

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 2021 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 6/30/2020
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REMINDER: You must submit **one COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Friday, August 21st, 2020**
Early submissions are accepted and encouraged!

Thank you for your submission.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 17 2017**

STEPPING STONES LEARNING CENTER INC
PO BOX 1558
VALDEZ, AK 99686-0000

Employer Identification Number:
82-3070865
DLN:
26053706001157
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 01, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Markel Insurance Company

COMMERCIAL GENERAL LIABILITY POLICY DECLARATIONS

POLICY NUMBER: CCP20039041-02

RENEWAL OF NUMBER: CCP20039041-01

Named Insured And Mailing Address (No., Street, Town or City, County, State, Zip Code)

Stepping Stones Learning Center, Inc.

DBA: Stepping Stones Learning Center

PO Box 1558

Valdez, AK 99686

Policy Period: From 12/01/2019 To 12/01/2020, at 12:01 A.M. Standard Time at your mailing address shown above

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

Limits Of Insurance			
General Aggregate Limit (Other Than Products-Completed Operations)	\$	\$2,000,000	
Products-Completed Operations Aggregate Limit	\$	\$2,000,000	
Personal And Advertising Injury Limit	\$	\$1,000,000	
Each Occurrence Limit	\$	\$1,000,000	
Damage To Premises Rented To You Limit	\$	\$100,000	Any One Premises
Medical Expense Limit	\$	\$10,000	Any One Person

Retroactive Date (CG 00 02 Only) N/A In New York

This Insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" which occurs before the Retroactive Date, if any, shown below.

Retroactive Date: None
(Enter Date Or "None" If No Retroactive Date applies)

Business Description And Location Of Premises

Form Of Business: Corporation

Business Description: Child care center

Location Of All Premises You Own, Rent Or Occupy:

REFER TO "COMMERCIAL GENERAL LIABILITY EXTENSION OF DECLARATIONS"

Producer Number, Name And Mailing Address

57432

CHI of Alaska Inc

507 W Northern Lights Blvd.

Anchorage, AK 99503



WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

Original Printing

Issued November 22, 2019

Standard

Type : Stock

Markel Insurance Company
Ten Parkway North
Deerfield, IL 60015

NCCI Carrier Code:22616

Policy Number:

MWC0137477-02

Renewal of Policy:

MWC0137477-01

Rewrite of Policy:

Fein # / Risk ID #:

823070865 / 540102740

1. The Insured's Name and Mailing address:

Stepping Stones Leaning Center
PO Box 1558
Valdez, AK 99686-1558
9072555171

DBA Name:

SIC CODE: 8351

Other work place not shown above: See Attached Location Schedule

**Type of
entity:**

Nonprofit

2. The policy period is from 11/16/2019 to 11/16/2020 [12.01 AM Standard Time] at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of this policy applies to the Workers

Compensation Law of the states listed here: ALASKA

B. Employers liability Insurance: Part Two of this policy applies to work in each state listed in Item 3A.

The limits of our liability under Part Two are:

Bodily Injury by Accident:	\$100,000	each accident
Bodily Injury by Disease:	\$500,000	policy limit
Bodily Injury by Disease:	\$100,000	each employee

C. Other States Insurance: Part Three of this policy applies to the states, if any, listed here

All states except those listed in Item 3A of the Information Page and the following states or territories: District of Columbia, ID, MT, NY, ND, OH, OR, WA, WY. Puerto Rico and US Virgin Islands.

D. California Endorsements and Schedules

Other State Endorsements and Schedules:

MDWC1001, MWC 1201, WC000000C, WC000308, WC000310, WC000404, WC000406A, WC000414A, WC000419, WC000422B, WC000425, WC540301, WC540601A, WC540602, Form 54-2, MPWC 1030, MJWC1000, MIL 1214, MPIL 1083, MPIL 1007

4. The premium for this policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans. All information required is subject to verification and change by audit.

Minimum Premium: 389.00

Deposit Premium: \$676.00

Total Estimated Annual Premium: \$4,448.00

Pay plan: 10-Pay- 15%

Producer: CHI of Alaska, Inc.
507 W Northern Lights Blvd 907-276-7667
Anchorage AK 99503

Countersigned By:

Date: 11/25/2019

Servicing office:

Markel Service, Inc., (888) 500-3344
Central Park Plaza, 222 South 15th Street, Suite 1500N
Omaha, NE 68102-1680

(See extension of information page for class code, rate and premium detail)

THIS INFORMATION PAGE WITH THE WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY AND ENDORSEMENTS, IF ANY ISSUED TO FORM A PART THEREOF, COMPLETES THE ABOVE NUMBERED POLICY

MDWC 1001 05 10



008012-013487-46486001-11252019



MWC0137477-02

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2021 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Stepping Stones Learning Center PHONE: 907-835-5160
ADDRESS: 310 Egan Street, Suite 101 & 102 ZIP: 99686
CONTACT PERSON: Kelly Brown PHONE: 907-831-6137
CONTACT PERSON E-MAIL: kellybrown@cvalaska.net
PROGRAM TITLE: Stepping Stones Learning Center
FUNDING REQUEST FOR 2020: \$ 95,000

1. Non-Profit Corporation? Yes X No
Date of incorporation: 01 October 2017 Federal Tax ID #: 82-3070865
2. Organization's estimated TOTAL 2021 operating budget: \$ 681,460
3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2017	\$40,360	\$34,000	84%	
2018	\$276,117	\$30,000	11%	
2019	\$401,710	\$90,000	22%	
2020	\$402,071	\$90,000	22%	

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

2020 grant funding was initially "earmarked" for: Relocation into a bigger facility to accommodate more families. In reality, 100% of the City grant funding went towards increased operational costs due to our relocation into a bigger facility and the Covid-19 pandemic, including; monthly lease, utilities, and increased cleaning supplies.

Additional operating income was derived from the State Child Care Grant Program, State Child Care Assistance Program, Office of Child Services Reimbursement Program and the Coast Guard Child Care Reimbursement Program (now managed through the Navy).

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 2021 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2020

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.

Kristin Gomez		8/12/2020
EXECUTIVE DIRECTOR (or equivalent)		DATE
Kelly Brown		8/12/2020
PRESIDENT, BOARD OF DIRECTORS (or equivalent)		DATE

Stepping Stones Learning Center

STATEMENT OF ACTIVITY

January 1 - August 13, 2020

	TOTAL
Revenue	
Alyeska Grant	3,000.00
CCAP	17,845.92
CCAP Capacity	55,224.00
Total CCAP	73,069.92
CCG	3,782.73
CGG	5,871.22
Chugachmiut Donation	1,000.00
Chugachmiut Subsidy Revenue	3,349.50
City Grant	61,655.00
CVEA Grant	500.00
OCS Payment	4,288.00
SBA Advance	9,000.00
Thread Donation	1,500.00
Tuition	84,245.62
United Way Grant	5,043.00
Valdez Stimulus Check	1,750.00
Total Revenue	\$258,054.99
GROSS PROFIT	\$258,054.99
Expenditures	
Advertising	170.00
Bank Service Charges	280.39
Business License & Inspection Fees	75.00
Insurance	7,343.00
Lease	51,280.00
Payroll Expenses	0.00
Taxes	28,212.03
Wages	122,415.90
Total Payroll Expenses	150,627.93
Professional Fees	0.00
Accountant fees	650.00
Bookkeeping fees	1,955.78
Bookkeeping Software	246.53
Total Bookkeeping fees	2,202.31
Payroll Processing Fees	1,075.45
Total Professional Fees	3,927.76
Repairs and Maintenance	645.74
Materials for Royal Center	2,632.16
Total Repairs and Maintenance	3,277.90

Stepping Stones Learning Center

STATEMENT OF ACTIVITY

January 1 - August 13, 2020

	TOTAL
Staff Training	1,164.50
Background Check	225.00
Total Staff Training	1,389.50
Supplies & Materials	0.00
Cleaning Supplies	5,237.66
Daycare Supplies	4,060.08
Groceries	1,891.76
Office Supplies	1,370.46
Dues & Subscriptions	587.51
Office Software	572.28
Postage & Delivery	79.45
Total Office Supplies	2,609.70
Total Supplies & Materials	13,799.20
Travel Expenses	0.00
Meals & Entertainment	442.40
Total Travel Expenses	442.40
Utilities	0.00
Electric	1,297.52
Telephone & Internet	1,870.10
Total Utilities	3,167.62
Total Expenditures	\$235,780.70
NET OPERATING REVENUE	\$22,274.29
Other Revenue	
Miscellaneous Income	10.68
Total Other Revenue	\$10.68
NET OTHER REVENUE	\$10.68
NET REVENUE	\$22,284.97

Income Statement

Stepping Stones Learning Center
For the year ended December 31, 2019
Cash Basis

2019

Income

CCAP	3,603.82
CCG	8,156.30
CGG	1,667.29
Chugachmiut Subsidy Revenue	(1,396.50)
City Grant	90,000.00
Copper Valley Telecom Grant	1,250.00
CVEA Grant	250.00
Daily Fee	10,836.13
Eagles	1,000.00
Field Trip	351.71
Gold Rush Grant	1,000.00
Hourly Fee	8,630.09
OCS Payment	2,100.00
Providence Hospital Grant	19,005.00
Tuition	163,926.17
Total Income	310,380.01

Gross Profit

310,380.01

Operating Expenses

Accountant fees	1,000.00
Advertising	365.00
Background Check	325.00
Bank Service Charges	29.00
Bookkeeping fees	2,844.54
Business License & Fees	25.00
CPR/1st Aid	450.00
Depreciation Expense	2,537.00
Dues & Subscriptions	1,315.55
Groceries	5,909.57
Insurance	7,346.49
Lease	37,490.00
Meals & Entertainment	543.84
Miscellaneous Expenses	1,100.00
Office Supplies	858.01
Payroll Processing Fees	2,042.01

Income Statement

	2019
Payroll Tax Expense	53,582.15
Postage & Delivery	37.50
Professional Fees	350.00
Repairs and Maintenance	1,543.34
Staff Training	554.90
Supplies	3,705.60
Utilities	3,687.66
Wages & Salaries	176,826.29
Total Operating Expenses	304,468.45
Operating Income	5,911.56
Other Income / (Expense)	
Other Income	164.45
Total Other Income / (Expense)	164.45
Net Income	6,076.01

Balance Sheet

Stepping Stones Learning Center

As of December 31, 2017

Cash Basis

DEC 31, 2017

Assets

Current Assets

Cash and Cash Equivalents

BUSINESS CHECKING ...8870	16,920.82
Total Cash and Cash Equivalents	16,920.82

Accounts Receivable	(22.00)
Total Current Assets	16,898.82

Fixed Assets

Equipment Child Care Business Items	6,000.00
Furniture and Fixtures	1,500.00
Total Fixed Assets	7,500.00

Total Assets	24,398.82
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Liabilities and Equity

Liabilities

Current Liabilities

Note Payable	6,000.00
Total Current Liabilities	6,000.00

Total Liabilities	6,000.00
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Equity

Balance	642.26
Current Year Earnings	17,756.56
Total Equity	18,398.82

Total Liabilities and Equity	24,398.82
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Balance Sheet

Stepping Stones Learning Center

As of December 31, 2018

Cash Basis

DEC 31, 2018

Assets

Current Assets

Cash and Cash Equivalents

BUSINESS CHECKING ...8870	24,016.68
Total Cash and Cash Equivalents	24,016.68

Accounts Receivable	(1,011.00)
Total Current Assets	23,005.68

Fixed Assets

Accumulated Depreciation Equipment & Furniture	(752.82)
Equipment Child Care Business Items	5,830.00
Furniture and Fixtures	5,604.08
Learning Center Equipment	1,689.26
Total Fixed Assets	12,370.52

Total Assets	35,376.20
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Liabilities and Equity

Equity

Balance	642.26
Current Year Earnings	16,977.38
Retained Earnings	17,756.56
Total Equity	35,376.20

Total Liabilities and Equity	35,376.20
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Balance Sheet

Stepping Stones Learning Center

As of December 31, 2019

Cash Basis

DEC 31, 2019

Assets

Current Assets

Cash and Cash Equivalents

BUSINESS CHECKING ...8870	29,190.48
Total Cash and Cash Equivalents	29,190.48

Total Current Assets	29,190.48
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Fixed Assets

Accumulated Depreciation Equipment & Furniture	(3,289.82)
Equipment Child Care Business Items	5,830.00
Furniture and Fixtures	7,933.79
Learning Center Equipment	1,787.76
Total Fixed Assets	12,261.73

Total Assets	41,452.21
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Liabilities and Equity

Equity

Balance	642.26
Current Year Earnings	6,076.01
Retained Earnings	34,733.94
Total Equity	41,452.21

Total Liabilities and Equity	41,452.21
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2020 Operating Budget
Stepping Stones Learning Center
Cash Basis

Income:

CCAP	34,000
CCG	9,000
CGG	9,500
CVEA Grant	500
OCS Payment	16,800
Tuition	242,271
City Grant	90,000
Total:	402,071

Expenses:

Personal Services	319,146
<i>Salaries/Wages</i>	235,211
<i>Other: Payroll Tax Expense</i>	83,935
Contractual Services	13,100
<i>Dues & Subscriptions</i>	1,000
<i>Contractual Services:</i>	
<i>Subcontractors</i>	40
<i>Bookkeeping fees</i>	3,000
<i>Professional Fees and Services:</i>	
<i>Accountant fees</i>	1,200
<i>Background Check</i>	500
<i>Professional Fees</i>	700
<i>Payroll Processing Fees</i>	2,500
<i>Bank Service Charges</i>	60
<i>Other: Business License/Fees</i>	100
<i>Other: Inspections/Permits</i>	4,000
Other Services	4,650
<i>Postage & Delivery</i>	100
<i>Other: Meals & Entertainment</i>	550
<i>Other: Phone</i>	4,000
Commodities	17,000
<i>Office Supplies</i>	500
<i>Building Maintenance</i>	2,500
<i>Operating Supplies:</i>	
<i>Groceries</i>	6,000
<i>Supplies</i>	8,000
Other Charges/Expenses	48,175
<i>Insurance</i>	10,000
<i>Training</i>	375
<i>Lease/Storage</i>	37,800
Total Operating Expenses	402,071

2021 Proposed Budget

	2019	July x 12	2020 averaged		SUGGEST:
Salaries/Wage	\$ 176,826.00	\$ 407,970.00	\$ 202,060.00	(No Benefits: ie health insurance or retirement)	\$ 430,000.00
Other	\$ 53,582.00	\$ 93,833.00	\$ 47,650.00	Employer Tax Liability	\$ 98,900.00
Dues/Subscriptions	\$ 1,316.00	\$ 1,710.00	\$ 2,259.00	(QBO 300, Office Software 1056, Amazon Prime156)	\$ 1,700.00
Contractual Services	\$ 2,367.00	\$ 1,739.00	\$ 2,129.00	(Background Checks, Payroll Processing Fees)	\$ 2,300.00
Professional Fees	\$ 4,195.00		\$ 4,535.00	(Accountant, Bookkeeper)	\$ 4,550.00
Other	\$ 54.00	\$ 1,211.00	\$ 454.00	(Business License, Bank Fees, Inspections and Permits)	\$ 500.00
Communication/Postage	\$ 37.00		\$ 136.00		\$ 140.00
Advertising	\$ 365.00		\$ 291.00		\$ 450.00
Electricity		\$ 2,663.00	\$ 2,224.00		\$ 2,700.00
Other	\$ 4,232.00	\$ 1,501.00	\$ 3,703.00	(Phone, Meals/Entertainment)	\$ 3,000.00
Office Supplies	\$ 858.00	\$ 7,976.00	\$ 2,319.00		\$ 2,500.00
Building Maintenance	\$ 1,543.00	\$ 1,276.00	\$ 3,739.00		\$ 3,250.00
Operation Supplies	\$ 5,910.00	\$ 1,820.00	\$ 3,225.00	(Groceries)	\$ 7,500.00
Parts/Supplies - Equipment	\$ 3,706.00	\$ 22,864.00	\$ 6,712.00	(Daycare Supplies)	\$ 15,000.00
Insurance	\$ 7,346.00		\$ 12,847.00		\$ 10,000.00
Contingencies		\$ 8,239.00	\$ 8,970.00	(COVID-19 Mitigation Supplies)	\$ 8,970.00
Training	\$ 1,005.00	\$ 10,764.00	\$ 1,996.00	(CPR/1st Aide, CDA, Etc.)	\$ 12,000.00
Rent	\$ 37,490.00	\$ 78,000.00	\$ 78,000.00		\$ 78,000.00
Office Equipement					
Other Expenses	\$ 1,100.00				
TOTAL	\$ 301,932.00	\$ 641,566.00	\$ 383,249.00		\$ 681,460.00

PROGRAM INFORMATION

ORGANIZATION NAME: Stepping Stones Learning Center

Program Title: Stepping Stones Learning Center

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.)

Stepping Stones Learning Center (SSLC) is the only State Licensed, multi-age Preschool and Child Care Facility in Valdez serving children from birth to twelve (12) years old. Our team is dedicated to the social, emotional, and cognitive development of our children while simultaneously ensuring parents and/or guardians a safe, secure environment for their loved ones, from 0700 to 1800, Monday through Friday. Without the generous support of the City of Valdez, the continued operation of SSLC would be unsustainable as the current facility is much larger with a much higher rent but lacks the enrollment due to Covid-19.

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?

As previously stated, Stepping Stones Learning Center (SSLC) is the only State Licensed Child Care Facility in Valdez, providing services for up to 90 children at any one time. Aside from the obvious advantages to providing structured, quality childcare and its proven positive effects on early childhood development (both physical and cognitive), SSLC provides a critical role in ensuring the economic sustainability of our community. By ensuring working families have a reliable childcare alternative, employers see fewer employee absences and greater productivity when child care concerns are mitigated by providing a safe, secure learning environment close to home. In addition, we work closely with the Office of Child Services to provide emergency child care on an as-needed basis, frequently accommodating last-minute requests from the State Office of Health and Social Services.

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

4. Estimated number of people to be served by this program? 100+
Provide formula for estimate:

The number of children authorized per the State Office of Child Care Development is based on numerous factors, including the total available square footage accessible for child care (35ft²/child). Other factors include child-to-staff ratios that vary amongst age groups - and range from 1 staff per 5 infants, to 1 staff per 10 preschoolers, etc. The number served could easily be higher taking into account, those employers who rely on employees with children - to come to work each day - on time - rather than staying home to watch their children due to unreliable home day-care resources.

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

Per our current State License, we are authorized to serve children from birth to twelve (12) years old. We work closely w/individual families to ensure economic concerns are addressed through various State & Federal Programs.

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

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

8. Number of paid program staff: Full-time 8 Part-time 1 Temporary _____

ORGANIZATION NAME: Stepping Stones Learning Center

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2018	
	Actual 2019	3
	Anticipated 2020	6
	Estimated 2021	10

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

Stepping Stones Learning Center's Board of Directors represent various stakeholder groups throughout the community - as well as being parents of several of the attending children, themselves. There is always a willing parent to assist when additional skills/talents or time is needed.

Types of services provided by volunteers:

Minor construction projects (e.g. built-in cabinetry, etc.), art supplies, and participation on the all-volunteer SSLC Board of Directors.

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

The Center is located at 310 Egan street suite 101 and 102.

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

75% Stepping Stones Learning Center would be forced to reverse many of the positive advances including eliminating the hiring of our professional bookkeeper, local accountant, as well as reducing or eliminating any new purchases to advance and supply the current larger location.

50% At 50% of our requested funding, the potential exists to be drawn into a "catch-22" situation which would involve the need to reduce staff to reduce payroll expenses, which would directly affect the total number of children authorized, thereby reducing the number of children (aka: tuition costs) which would further reduce the operating budget.

25% At 25% of our requested funding, the continued operation of Stepping Stones Learning Center would be unsustainable in its present location.

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?

Stepping Stones Learning Center is licensed through the Alaska Department of Health and Social Services. As such, we are strictly regulated and monitored for compliance on an ongoing basis, for compliance with ADA and all other applicable Federal and State regulations.

ORGANIZATION NAME: Stepping Stones Learning Center
Program Information (continued)

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

The National Education Association states that the popular proverb, "it takes a village to raise a child," produces a clear message and that is, "the whole community has an essential role to play in the growth and development of its young people." It's noted that parents and family members play a vital role in the life of the child and so, too, does the entire community as a whole. Community involvement sends a powerful message to children. It's one that says you are important. You are loved. You belong. And it's a message that, with it, holds the strength to empower every child.

Regardless of where in the country you are, parents need child care in order to obtain and retain a job. Conversely, children need a safe place to be that promotes their healthy development while their parents are working. As such, Stepping Stones Learning Center (SSLC) is an important economic driver within Valdez. In fact, throughout the country, child care has an economic impact (directly and indirectly) of \$99.3 billion.

The Committee for Economic Development (CED) released a report, "Child Care in State Economies: 2019 Update" on January 31, 2019. The report revealed that with regard to employment, beyond direct jobs within the childcare industry, over half a million jobs are supported within communities leading to an overall jobs impact of 2 million workers (you can find the report, executive summary and state by state fact sheets on the CED's "Child Care Impact" web page).

Though often overlooked by "seemingly" unaffected sectors of our community, childcare - or more accurately - the lack of adequate childcare, impacts all areas of growth within our region. SSLC recognizes the criticality of the services we provide, and have focused on providing families with a safe and secure learning environment for their children. Despite the inherent high cost of living in a rural area, SSLC has worked diligently to keep the growing costs of childcare within reach of all who are in need. This is accomplished through several factors including, but not limited to; child care rates ranging from \$5.27/hr for infants to \$4.55/hr for pre-school age students, participation in the State Child Care Grant Program, Child Care Assistance Program, Office of Child Services Reimbursement and the Coast Guard Tuition Reimbursement Program.

ORGANIZATION NAME: Stepping Stones Learning Center

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
PERSONAL SERVICES:	<u>\$ 528,900</u>	
Salaries/wages		<u>\$ 430,000</u>
Employee benefits		<u>\$</u>
Other: <u>Employer Tax Liability</u>		<u>\$ 98,900</u>
CONTRACTUAL SERVICES:	<u>\$ 9,050</u>	
Reproduction/copying		<u>\$</u>
Equipment rental		<u>\$</u>
Data processing		<u>\$</u>
Dues/subscriptions		<u>\$ 1,700</u>
Contractual services		<u>\$ 2,300</u>
Professional fees & services		<u>\$ 4,550</u>
Other: <u>Business Lic/Fees/Insp/Permits</u>		<u>\$ 500</u>
OTHER SERVICES:	<u>\$ 6,290</u>	
Volunteer services		<u>\$</u>
Communications/postage		<u>\$ 140</u>
Printing		<u>\$</u>
Advertising/promotion		<u>\$ 450</u>
Electricity		<u>\$ 2,700</u>
Heating		<u>\$</u>
Travel/transportation		<u>\$</u>
Other: <u>Meals/ Entertainment/Phone</u>		<u>\$ 3,000</u>
COMMODITIES:	<u>\$ 28,250</u>	
Clothing		<u>\$</u>
Office supplies		<u>\$ 2,500</u>
Building maintenance		<u>\$ 3,250</u>
Operating supplies		<u>\$ 7,500</u>
Parts & supplies - equipment		<u>\$ 15,000</u>
OTHER CHARGES/EXPENSES:	<u>\$ 108,970</u>	
Insurance		<u>\$ 10,000</u>
Contingencies		<u>\$</u>
Training		<u>\$ 12,000</u>
Rent		<u>\$ 78,000</u>
Capital equipment		<u>\$</u>
Office equipment		<u>\$</u>
Other expenses: <u>COVID-19 Mitigation Supplies</u>		<u>\$ 8,970</u>
TOTAL COST FOR OPERATION OF THIS PROGRAM:	<u>\$ 681,460</u>	

ORGANIZATION NAME: Stepping Stones Learning Center

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of 01 January 202 to 31 December 2021

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ _____	_____	_____
Gifts and Contributions	\$ <u>30000</u>	<u>4%</u>	_____
Membership Dues	\$ _____	_____	_____
Fees & charges to participants	\$ <u>457960</u>	<u>67%</u>	_____
Private sector grants (specify source and date of award)			
CCG	\$ <u>9000</u>	<u>1%</u>	_____
CCAP (subsidy)/OCS (subsidy)	\$ <u>79500</u>	<u>12%</u>	_____
CGG (subsidy)	\$ <u>10000</u>	<u>2%</u>	_____
Fundraisers (specify major fundraising events/programs)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Subtotal of Financial Support for this program:	\$ <u>568,460</u>	<u>86%</u>	
Supplemental Funding Requested from City of Valdez:	\$ <u>95,000</u>	<u>14%</u>	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	\$ <u>681,460</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: Stepping Stones Learning Center

SCOPE OF SERVICES

Timeline OUTCOMES for 2021 (What do you plan to accomplish in 2021 - be specific)

Bottom Line Up Front: Stepping Stones Learning Center (SSLC) remains reliant on City funding, and will continue to be reliant on City support until Covid -19 spread is mitigated and we regain our enrollment. Prior to our nation's true understanding of the looming threat of the pandemic, SSLC moved into a larger space in February 2020 due to a then-high demand for our services and no capacity in our previous building to meet demand.

Covid-19 has hindered our ability to care for as many children. Due to impacts of the pandemic, many parents were laid off or permitted to telework, causing the number of children in our care to greatly decline. This caused us to lose staff (due to lack of hours) and even consider closing our doors due to lack of income. Recognizing that if we closed our doors, we would be closing the only option many parents have in our community, we pushed through and have remained open. Covid-19 has also left a huge financial burden on many families in our community; while they are focusing on paying rent and household needs, childcare has become an unaffordable luxury.

In reality, SSLC is currently operating due to the generosity of the City and to present any other explanation would be disingenuous. To ease the burden on parents and/or guardians, SSLC has worked closely (and will continue to work closely) with both the State of Alaska Department of Health and Social Services and the Navy, to offset tuition costs through varying programs, including the; State Child Care Assistance Program, Child Care Grant Program, Office of Child Services Reimbursement Program and the Coast Guard Child Care Subsidy Program. It is our goal to continue to partner with these agencies.

Despite these challenges, SSLC continues to work towards building a sustainable business model which has included; the addition of "Board of Directors" Insurance, the hiring of a professional bookkeeper and a local CPA. These seemingly small investments have already led to valuable changes in our accounting and invoicing processes, which will shape how we operate in the future. It is our goal to continue to partner with the City in order to showcase the importance - both directly and indirectly - early childhood development programs have on not only our children, but on our community's economic development as a whole. "Piggy-backing" off successfully established programs, such as Juneau's "HEART" Initiative may lend to a partial solution in addressing the local child care industry's high staff turn-over rates. This initiative incentivises licensed child care providers (both in-home and Center-provided) to maintain their early childhood development certifications as part of the City's annual budget. Its purpose is to improve the quality and availability of child care by offering support to licensed child care personnel.

In the end, the quality of childcare is dependent upon the quality of the child care providers and the facility in which it is provided.

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

Balance Sheet

As of July 31, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
BUSINESS CHECKING...8870		53,870.54
Total Bank Accounts		53,870.54
Total Current Assets		53,870.54
Fixed Assets		
Accumulated Depreciation Equipment and Furniture		-3,289.82
Equipment Child Care Business Items		5,830.00
Furniture and Fixtures		7,933.79
Learning Center Equipment		1,787.79
Total Fixed Assets		12,261.76
TOTAL ASSETS		\$66,132.30
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		0.00
AK Unemployment Tax		679.98
Federal Taxes (941/944)		1,277.86
Total Payroll Liabilities		1,957.84
Total Other Current Liabilities		1,957.84
Total Current Liabilities		1,957.84
Total Liabilities		1,957.84
Equity		
Balance		29,190.48
Retained Earnings		12,261.76
Net Revenue		22,722.22
Total Equity		64,174.46
TOTAL LIABILITIES AND EQUITY		\$66,132.30

Profit and Loss

January - July, 2020

	Total
REVENUE	
Alyeska Grant	3,000.00
CCAP	17,845.92
CCAP Capacity	55,224.00
Total CCAP	73,069.92
CCG	3,782.73
CGG	5,871.22
Chugachmiut Donation	1,000.00
Chugachmiut Subsidy Revenue	3,349.50
City Grant	54,780.00
CVEA Grant	500.00
OCS Payment	4,288.00
SBA Advance	9,000.00
Thread Donation	1,500.00
Tuition	79,687.62
United Way Grant	5,043.00
Valdez Stimulus Check	1,750.00
Total Revenue	246,621.99
GROSS PROFIT	246,621.99
EXPENDITURES	
Advertising	170.00
Bank Service Charges	189.76
Business License & Inspection Fees	75.00
Insurance	7,494.00
Lease	44,780.00
Payroll Expenses	0.00
Taxes	27,795.92
Wages	117,868.10
Total Payroll Expenses	145,664.02
Professional Fees	0.00
Accountant fees	650.00
Bookkeeping fees	1,955.78
Bookkeeping Software	234.03
Total Bookkeeping fees	2,189.81
Payroll Processing Fees	1,016.95
Total Professional Fees	3,856.76
Repairs and Maintenance	645.74
Materials for Royal Center	2,527.67
Total Repairs and Maintenance	3,173.41
Staff Training	1,164.50
Background Check	225.00
Total Staff Training	1,389.50

	Total
Supplies & Materials	148.78
Cleaning Supplies	5,232.67
Daycare Supplies	3,871.04
Groceries	1,880.99
Office Supplies	1,352.97
Dues & Subscriptions	587.51
Office Software	496.29
Postage & Delivery	79.45
Total Office Supplies	2,516.22
Total Supplies & Materials	13,649.70
Travel Expenses	0.00
Meals & Entertainment	290.00
Total Travel Expenses	290.00
Utilities	0.00
Electric	1,297.52
Telephone & Internet	1,870.10
Total Utilities	3,167.62
Total Expenditures	223,899.77
NET OPERATING REVENUE	22,722.22
NET REVENUE	\$22,722.22