) tax exempt status letter
 - _____ Proof of Insurance as required per application
 - _____ Funding Request/Certification form (labeled page 1)
 - _____ Recent Total Organization Financial Statement (labeled page 2)
 - _____ Copy of Prior Three Prior Years' Balance Sheets (labeled page 3)
 - _____ Current Operating Budget for Total Organization (labeled page 4)
 - _____ Copy of Proposed 2020 Budget (labeled page 5)
 - _____ Program Information forms (labeled pages 6, 7, and 8)
 - _____ Operating Expenses of Proposed Program/Budget form #1 (labeled page 9)
 - _____ Funding Sources for Proposed Program/Budget form #2 (labeled page 10)
 - _____ Scope of Services form (labeled page 11)
 - _____ Additional pages submitted by agency (label page numbers accordingly)
 - _____ Copy of Balance Sheet and Profit and Loss as of 6/30/2019
-

REMINDER: You must submit **one (1) DOUBLE SIDED COPY OF COMPLETE PACKET** and **a COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Friday, August 23rd, 2019**
Early submissions are accepted and encouraged!

Thank you for your submission.



**COMMUNITY SERVICE ORGANIZATIONS
2020 GRANT REQUEST**

BY



The mission of Prince William Sound College is to use its unique resources and magnificent landscape to enrich the lives of our students and our communities.

Located in Valdez, Alaska, with centers in Cordova and the Copper River Basin, PWSC provides access to a variety of educational and training opportunities in a geographically rich, culturally diverse, and inclusive environment.

Prince William Sound College attracts people with an adventuresome spirit who want to combine the love of outdoor activities with the opportunity to achieve their academic and career goals.

PWSC is part of the University of Alaska System, governed by the University Board of Regents, and is a community campus of the University of Alaska Anchorage (UAA). Under the accreditation umbrella of UAA, PWSC is held to standards defined by the Northwest Commission on Colleges and Universities (NWCCU). PWSC retains the autonomy to make local decisions in areas such as academic programming, college staffing, and community engagement in civic, cultural, and recreational venues.

Through annual program reviews and assessments, PWSC evaluates its institutional and organizational effectiveness in a continuous quality improvement model to determine its ability to serve the residents of the City of Valdez. As a result of this process, and with the guidance of University and College leadership, the following goals for the 2019-2020 Academic Year have been identified:

Strengthen programs that build enrollment and support student success.

- Provide PWSC personnel with the knowledge and tools to effectively serve as recruiters and mentors.
- Build student pathways that support retention, internship placement, occupational goal completion, and/or graduation or successful transfer.
- Increase the capacity to further capitalize on dual credit opportunities in high schools throughout the service area.

Align academic and workforce programs with economic diversification efforts in the Prince William Sound region.

- Continue to seek facilities, equipment, and personnel within local communities to support workforce development.
- Explore additional funding opportunities that create high-demand programs to help Alaskans achieve their personal and vocational goals.

- Advance efforts to operationalize the construction, maritime, and computer programs into occupational endorsements or degrees.

Foster best practices that promote a culture of institutional excellence in teaching, learning, and service.

- Implement activities that emphasize a team approach for full-time and adjunct faculty to provide an exceptional student experience.
- Create opportunities for partnerships with outside entities, sharing educational, physical, and instructional staff resources.
- Embed opportunities into the academic culture and campus life activities to strengthen students' sense of civic engagement.

Enhance campus visibility and opportunities to bring the PWSC mission statement alive.

- Employ a forward-leaning approach to effectively brand PWSC.
- Continue to improve the college's physical facilities that represents the face of the college to all visitors.
- Develop community enrichment activities that encourage and entice people to participate in a variety of educational experiences.

STATEMENT OF NEED

Financial support to PWSC from the City of Valdez has consistently provided necessary support to the ongoing mission to be this community's college. In fulfilling this mission, and with this financial support, PWSC will continue to contribute to the City of Valdez strategic and economic goals by:

- Effectively and efficiently using its assets, resources, and human capital to support a responsible, sustainable future for the College. PWSC employees are committed to providing affordable access to higher education, enhancing opportunities for student success, and integrating innovative teaching and learning strategies to prepare the future workforce and leaders in this community.
- Promoting civic responsibility by encouraging our faculty, staff, and students to be actively engaged in the activities that are part of the traditions of this City. The PWSC family will continue to be leaders and volunteers in signature events such as the SWAN's Healthier Valdez and the Ski-For-Free program, Valdez Food Bank, AVV Women of Distinction, Valdez Arts Council, Relay for Life, and Gold Rush Days.

- Supporting the community of Valdez in maintaining and building a healthy, diverse economy. PWSC creates economic stimulus through programs such as the Valdez Last Frontier Theatre Conference and the Vegas in Valdez Archery Tournament.
- Conducting fishing vessel training for oil spill response throughout Prince William Sound preparing 1,200-1,800 fishermen every year; and
- Providing access to academic programs through dual credit offerings at Valdez High School and opportunities to pursue pathways in nursing and training to serve as professional millwrights in the gas and oil, mining, fish processing, and maritime industries.

Request #1: The City of Valdez funding is used to stabilize the College's base operating budget and support academic programs that are not available to most residents in other parts of the state. Working within current statewide budget challenges the PWSC is requesting **\$820,000** to support continued delivery of the following high valued assets:

- Associate's degrees for transfer, job placement, and/or advancement in fields such as Allied Health and Outdoor Leadership professions;
- Bachelor's degree pathways through partnerships with other colleges and universities in the University of Alaska system;
- Occupational certificates that give students the knowledge, experience, and skills necessary to meet the workforce needs of our community and employment opportunities around the state;
- Professional Development and Community Enrichment classes, workshops, seminars, and cultural activities;
- The Health and Fitness Center offers fitness programs to the community that include access to modern exercise equipment and drop-in classes. This past year 358 individuals and 23 families enrolled in the annual program, with many others enrolled in the 6-month, 4-month, and daily programs. It provided an additional 11 personal enrichment classes on topics from nutritious cooking to myofascial self-care. It also offered fitness courses designed for those with limited mobility at no cost to the participants;
- The Maxine & Jesse Whitney Museum that welcomed 6,759 visitors from May 2018 to September 2018;
- The 27th Annual Valdez Last Frontier Theatre Conference had approximately 220 participants and presented six free live evening performances for the citizens of Valdez and tourists from around the world; and
- Employment for 63 faculty and staff (full and part-time) with an annual payroll of approximately \$3.6 million dollars, including benefits.

Request #2: The dual credit offerings for high school students in the Valdez City Schools continue to produce positive results, including four students graduating with their Associate's Degree this past spring. With direction from the Superintendent and Valdez High School Principal, PWSC is requesting \$110,000 for tuition and fees to support motivated students, and their families, to generate a University transcript with college-level courses. PWSC is requesting that these funds be placed in a separate accounting line to monitor activity and streamline the billing procedures.

DUAL ENROLLMENT AT VALDEZ HIGH SCHOOL

Fall 2018		Spring 2019	
Head Count	Credit Hours	Head Count	Credit Hours
56	295	46	297

Placeholder Request: PWSC continues to be involved in planning sessions to create a vision for the City of Valdez into the future. The College wants to continue to be an engaged partner with the city to build the skilled workforce necessary for the diversification of the local economy through the expansion of career and technical programs. PWSC is not asking for funding for these aspirational career pathways in this current funding request but the College believes that they can make a significant contribution to the future of the city if there is a collaborative approach in programs such as:

- Construction Academy
- Marine Service Technology
- Emergency Management

CURRENT PROJECTED PWSC FY20 BUDGET SUMMARY

July 2019 - June 2020

EXPENSE		REVENUE	
PERSONNEL SERVICES	\$3,818,000	GENERAL FUNDS	\$2,667,000
TRAVEL	\$53,000	TVEP	\$89,500
CONTRACTUAL SERVICES	\$874,400	AUXILIARY SERVICES	\$388,000
COMMODITIES	\$290,600	TUITION	\$641,600
EQUIPMENT	\$29,700	STUDENT FEES	\$156,600
MISC	\$139,300	UA RECEIPTS	\$1,262,300
EXPENSES TOTAL	\$ 5,205,000	REVENUE TOTAL	\$ 5,205,000

Note: City of Valdez 2020 Grant Request is for PWSC's FY21 operating budget period beginning July 1, 2019 and ending June 30, 2020.

PROJECTED

PWSC FY21 BUDGET SUMMARY

July 2020 - June 2021

EXPENSE		REVENUE	
PERSONNEL SERVICES	\$3,800,000	GENERAL FUNDS	\$2,650,000
TRAVEL	\$60,000	TVEP	\$120,000
CONTRACTUAL SERVICES	\$930,000	AUXILIARY SERVICES	\$400,000
COMMODITIES	\$300,000	TUITION	\$650,000
EQUIPMENT	\$60,000	STUDENT FEES	\$160,000
MISC	\$50,000	UA RECEIPTS	\$1,220,000
EXPENSES TOTAL	\$ 5,200,000	REVENUE TOTAL	\$ 5,200,000

Note: City of Valdez 2020 Grant Request is for PWSC's FY21 operating budget period beginning July 1, 2020 and ending June 30, 2021.

Budget Summary Descriptions

EXPENSE

Personnel Services: Employee labor costs for faculty, staff, and temporary staff including benefits.

Travel: Expense for college business travel including relocation allowance for recruitment of new employees.

Contractual Services: Includes contracts for services such as utilities, alarm monitoring, professional services, etc.

Commodities: Consumable supplies such as paper, office supplies, teaching supplies, small equipment, facility maintenance parts and small tools, computers, etc.

Equipment: Cost of equipment over \$5,000 that has a useful life span exceeding one year, capital investment for buildings.

Miscellaneous: Entertainment, debt service, cost overruns on restricted funding, some deferred facility maintenance, etc.

REVENUE

General Funds: State of Alaska UA allocation.

TVEP: Technical Vocational Educational Program. Alaska Dept. of Labor & Workforce Development allocation.

Auxiliary Services: Student Housing, Health & Fitness Center operation revenues

Tuition: Revenue derived directly from tuition for credit courses

Student Fees: Revenue assessed students for services, course materials, technology, etc., that directly support student experience and success.

UA Receipts: Revenue from City and other local government sources, interagency receipts, sales of services to other entities, sponsored project cost recovery, museum gift sales, etc.

