

City and Borough of Sitka  
ANNUAL GRANTS FROM GENERAL FUND  
**SUMMARY SHEET**

Name of Organization: Southeast Alaska Independent Living - SAIL

Alaska State Business License Number (if applicable): 182852

Name of Contact Person: Tiffany Justice

Phone: 747-6859 Email: tjustice@SAILinc.org

Mailing address: 514 Lake Street, Suite C, Sitka, Alaska 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☒ Annual Grant:
- ☒ Human Services or
  - ☐ Cultural and Educational Services
  - ☐ Community Development
  - ☐ Special Emergency Grant

Dollars Requested: \$16,000

Match Dollars Committed: \$140,175 Percentage: 90% committed; 10% requested

Sources of Matched Dollars: US Dept. of Ed, AK Dept. of Health and Social Services, Sitka Charitable Trust, White Elephant, Donations, In-kind, Fundraising, Fees for Service

Brief Description of the Purpose of the Grant: SAIL's request to provide essential, often urgent services and support to seniors and/or people with a disability. Additionally for SAIL to engage the community through accessibility assessments and education to increase inclusion of disabilities.

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I, Tiffany Justice, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name:



Title: Sitka Program Director

Date: August 23, 2017



August 23, 2017

Dear Mayor and Assembly Members,

Thank you for your dedication in assisting organizations that provide essential services to the citizens of your community. The process of reviewing all the received applications is appreciated.

We would remind the community that Southeast Alaska Independent Living offers more than the recreation programs that are seen around the community. On a daily basis SAIL staff are coordinating valuable and urgent services for individuals experiencing disabilities and seniors facing challenges. The services provided by our staff may be considered as valuable to Sitkans as the services the Salvation Army provides for individuals that are low income or facing hardships, or that SAFV provides for women experiencing harm. SAIL often provides urgent assistance for individuals who cannot be discharged from the hospital without medical equipment and accessibility in their home, cannot afford equipment they desperately need, require housing assistance or facing evictions, or applying for benefits to get daily needs meet.

Please consider the importance of the services we provide as you review our application.

We greatly respect and appreciate your time and dedication representing the citizens of Sitka.

Sincerely,

Tiffany Justice  
Sitka Program Director

## **1. Project Description - Grant Category: Human Services**

Southeast Alaska Independent Living (SAIL)'s mission is simple. It is to *Inspire Personal Independence*. The SAIL Sitka Program empowers Southeast Alaskan seniors and people with disabilities by promoting options to live as active, productive, and involved citizens. SAIL does this by providing services and supports necessary for independent living including home modifications, assistive devices, emergency financial assistance, loans of assistive devices and durable medical equipment, peer support groups, recreation and inclusion activities, and providing educational and outreach programs to the Sitka community.

**SAIL does not duplicate services provided by other agencies in a service area, instead it collaborates with existing agencies and attempts to pick up what is 'falling through the cracks.'** Our collaborative efforts with local organizations such as Alaska Division of Vocational Rehabilitation, Center for Community, Brave Heart Volunteers, Sitka Tribe of Alaska, Baranof Island Housing Authority, Sitka School District, Sitka Counseling & Prevention, Sitka Public Library, Southeast Senior Services, CBS departments and many other agencies are a key to our success.

**What will be done with the funds and who will do it:** The nature of our work and mission requires SAIL services be extremely personnel intensive—in Sitka, personnel costs account for 72% of the operating budget. Our services are delivered by a Program Director/Independent Living Advocate, an Independent Living Advocate Jesuit Volunteer, an Employment Specialist and a part-time assistant. This proposal requests \$9,589 for personnel expenses to serve our consumers and to provide disability awareness presentations to the broader community and \$2,991 for operating costs necessary to deliver essential services. Although this request for \$16,000 represents only 10% of our annual budget, support by the City is a vital piece in demonstrating community buy-in, which is critical to leveraging outside dollars to fund our core programs here in Sitka.

**Who will be served:** SAIL Sitka serves seniors and people of all ages and all disabilities including: physical, cognitive, neurological, and mental health disabilities. Thanks to funding received from the City and Borough last year, SAIL Sitka provided Independent Living Services to **36** new consumers, bringing our total of active consumers to **185** for the FY18. Furthermore, **17** consumers met their goals for independent living and completed use of SAIL's services during the FY18. **155** individuals acquired necessary Assistive Technology and durable medical equipment through our loan closet, with another **15** individuals receiving goods and services through our Last Resort Fund. In all, these loaned items and purchased goods/services dramatically impact the safety, independence, and quality of life of local residents in need. We collaborated with numerous local agencies to ensure success for these individuals as well as share education and awareness to increase understanding of disabilities and foster acceptance of all people.

Disability Awareness and Americans with Disabilities Act (ADA) presentations will continue to be offered to the students and staff in the Sitka School District, to employees of local businesses, and to other community groups as requested. Last year **40** Sitka School District students received disability awareness presentations and we surpassed our local business/community group disability awareness education goals to **23** businesses/groups.

**When will service be provided:** Project services and expenses will be conducted throughout FY18.

### **CBS General Fund Grants previously received:**

|                   |                   |                  |                  |
|-------------------|-------------------|------------------|------------------|
| FY 2005 \$5,000;  | FY 2006 \$5,000;  | FY 2007 \$4,000; | FY 2008 \$8,850; |
| FY 2009 \$7,500;  | FY 2010 \$5,000;  | FY 2011 \$7,500; | FY 2012 \$5,000; |
| FY 2013 \$10,000; | FY 2014 \$10,000; | FY 2015 \$8,357; | FY 2016 \$4,833; |
| FY 2017 \$8,835   |                   |                  |                  |

## **2. Expected Outcomes**

**Measurement of Success:** The success and community benefit of this project will be measured by comparing stated objectives and outcomes (table below) against actual results. Obtaining these objectives or “outputs” is quantifiable, tangible and easily measured. Outcomes such as maintaining or increasing independence, improvement in attitudes and quality of life improvements, by nature are more difficult to measure therefore pre and post service surveys and comparison of individual goals to post-service results will be used.

### **Tangible Community Benefits:**

| <b>Objective</b>  | <b>Outcome</b>   |
|---|--|
| Empower two hundred (200) Sitka residents by providing Independent Living services for individualized requests (e.g. assistance securing essential life services such as housing, employment, transportation, and benefits such as Social Security, Medicaid, Alaska Public Assistance, etc.) | Sitka residents with disabilities or seniors will increase or maintain independence; increase self-esteem; become active, productive and involved citizens. Bettering the entire community.                                    |
| One hundred (100) Sitka school students and fifteen (15) local businesses or groups will receive disability awareness/ADA training and/or education.  | A greater understanding and inclusion of seniors and people with disabilities. Local businesses voluntarily become more accessible after learning the direct benefits of removing both architectural and attitudinal barriers. |
| Help one hundred (100) individuals acquire necessary Assistive Technology, home modifications, durable medical equipment or funding through the Loan Closet and Last Resort Fund.   | Provide more accessibility, safer environments and reduce health disparities in the home, community and work place. Allow individuals to remain in their home and community.   |

**Evaluation/Benchmarks-** SAIL maintains complete records for all services and programs both to ensure we meet the needs of our consumers and the community and to provide accurate and timely reports. We use a number of methodologies to evaluate programs and services, ascertain the project is going in the right direction, and adjust services accordingly, as noted below:

- Consumers identify specific individual goals during the original point of program entry; progress and goal attainment monitored
- All individualized and community services are documented in MiCIL, a database designed specifically for Independent Living Centers such as SAIL
- Teachers, students and businesses are surveyed before and after disability awareness training
- Quarterly and annual fiscal & narrative reporting comparing proposed to actual results
- Yearly consumer satisfaction surveys mailed to consumers and results are collated
- Website feedback links. Annual fiscal audits by the firm of Elgee, Rehfeld and Mertz CPAs. Regular site reviews by Alaska Department of Health and Social Services and the US Dept. of Education-Rehabilitation Services Administration

## **3. Statement of Need**

**Funding Category:** This proposal aligns with the **Human Services** Category.

### **Documented Need:**

According to the State of Alaska Governor’s Council on Disabilities and Special Education, “it is generally accepted that 1 in 7 people have some sort of disability according to the definition used in the American with Disabilities Act.” Roughly 1,294 Sitka residents experience disability. We also

offer our services, as Sitka's Aging and Disability Resource Center, to everyone over 60. In Sitka there are over 1,500 seniors.

*Healthy People 2020*, a joint project of the US Department of Health and Human Services, Centers for Disease Control and Prevention, and the US Department of Education-National Institute on Disability and Rehabilitation Research, reported, "People with disabilities play an important and valued role in every community. All people, including people with disabilities, must have the opportunity to take part in important daily activities that add to a person's growth, development, fulfillment, and community contribution. The Disability and Health objectives highlight areas for improvement and opportunities for people with disabilities:

1- Reduce the proportion of people with disabilities who report barriers to obtaining the assistive devices, service animals, technology services, and accessible technologies that they need.

2- Reduce the proportion of people with disabilities who encounter barriers to participating in home, school, work, or community activities.

Without these opportunities, people with disabilities will continue to experience disparities, compared to the general population. The 2020 objectives were developed with extensive input from disability communities, and this partnership between the public health and disability communities must continue over the decade in order to meet the *Healthy People 2020* objectives."

The need for disability awareness education is expressed well by Judy Heumann, former Assistant Secretary at the Office of Special Education and Research Services at the United States Department of Education, when she said: "When I speak out about the oppression of people with disabilities, some professionals will ask, 'Is she bitter about being handicapped?' The answer is yes, I am bitter about being handicapped, but not about having a disability for **it is not my disability that handicaps me. It is society that handicaps me**, and my brothers and sisters, handicaps us by building inaccessible schools, theaters, buses, houses, and the list goes on. All this helps keep us in our place."

As individuals age (and we know Sitka is the fastest aging community in the state, per capita) they more often than not have need for adaptive equipment, including durable medical equipment to live more independently and safely in their homes. SAIL's Loan Closet and HomeMAP assessments are available to assist with needed accommodations so seniors can live safely and independently in their home and community of choice.

This proposal directly addresses the documented need for assistive technology, accessibility modifications, and social participation for seniors and people with disabilities and the need for education and public awareness about the subject of 'disability.'

**Funding Leverage:** This proposal will most definitely help SAIL Sitka leverage additional program support. Most grant applications SAIL puts forward look for demonstration of community support. Funding provided by the City of Sitka is a proven commitment to our services and to the city's support of and belief in, the necessity of our programs.

#### **4. Organizational Capacity (track record, community support, Board attendance)**

**Track Record** – SAIL has enjoyed an impeccable record for grant management and service delivery since its inception. The State Independent Living Council conduct an annual consumer satisfaction survey throughout the state and results show an overwhelming enthusiasm for SAIL. The agency and staff have received local, state, and national recognition for excellence. The Alaska Legislature has honored SAIL with a proclamation for providing "people with disabilities the chance to work for self-determination, equal opportunities and self-respect." SAIL has demonstrated success for the last twenty three years, managing literally dozens of grants every year—every one, without exception, completed successfully.

**Community Support** – One of the agency’s biggest strengths is our ability to collaborate with others by leading and participating in community coalitions. Currently SAIL has formal agreements with numerous agencies in Sitka including the Alaska Division of Vocational Rehabilitation, Center for Community, Sitka Tribes of Alaska, Southeast Alaska Regional Health Consortium, Sitka Community Hospital, Sitka School District, Southeast Senior Services, and others. In addition to agency support, SAIL is supported financially by individual and business donors.

The support of the City and Borough of Sitka is a very important factor in our ability to leverage additional funds. The Last Resort Fund (LRF) is a fund of last resort and has a proven success rate at seeking out other agencies and alternative funding before the LRF kicks in. Most often this leads to a collaborate effort with different agencies, businesses and individuals. Though the successes we witness at SAIL could appear minor to some, for those we serve they are major.

For example, we have been working with a man recovering from a rare disorder who needed assistance transitioning back into his home after being discharged from the hospital. We assisted him with every step of making the necessary plans and accommodations in his home for the transition. Together, we completed a Nursing Home Transition Grant to fund PCA services, home modifications, and medical equipment that was decided upon and researched in collaboration with his doctor, case manager, physical therapist, and family. He has since been able to live and recover in the comfort of his home and is looking into future employment assistance to further his independence. Another example is of a man with who experienced a traumatic brain injury and needed accessibility features to continue living independently in his own home. SAIL assisted him with getting approval from his insurance for a new wheelchair as well as finding funding to install a ramp so that he can use his wheelchair to leave his home safely and independently.

**Board of Directors** – SAIL is pleased to have an active, engaged Board of Directors with higher than 80% attendance. As a member of the Foraker Group, SAIL has adopted their recommendation of 100% board giving, and a tracking system endorsed by them and the Rasmuson Foundation. One-hundred percent of the Board of Directors make significant annual financial contributes to SAIL.

**SAIL Board Officers:** Board Chair, Kate Burkhart - Douglas; Vice Chair, Elizabeth Williams Spence - Juneau; Secretary, Suzanne Williams - Ketchikan; Treasurer, Mary Gregg - Ketchikan  
**Members:** Robert Purvis - Sitka, Cheryl Putnam - Juneau, Jason Burke - Juneau, Jeff Irwin – Gustavus, Norton Gregory – Juneau, Ryan Salmon – Haines

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

Sitka City Grant Proposal - Fiscal Year 2018

**Detailed Sitka Program Budget FY18 and Actual Revenue and Expense FY17**

| EXPENDITURES                     |      |                |             | TOTAL            | TOTAL       |
|----------------------------------|------|----------------|-------------|------------------|-------------|
|                                  | FTE  | This Request   | Other Funds | Budget FY 2018   | Actual FY17 |
| <b>A. 100 Personnel Services</b> |      |                |             |                  |             |
| Sitka staff                      | 1.00 | \$7,246        | \$39,853    | <b>\$47,099</b>  | \$59,206    |
| Admin Support                    | 0.50 |                | \$28,840    | <b>\$28,840</b>  | \$8,166     |
| Jesuit Volunteer                 | 1.00 |                | \$13,500    | <b>\$13,500</b>  | \$13,500    |
| Volunteer Staff                  |      |                | \$0         |                  |             |
| Fringe Benefits/Payroll taxes    |      | \$2,343        | \$20,523    | <b>\$22,866</b>  | \$14,666    |
| <b>TOTAL Personnel Services</b>  |      | <b>\$9,589</b> | \$102,716   | <b>\$112,305</b> | \$95,538    |
| <b>B 200 Travel</b>              |      |                |             |                  |             |
| Staff travel                     |      | \$0            | \$2,000     | <b>\$2,000</b>   | \$1,300     |

|                                       |                 |                 |                             |                          |
|---------------------------------------|-----------------|-----------------|-----------------------------|--------------------------|
| Auto gas                              | \$0             | \$750           | <b>\$750</b>                | \$873                    |
| <i>TOTAL Travel</i>                   | <b>\$0</b>      | \$2,750         | <b>\$2,750</b>              | \$2,173                  |
| <b>C. 300 Facility</b>                |                 |                 |                             |                          |
| Office rental                         | \$1,190         | \$10,810        | <b>\$12,000</b>             | \$12,000                 |
| Postage                               | \$12            | \$138           | <b>\$150</b>                | \$150                    |
| Telephone                             | \$278           | \$2,222         | <b>\$2,500</b>              | \$2,500                  |
| <i>TOTAL Facility</i>                 | <b>\$1,480</b>  | \$13,170        | <b>\$14,650</b>             | \$14,650                 |
| <b>D. 400 Supplies</b>                |                 |                 |                             |                          |
| Office supplies                       | \$71            | \$1,329         | <b>\$1,400</b>              | \$1,400                  |
| Program supplies                      | \$1,869         | \$1,131         | <b>\$3,000</b>              | \$3,000                  |
| <i>TOTAL Supplies</i>                 | <b>\$1,940</b>  | \$2,460         | <b>\$4,400</b>              | \$4,400                  |
| <b>E. 500 Equipment</b>               |                 |                 |                             |                          |
| Vehicle                               | \$0             | \$850           | <b>\$850</b>                | \$850                    |
| <i>TOTAL Equipment</i>                | <b>\$0</b>      | \$850           | <b>\$850</b>                | \$850                    |
| <b>F. 600 Other Operating Expense</b> |                 |                 |                             |                          |
| Accounting                            | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Agency liability insurance            | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Advertising                           | \$0             | \$200           | <b>\$200</b>                | \$200                    |
| Dues, fees, and licenses              | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Consumer Service Fund                 | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Education & Training                  | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Scholarships                          | \$0             | \$620           | <b>\$620</b>                | \$620                    |
| Tech Support                          | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Audit                                 | \$0             | \$0             | <b>\$0</b>                  | \$0                      |
| Fundraising expense                   | \$0             | \$2,000         | <b>\$2,000</b>              | \$0                      |
| Indirect Cost Rate                    | \$2,991         | \$15,409        | <b>\$18,400</b>             | \$18,400                 |
| <i>TOTAL Other Expense</i>            | <b>\$2,991</b>  | <b>\$18,229</b> | <b>\$21,220</b>             | \$19,220                 |
| <b>TOTAL PROJECT COSTS</b>            | <b>\$16,000</b> | \$140,175       | <b>\$156,175</b>            | \$136,831                |
| <b>REVENUE</b>                        |                 |                 |                             |                          |
|                                       | Project Request | Other Funds     | <b>TOTAL Project Budget</b> | <i>TOTAL Actual FY17</i> |
| <i>Local, State, Federal grants</i>   |                 |                 |                             |                          |
| Sitka City grant                      | \$16,000        |                 | <b>\$16,000</b>             | \$8,835                  |
| ADRC State grant                      |                 | \$71,000        | <b>\$71,000</b>             | \$55,721                 |
| HHS-ACL                               |                 | \$33,596        | <b>\$33,596</b>             | \$51,131                 |
| <i>Fundraising and Support</i>        |                 |                 |                             |                          |
| White Elephant                        |                 | \$3,000         | <b>\$3,000</b>              | \$3,000                  |
| Sitka Charitable Trust                |                 | \$4,579         | <b>\$4,579</b>              | \$5,674                  |
| Holland & Other Donations             |                 | \$4,000         | <b>\$4,000</b>              | \$5,000                  |
| Fundraising                           |                 | \$4,000         | <b>\$4,000</b>              | \$2,470                  |
| Fees for service                      |                 | \$20,000        | <b>\$20,000</b>             | \$5,000                  |
| <b>TOTAL PROJECT REVENUE</b>          | <b>\$16,000</b> | \$140,175       | <b>\$156,175</b>            | \$136,831                |





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077594588  
Mar. 28, 2016 LTR 4168C 0

BODC: TE

SOUTHEAST ALASKA INDEPENDENT LIVING  
INC  
SAIL  
3225 HOSPITAL DR UNIT 300  
JUNEAU AK 99801-7863

054989

Employer ID Number: [REDACTED]  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Feb. 29, 2016, regarding your tax-exempt status.

We issued you a determination letter in February 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



Mar. 28, 2016 LTR 4168C 0

SOUTHEAST ALASKA INDEPENDENT LIVING  
INC  
SAIL  
3225 HOSPITAL DR UNIT 300  
JUNEAU AK 99801-7863

Sincerely yours,



Jeffrey I. Cooper  
Director, EO Rulings & Agreement

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**SAIL**

3225 HOSPITAL DR UNIT 300 JUNEAU AK 99801

owned by

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

is licensed by the department to conduct business for the period

October 29, 2015 through December 31, 2017  
for the following line of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Chris Hladick

Organization Name: Southeast Alaska Independent Living Inc.

**CBS Liabilities Form**

- Property Tax



Hannah Nelson, Tax Accountant  
747-1853

- Sales Tax



Hillary Nutting, Accounting Clerk  
747-1840

- Municipal Leases



Lindsey Vilandre, Payroll Specialist  
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant  
747-1801

- Utilities



Diana Spiegle, Utility/Harbor Billing Clerk  
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.