

Economic Empowerment for Seward Students

2018 Seward Community Foundation Mini-Grant Program

Junior Achievement of Alaska, Inc.

Ms. Flora Teo
615 East 82nd Avenue
Suite B-5
Anchorage, AK 99518

fteo@ja-alaska.org
O: 907-344-0101
M: 907-223-7113
F: 907-349-5158

Ms. Flora Teo

639 W International Airport Rd
Suite 38
Anchorage, AK 99518

fteo@ja-alaska.org
O: 907-344-0101
M: (907) 854-3122
F: 907-349-5158

Application Form

Instructions

The Seward Community Foundation (SCF), an Affiliate of The Alaska Community Foundation (ACF), seeks applications from qualified, tax exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Seward/Moose Pass** area. Mini-grants of up to \$1,000 are intended to be a flexible funding opportunity that may support a broad range of community needs throughout the year, including but not limited to health and wellness, education, the great outdoors, arts and culture, and community development.

Grant projects must be completed within one year of award and are subject to the grantee completing an online grant agreement signifying acceptance of the terms and conditions of the grant. A final grant report and any other outstanding follow ups must also be submitted online before the grantee will be eligible for future grant opportunities from SCF. Due dates and the forms to submit for these follow ups can be found by logging into the online grant system.

Grant applications must be submitted online. The Seward Community Foundation's Advisory Board reviews mini-grant applications at their monthly meeting and the **deadline to submit an application for consideration is the first Wednesday of each month.** Any overdue grant reports or other follow ups for previous grant awards from ACF and its Affiliates must also be submitted using the online grant system prior to the deadline for the current application to be considered.

Please review SCF's Mini-Grant Guidelines to determine your eligibility before applying.

Please direct **general questions** to SCF's Program Manager, Allison Fong, at afong@alaskacf.org. Please direct **eligibility and technical questions** about the online grant system to ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

Organization Information

Name of Organization*

Junior Achievement of Alaska, Inc.

Organization's EIN*

92-0045091

Organization Type*

Only qualified, tax-exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Seward/Moose Pass** area are eligible to apply. Please review SCF's Mini-Grant Guidelines to determine your eligibility **before applying.** If you are unsure of your organization's eligibility, please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

501(c)(3)

Organization's Location*

Is your organization located in the Seward/Moose Pass area? If not, will your project/program benefit this area?

No, but project/program will benefit the area (please explain below)

Benefits to Area (optional)

If your organization is not located in the area but you believe your proposed project/program will benefit area residents, please explain how.

Funds will be used to purchase program materials for students attending elementary, middle, and high school in Seward. Funding will be used to recruit & train volunteers and teachers, support quality program implementation, program insurance, and follow-up lessons for teachers to use.

Mission Statement*

What is your organization's mission statement?

Junior Achievement of Alaska's mission is to educate and inspire young people to succeed in a global economy.

Description of Organization (optional)

Please provide any additional information about your organization that you wish to share.

Junior Achievement of Alaska's mission is to educate and inspire young people to succeed in a global economy. Junior Achievement was founded in 1919 by Theodore Vail, president of American Telephone & Telegraph; Horace Moses, president of Strathmore Paper Co.; and Senator Murray Crane of Massachusetts. Its first program, JA Company Program®, was offered to high school students on an after-school basis. In 1973, JA of Alaska was founded and entered the classroom with the introduction of Project Business for the middle grades. Over the last 97 years, Junior Achievement has expanded its activities and broadened its scope to include in-school and after-school students.

Junior Achievement is one of a few nonprofits to use independent, third-party evaluators to gauge the impact of its programs. Since 1993, independent evaluators have conducted studies on Junior Achievement's effectiveness. Findings prove that Junior Achievement has a positive impact in a number of critical areas. These results are available free upon request. Summaries of the findings also are published in the JA Programs section at www.ja.org.

Junior Achievement is the nation's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Junior Achievement's programs—in the core content areas of work readiness, entrepreneurship and financial literacy—ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

Previous Grant Award Details (if applicable/known)

Please list the project title and date of your most recent grant award, if applicable/known.

Any outstanding follow ups for previous grant awards from ACF and its Affiliates must be submitted using the online grant system prior to the deadline for the current application to be considered.

Please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708 before continuing your application if you have not or are unsure if you have completed a grant report for a previous grant award.

Project/Program Information

Project/Program Name*

Economic Empowerment for Seward Students

Project/Program Start Date*

When will your proposed project/program begin?

07/01/2018

Project/Program End Date*

When will your proposed project/program end? **Please note that awarded grant projects must be completed within one year of receiving a grant.**

06/30/2019

Project/Program Description*

Please describe your proposed project/program, including a discussion of the community need and if you are planning to collaborate/partner with other community organizations or entities.

Investments will be used to recruit and train classroom volunteers and teachers, purchase classroom materials for students, lesson plans for teachers and volunteers, provide program insurance for participants and program evaluation.

Each classroom will receive a grade specific curriculum kit containing lesson plans for volunteers and teachers, student workbooks and recognition items, posters, maps and activity materials. The kits are designed to provide a step-by-step plan to present each lesson with ample opportunity for the volunteer to personalize the discussion with their own experience to bring the material into a real world perspective for the students. The varieties of activities are colorful, hands-on, out-of-the-desk, practical learning projects. All lesson plans align with Alaska State Learning Standards and Common Core.

Project/Program Goals*

Please describe the goals of your proposed project/program, including what outcomes you hope to achieve.

JA's goal is to be able to provide a classroom kit and volunteer to each teacher that requests the program. Programs are offered on a first come, first serve basis and with additional funding is needed to meet the demand for the program.

Project/Program Benefits*

Please describe the benefits of your proposed project/program. What will improve on in the Seward/Moose Pass area as a result of this project/program? Who and how many individuals will benefit from this program/project?

Through JA financial literacy, work readiness and entrepreneurship programs, delivered by volunteers, students connect classroom learning with real life. This allows them to recognize the value of staying in school and improve graduation rates in Alaska. Additionally, the knowledge students acquire will enable them to manage their finances, develop in-demand job skills and understand entrepreneurship. Consequently, as adults, they will be more likely to buy homes responsibly, obtain good jobs, and start and run businesses effectively, which will create new jobs and stimulate economic growth in Alaska.

Measuring Success*

Please describe the outcomes that will define if your project/program is successful, including how your organization plans to track and report on these outcomes. Please also describe how your proposed project/program will continue beyond the original grant term, if applicable.

The program will be successful if we can purchase enough program materials for teachers in Seward schools. We plan to offer a limited number of programs, based on how much funding is raised for the school/program, and then recruit volunteers to teach each class. Currently the organization has identified 8 volunteers for next year's programs, however funding is needed to purchase materials, provide program support, and train.

Project/Program Budget

Total Project/Program Budget*

\$4,000.00

Amount Requested*

Please note that individual grant amounts will be awarded up to \$1,000.

\$920.00

Project/Program Budget Form*

Please download, complete, and upload the Project/Program Budget Form below. At the bottom of the form, please also list other sources of funding you are seeking and the status of those requests.

Project/Program Budget Form

In the box below, please describe the line items from the budget worksheet in detail.

SCF-Project-Budget-Form.xls

Program materials are student workbooks, maps, games, activities, and take-home materials. office supplies and JA staff coordination and support include paper, printing, telephone, computer, postage, internet, utilities, etc., license fees are paid to JA USA for licensing, program insurance is required from JA USA and protects the volunteer, teacher, and student, and training expenses include guides, online videos, and staff coordination and support when needed.

Optional Documentation

Other Useful Information (optional)

Please provide any other useful information that could help the SCF Grants Committee evaluate your grant application. If desired, you can also upload letters of support and other documentation below.

JA_AK_Fact_Sheet.pdf

Native Corporations Map w JA Communities.pdf

JA Alumni Research.pdf

Electronic Signature

Authorized Signature*

By typing my name below, I certify that the information provided in this grant application is accurate and complete to the best of my knowledge, and that I am authorized to submit this application on behalf of my organization.

I authorize The Alaska Community Foundation to verify any information submitted as part of this application. I also agree to allow any information on this application (unless otherwise noted) to be released for publication.

Flora Teo

Title*

President

Date*

04/24/2018

Please complete the grant application process by clicking the [Submit Application] button below.

File Attachment Summary

Applicant File Uploads

- SCF-Project-Budget-Form.xls
- JA_AK_Fact_Sheet.pdf
- Native Corporations Map w JA Communities.pdf
- JA Alumni Research.pdf



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Project/Program Budget	Please list each budget line item for the project/program along with funds you are asking from the Seward Community Foundation and any other funds involved.		
Budget Line Item	Funds you are requesting from the Seward Community Foundation	Other Funding Sources/In-kind that you are budgeting for this project	Total Project Budget
Example: Item A	(requested amount)	(other available funding)	(total for line)
Program Materials	920	4200	5120
Office Supplies	0	550	550
JA Staff Coordination and Support	0	1,100	1100
License Fees	0	1,260	1260
Program Insurance	0	1,500	1500
Training - Teachers / Volunteers	0	550	550
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Totals	920	9160	10080

Sources of other funds	Amount	Status of funds (already secured, uncertain, etc.)
Wells Fargo	500	Uncertain
Seward Rotary	1,000	Uncertain
FNBA	800	Secured
ASRC	500	Secured

Junior Achievement Alaska[®]

Fact Sheet

Hours of Operation: Monday – Friday by appointment

WHAT IS JUNIOR ACHIEVEMENT?

Junior Achievement is the nation's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices.

Junior Achievement's programs—in the core content areas of work readiness, entrepreneurship and financial literacy—ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

MISSION

Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy.

PROGRAM REACH

Junior Achievement reached **13,675** K-12 students per year in Alaska in **55 communities in 2016-17** in both city and rural schools. JA programs are taught by volunteers in Anchorage and communities along the rail belt, as well as rural villages throughout Alaska.

VOLUNTEERS

Junior Achievement's 300 classroom volunteers come from all walks of life, including: business people, college students, parents and retirees. These dedicated individuals are the backbone of our organization.

PROVEN SUCCESS

Junior Achievement is one of a few nonprofits to use independent, third-party evaluators to gauge the impact of its programs. Since 1993, independent evaluators have conducted studies on Junior Achievement's effectiveness. Findings prove that Junior Achievement has a positive impact in a number of critical areas. These results are available free upon request. Summaries of the findings also are published in the JA Programs section at www.ja.org.

LEADERSHIP

Cory Quarles, Alaska Production Manager for ExxonMobil is chairman of the Junior Achievement Alaska board of directors. Flora Teo is the president of Junior Achievement. Junior Achievement board members represent a wide range of businesses and academic institutions around the world. In

addition, JA has 2 staff members who work with local businesses and schools to fill the need for JA in the classroom.

A BRIEF HISTORY

Junior Achievement was founded in 1919 by Theodore Vail, president of American Telephone & Telegraph; Horace Moses, president of Strathmore Paper Co.; and Senator Murray Crane of Massachusetts. Its first program, *JA Company Program*[®], was offered to high school students on an after-school basis. In 1973, JA of Alaska was founded and entered the classroom with the introduction of *Project Business* for the middle grades. Over the last 40 years, Junior Achievement has expanded its activities and broadened its scope to include in-school and after-school students.

ORGANIZATIONAL OVERVIEW

Junior Achievement of Alaska is headquartered in Anchorage, AK, and provides strategic direction, leadership, and support to local volunteer boards of directors comprised of business, education, and civic leaders set the policy and direction for communities outside of Anchorage. JA is not a United Way organization.



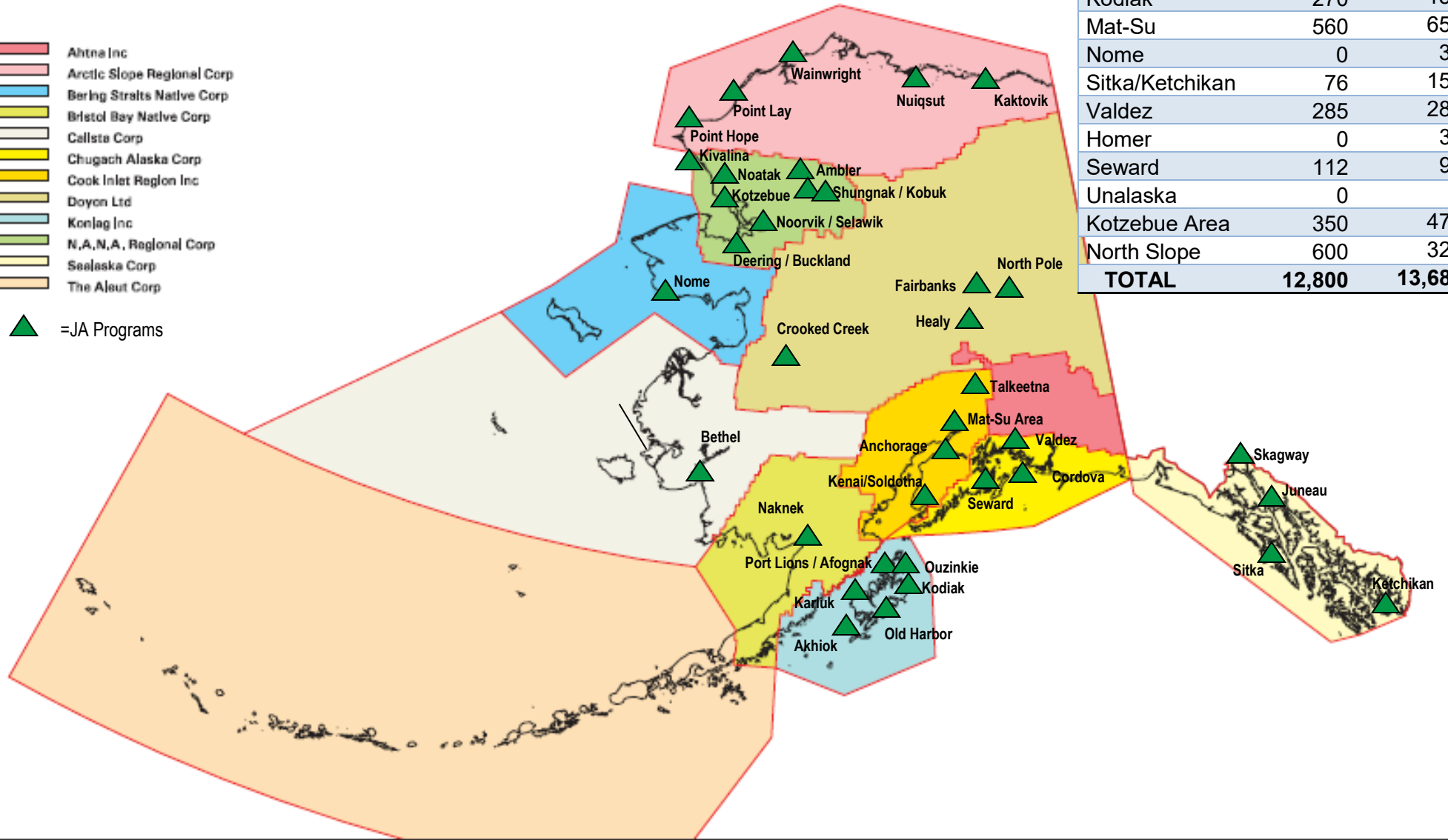
Our Values

- Belief in the boundless potential of young people.
- Commitment to the principles of market based economics and entrepreneurship.
- Passion for what we do, and honesty, integrity, and excellence in how we do it.
- Respect for the talents, creativity, perspectives, and backgrounds of all individuals.
- Belief in the power of partnership and collaboration.
- Conviction in the educational and motivational impact of relevant, hands-on learning.

Regional Corporations under ANCSA

- Ahtna Inc
- Arctic Slope Regional Corp
- Bering Straits Native Corp
- Bristol Bay Native Corp
- Callista Corp
- Chugach Alaska Corp
- Cook Inlet Region Inc
- Doyon Ltd
- Konjag Inc
- N,A,N,A, Regional Corp
- Sealaska Corp
- The Aleut Corp

=JA Programs



Community	2015-16	2016-17
Anchorage	8,855	9,032
Bethel	0	182
Cordova	80	91
Fairbanks	220	448
Juneau	260	180
Kenai Area	1,232	1,540
Kodiak	270	153
Mat-Su	560	651
Nome	0	36
Sitka/Ketchikan	76	155
Valdez	285	285
Homer	0	39
Seward	112	96
Unalaska	0	0
Kotzebue Area	350	476
North Slope	600	320
TOTAL	12,800	13,685



Junior
Achievement
A Member of JA Worldwide **USA**[®]

JA ALUMNI REPORT



2016-17

OVERVIEW

In the spring of 2016, Junior Achievement USA (JA) conducted a survey of a scientifically valid sample of more than 700 JA Alumni. The intent of this research was to better understand the impact JA has had on the lives of the more than 100 million people who have gone through Junior Achievement programs since the organization's founding in 1919. The JA Alumni were asked about a variety of topics, including educational attainment, career satisfaction, financial capability, income levels, and business ownership. These results were then compared to general population data from a variety of sources, including the U.S. Census, the U.S. Department of Education, and the Global Entrepreneurship Monitor. This report summarizes those findings.

JA Alum Insight

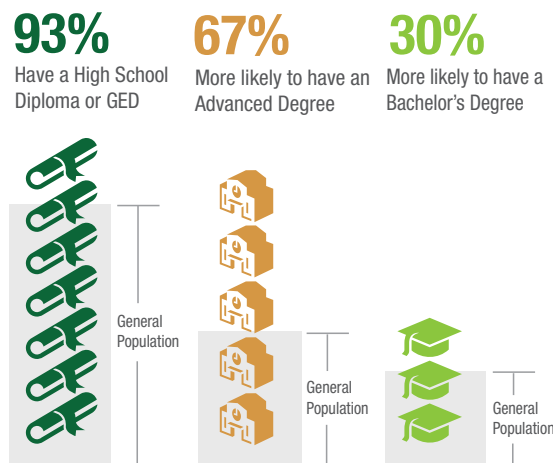
"The interaction with the volunteers. They were professionals — lawyers and accountants. Individuals we didn't get exposed to. It was a sea change for me. We were seeing a different world, a different life. That's what was important to me. I said, 'I can do it.' It was eye-opening for me and my character."

— Yesenia Cárdenas-Colenso, Attorney, Bowman and Brooke, LLP

EDUCATION

Related to educational attainment, 93 percent of JA Alumni graduated high school or have a GED. This is compared to a high school/GED rate of 88 percent of the general U.S. population, using 2015 U.S. Census data. When it comes to higher education, 42 percent of JA Alumni have a four-year degree, compared to 32 percent of the general U.S. population. This means JA Alumni are nearly 30 percent more likely to have a four-year degree. At the same time, 20 percent of JA Alumni have an advanced degree, compared to 12 percent of the U.S. population, meaning JA Alumni are 67 percent more likely to have an advanced degree.¹

JA Alumni Educational Attainment



JA Alum Insight

As a 10th grader, Evan was able to make a connection through JA that would significantly affect the direction of his life. *"A JA connection turned into a HS internship, connections, scholarship, four-year degree and my first job out of college."*

— Evan Frazier, Senior Vice President of Community Affairs for Highmark Health

¹ <https://www.census.gov/content/dam/Census/library/publications/2016/demo/p20-578.pdf>

CAREER

On the career front, 62 percent of JA Alumni are currently working in positions that are “manager status or above.” According to the U.S. Bureau of Labor Statistics (BLS), 58.7 percent of Americans are paid hourly wages², compared to 38 percent of JA Alumni. In terms of career aspiration, 30 percent of JA Alumni, or nearly 1 in 3, credit JA with influencing their career choice, while 20 percent of JA Alumni, or 1 in 5, say they work in the same career field as the JA volunteer who taught them as a student. Additionally, 88 percent of JA Alumni report that they are satisfied with their careers, compared to 48.7 percent of the general public, according to the Conference Board.³

JA Alumni Career Aspirations



1 in 3

Credit JA for influencing career decision



1 in 5

Work in same field as their JA volunteer



JA Alum Insight

Jennifer credits her success to JA as it “started [her] momentum toward ‘I can do this.’ I know what’s needed to lead, sell a product and be successful. It starts at a young age. You get the right impression at the right time.” It even “open[s] doors by the very nature of reaching out and connecting with people outside of their little bubble.”

— Jennifer Picard, VP of Global Fund Management & Strategy at Prologis

FINANCES

When asked what impact JA has had on their lives, 30 percent of JA Alumni say it helped them learn to better manage their money. In fact, 90 percent of JA Alumni are confident in their ability to manage money. An example of this may be demonstrated in how JA Alumni approach paying for college.

According to the Institute for College Access & Success, 69 percent of graduating college seniors have student loans⁴. Comparatively, 55 percent of JA Alumni who went to college took out student loans. U.S. News reports that it takes an average of 21 years for college graduates with four-year degrees to pay off their student loans⁵. Nearly half of JA Alumni, or 47 percent, paid off their student loans within 10 years, with most of those occurring by the five year mark.

² <https://www.bls.gov/opub/reports/minimum-wage/archive/characteristics-of-minimum-wage-workers-2014.pdf>

³ <https://www.conference-board.org/press/pressdetail.cfm?pressid=5545>

⁴ <http://ticas.org/posd/map-state-data-2015>

⁵ <http://www.usnews.com/news/blogs/data-mine/2014/10/07/student-loan-expectations-myth-vs-reality>

JA Alum Insight

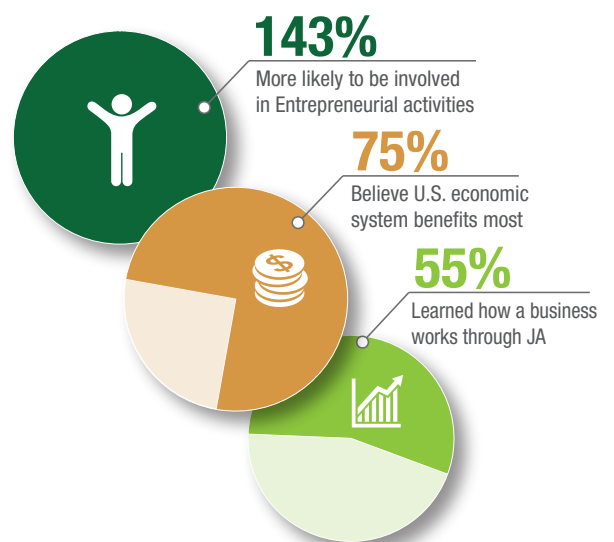
Scott states that “one of the best things JA does and can do is help students understand how to live in a balanced budget. Understand the lifestyle you can have on an income. Understand what matters most in life and how to fund it.”

— Scott Prochazka, President and CEO of CenterPoint

ENTREPRENEURSHIP

In terms of perceptions of the U.S. economic system, 75 percent of JA Alumni have a favorable view, compared to only 30 percent of the general population, according to the Pew Research Center⁶. When it comes to business ownership, 55 percent of JA Alumni say that the greatest impact Junior Achievement had on their lives was helping them understand how business works. The Global Entrepreneurship Monitor (GEM) reports that 14 percent of Americans are involved in business ownership⁷, compared to 34 percent of JA Alumni, meaning JA Alumni are 2 ½ times, or 143 percent, more likely to be involved in starting a business.

JA Alumni Business Ownership



JA Alum Insight

“I had business know-how. Without Junior Achievement, it might have been a mystery. I used my Junior Achievement experience and my can-do attitude to put together a business plan on how to get to the break-even point...today the company exceeds \$150 million in revenue. I wouldn't be where I am today if it weren't for Junior Achievement.”

— Bob Coughlin, Founder and CEO, Paycor

⁶ <http://www.people-press.org/2016/03/31/3-views-on-economy-government-services-trade/>

⁷ <http://www.gemconsortium.org/country-profile/122>

INCOME

In terms of perceptions of the U.S. economic system, 75 percent of the US population have a median household income of \$51,939, according to the Federal Reserve⁸. In comparison, median household income for JA Alumni is \$62,500, meaning JA Alumni make nearly 20 percent more than the general

population. In terms of social mobility, 38 percent of JA Alumni describe their standard of living growing up as “Lower Income” (low to low-middle income) while 23 percent describe it as “Upper Income” (upper to upper-middle income). In comparison, 28 percent of these alumni describe their standard of living today as “Lower Income” – a 10-point drop – and 31 percent describe it as “Upper Income” – an 8-point increase.

When asked how JA impacted their lives, 36 percent of JA Alumni said JA “Increased My Self-Confidence/Belief in Myself.” It was the second highest choice behind “Gave Me an Idea of How Business Works” at 55 percent. In terms of standard of living, when it comes to JA Alumni who said JA increased their sense of self-belief, the comparison of “Lower Income” between growing up and today drops from 36 percent to 22 percent – a 14-point decline – and “Upper Income” rises from 27 percent growing up to 39 percent today – a 12-point increase.

JA Alumni Household Income



CONCLUSION

The results of this research indicate JA Alumni, when compared to the general public, have higher levels of educational attainment, career satisfaction, financial capability, entrepreneurial activity, and household income. At the same time, a considerable portion of JA Alumni credit Junior Achievement for promoting their understanding of business, influencing their career goals, fostering a sense of self-belief, and enhancing their understanding of how money works. Given the overall gains demonstrated by JA Alumni when compared to the general public, plus the benefits that many JA Alumni themselves attribute to their Junior Achievement experience, it is reasonable to conclude that participation in JA programs contributes to positive knowledge, attitude, and behavioral outcomes for a significant portion of JA students.

⁸ https://en.wikipedia.org/wiki/Household_income_in_the_United_States

METHODOLOGY

The JA Alumni research was conducted using the SurveyMonkey general population Audience Data set of 45 million prospective respondents. Out of a representational sample of 5,000 Americans, 717 identified as JA Alumni. These data were analyzed using the IBM SPSS Statistics V24 analytics platform. A second survey was then conducted with a separate sample of 704 for validation purposes. Results were compared to third party data (U.S. Census, Global Entrepreneurship Monitor, and U.S. Department of Education). The margin of error for the findings is +/- 4% with a confidence of 95%.

Transportation for Senior Citizens

2018 Seward Community Foundation Mini-Grant Program

Seward Senior Center

Mrs. Dana Paperman
PO Box 1195
336 3rd Ave
Seward, AK 99664

ssc@seward.net
O: 907-224-5604
F: 907-224-2096

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Organization Information

Name of Organization*

Seward Senior Center

Organization's EIN*

92-0072425

Organization Type*

Only qualified, tax-exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Seward/Moose Pass** area are eligible to apply. Please review SCF's Mini-Grant Guidelines to determine your eligibility **before applying.** If you are unsure of your organization's eligibility, please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

501(c)(3)

Organization's Location*

Is your organization located in the Seward/Moose Pass area? If not, will your project/program benefit this area?

Yes

Benefits to Area (optional)

If your organization is not located in the area but you believe your proposed project/program will benefit area residents, please explain how.

Mission Statement*

What is your organization's mission statement?

To insure honor, dignity, security and independence for the older Alaskan through support services to assist them in maintaining meaningful, quality lives.

Description of Organization (optional)

Please provide any additional information about your organization that you wish to share.

The Seward Senior Center has provided senior services to local residents, 60 and older since 1978, successfully serving the greatest needs of the frail, elderly and low income senior.

Trained staff and tireless volunteers work diligently to meet the needs of the aging community and keep them abreast of current education, that provide them with empowering and nurturing programs.

Supportive programs are funded by the City of Seward; State of Alaska/Older Americans Act; Kenai Peninsula Borough and fundraising efforts at the center.

From accessible transportation to meals on wheels to Tai Chi for Arthritis, the center provides unduplicated, essential and evidence based wellness programs that encourage and inspire seniors to stay connected, eat a balanced diet and continue in life long learning.

Previous Grant Award Details (if applicable/known)

Please list the project title and date of your most recent grant award, if applicable/known.

Fruit of the month club; to support the monthly USDA Commodity Supplemental Food Box Program, that is available to low income seniors.

Any outstanding follow ups for previous grant awards from ACF and its Affiliates must be submitted using the online grant system prior to the deadline for the current application to be considered.

Please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708 before continuing your application if you have not or are unsure if you have completed a grant report for a previous grant award.

Project/Program Information

Project/Program Name*

Transportation for Senior Citizens

Project/Program Start Date*

When will your proposed project/program begin?

07/01/2018

Project/Program End Date*

When will your proposed project/program end? **Please note that awarded grant projects must be completed within one year of receiving a grant.**

06/30/2019

Project/Program Description*

Please describe your proposed project/program, including a discussion of the community need and if you are planning to collaborate/partner with other community organizations or entities.

Door to door (curb to curb) transportation for senior citizens provides the target audience accessible and affordable transportation, 9:00am to 11:00am and 12:45pm to 1:45pm, Monday - Friday, excluding national holidays.

Since 2008, the Seward Coordinated Transportation Group, which the senior center plays a leadership role in, has found Seward to be very expensive to operate a public transportation program for all ages.

The take away from our meetings was to support the Independent Living Center to continue supporting the Taxi Voucher program, supported by the State of Alaska, Department of Transportation, providing seniors and residents who live with a disability 1/2 price taxi vouchers, year round. These vouchers financial support access to private transportation, 24/7 in Seward.

Project/Program Goals*

Please describe the goals of your proposed project/program, including what outcomes you hope to achieve.

Seward Senior Center's transportation program supports seniors who no longer drive, due to age related illnesses, medication management, inability to drive a car anymore and the inability to afford their own vehicle.

SSC goals are to provide seniors access to one of many supported senior center programs; medical appointments; Thursday senior shopping; weekly post office and banks.

The center wants to improve the conditions of the local area low income and elderly population by offering them a very discounted ride to one of many community services (\$2.50 per ride compared to \$20 ride)

Increase the senior attendance to the center, due to filling the transportation gap.

Assist the senior in improving their living conditions through accessible transportation.

Help seniors with their independence and supporting their dignity.

Project/Program Benefits*

Please describe the benefits of your proposed project/program. What will improve on in the Seward/Moose Pass area as a result of this project/program? Who and how many individuals will benefit from this program/project?

Affordable senior transportation is essential for maintaining independence and health. Without a reliable way to get to doctor's appointments or buy food and household supplies, seniors can't realistically remain in their homes as they age. Social isolation is another big problem for seniors who don't drive. It causes poorer quality of life and contributes to earlier death. Having access to affordable transportation keeps older adults connected with family, friends, and their community. To keep seniors healthy and active, by encouraging them as frequently as they access the center programs.

Together, we can serve more than 22 local area seniors opportunities that might otherwise not be able to access, due to lack of transportation.

Measuring Success*

Please describe the outcomes that will define if your project/program is successful, including how your organization plans to track and report on these outcomes. Please also describe how your proposed project/program will continue beyond the original grant term, if applicable.

Within our mission, this agency is here to insure honor, dignity, security and independence for the older Seward resident which provides them:

Security of knowing they will not be alone in their challenges and struggles;

Independence with access to affordable transportation;

Honor is knowing someone is helping them with their activities of daily living'

Protecting a seniors dignity by aiding them in providing access to many community services.

The center tracks all units of services on a monthly basis, with required quarterly reports to the State of Alaska, Kenai Peninsula Borough and the City of Seward.

The center plans to apply for Department of Transportation, State of Alaska funds in FY20, this coming fall, since we lost \$9,000 income from the Kenai Peninsula United Way, when they dissolved as a corporate entity in January 2018, due to the loss of economic income on the Kenai Peninsula.

Project/Program Budget

Total Project/Program Budget*

\$44,300.00

Amount Requested*

Please note that individual grant amounts will be awarded up to \$1,000.

\$3,000.00

Project/Program Budget Form*

Please download, complete, and upload the Project/Program Budget Form below. At the bottom of the form, please also list other sources of funding you are seeking and the status of those requests.

Project/Program Budget Form

In the box below, please describe the line items from the budget worksheet in detail.

Transportation SCF-Project-Budget-Form.xls

Driver:

to support personnel costs associated with senior transportation

Administrative:

Supports all logistics of transportation including: staff supervision and training; transportation dispatch and phone support; vehicle scheduling and maintenance; and building security

Vehicle Insurance:

Full coverage insurance

Fuel:

Vehicle fuel

Maintenance:

Oil change; tire change over and road side support

Staff Training:

Safety and Sensitive Driver training

Indirect Costs

Bookkeeping: Accounts payable, payroll, and 990's tax services

Utilities/phone/copier: marketing; customer contact; and housing the transportation program

Building In Kind: 30% of the in kind building donation from the City of Seward.

Optional Documentation

Other Useful Information (optional)

Please provide any other useful information that could help the SCF Grants Committee evaluate your grant application. If desired, you can also upload letters of support and other documentation below.

I have attached the 2016 report from Community Transportation Association of America, whom we won a grant with in 2014 for technical support to study the communities transportation needs and the cost of doing business in Seward.

CTAA Final Report 2016.pdf

Electronic Signature

Authorized Signature*

By typing my name below, I certify that the information provided in this grant application is accurate and complete to the best of my knowledge, and that I am authorized to submit this application on behalf of my organization.

I authorize The Alaska Community Foundation to verify any information submitted as part of this application. I also agree to allow any information on this application (unless otherwise noted) to be released for publication.

Dana Paperman

Title*

Executive Director

Date*

05/30/2018

Please complete the grant application process by clicking the [Submit Application] button below.

File Attachment Summary

Applicant File Uploads

- Transportation SCF-Project-Budget-Form.xls
- CTAA Final Report 2016.pdf



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Project/Program Budget	Please list each budget line item for the project/program along with funds you are asking from the Seward Community Foundation and any other funds involved.		
Budget Line Item	Funds you are requesting from the Seward Community Foundation	Other Funding Sources/In-kind that you are budgeting for this project	Total Project Budget
Example: Item A	(requested amount)	(other available funding)	(total for line
			0
Personnel			0
Driver	3000	17,000	20000
Administrative support		7,000	7000
Vehicle Insurance		1,400	1400
Fuel		1,000	1000
Maintenance		400	400
Staff Training		500	500
Indirect Costs			0
Bookkeeping		2,000	2000
Utilities/phone/copier		2,000	2000
Building In Kind		\$10,000	10000
			0
			0
			0
			0
Totals	3000	41300	44300

Sources of other funds	Amount	Status of funds (already secured, uncertain, etc.)
State of Alaska	\$8,000	Secure
Kenai Peninsula Borough	10,000	Secure
City of Seward	10,000	Full amount pending
Program Income	1,500	Estimated
SSC Fundraising	1,800	Estimated

Technical Memorandum #2
Continued Planning for Fixed Route Services
Seward, AK

October 2016

Community Transportation Association of America
Rural Passenger Transportation Technical Assistance Program

Report on USDA-Funded Technical Assistance to Seward Alaska

In FY 2016, the Community Transportation Association of America (CTAA) provided technical assistance to the Seward Coordinated Transportation Advisory Group (STAG), in response to the application submitted by the Seward Senior Center. The request for assistance in developing a fixed-route system, as well as additional coordination measures, for the community.

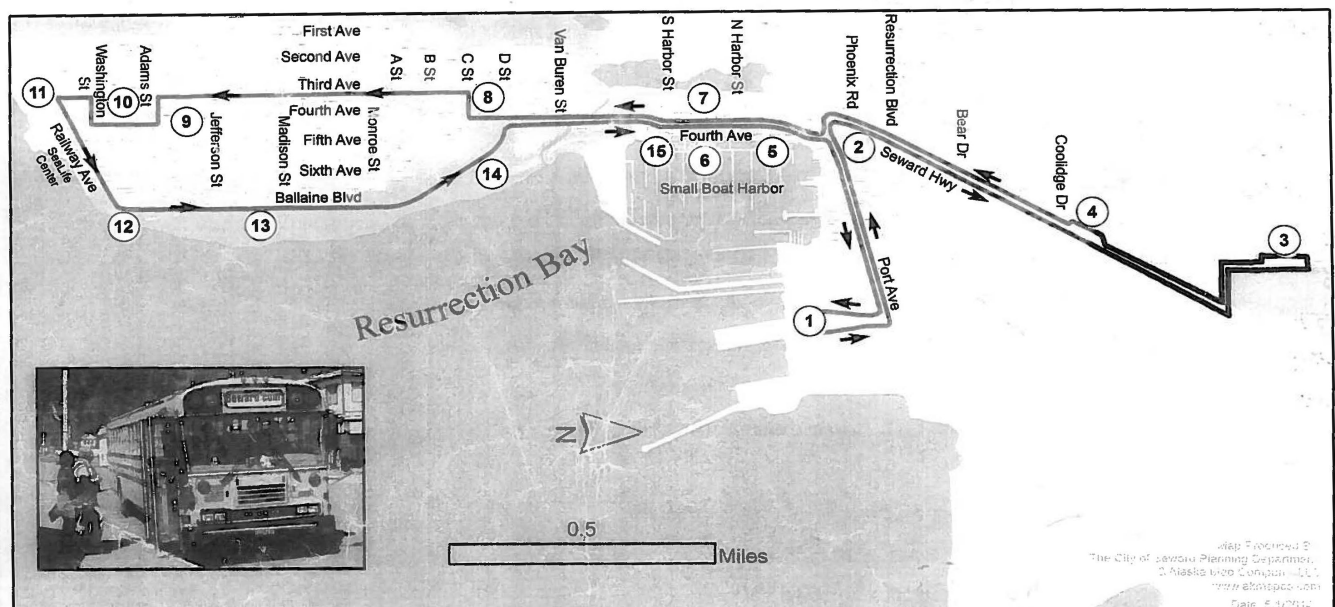
This memorandum is the final report on CTAA's work in Seward, and contains recommendations for the community for moving forward on its coordinated transportation efforts. It should be noted that circumstances have changed since this project began: because of state funding shortages from a drop in the state's oil revenue, Seward no longer has the option to receive a grant to help cover the expenses of a year-round shuttle. This report is written to 1) summarize current transportation options in Seward; 2) summarize transportation needs in the community based on Census data, modeling, and anecdotal information; 3) identify what that year-round shuttle could look like if a state grant becomes available in the future; and 4) present other interim measures the community can take to improve transportation-related coordination in Seward.

1. Transportation Services and Resources

Organizations Funding or Operating Transportation Services

Central Area Rural Transit System

CARTS does not run service in Seward, but is the state's direct recipient for federal transportation funds for the entire Kenai Peninsula. For FY 2017, CARTS received \$705,



857 in Sect. 53111 funding, with a \$35,297 (5%) state match. However, no Sect. 5311 will be passed on to subrecipients for FY 2017.

Seward Summer Shuttle

Since 2011, the city has contracted with First Student to operate a four-month (mid-May to mid-Sept, 10 am to 7 pm) shuttle that brings passengers from cruise ship area to downtown. The transportation is provided in a yellow school bus. The service is wholly funded through the use of passenger (“head”) tax. That tax is governed by state guidelines on how tax from vessels in international trade are used. Intent of legislation is to provide a service to the ship and its passengers. This impacts routing of shuttle (e.g., must serve destinations of use to cruise ship passengers).

Local residents are also able to use the shuttle for free during the summer months. First Student opted not to charge a fee from local residents for the shuttle, although the contract with the city did not prevent them from doing so.

The shuttle runs on a 30-40 min schedule, with no set times, and travels from the waterfront (near the SeaLife Center) to the Chamber of Commerce, with an extended service to the Seward Army Rec Camp during some of the runs.

Seward Summer Shuttle

Vehicles: 1 (or 2?) school buses

Driver training: No information)

Vehicle maintenance: No information

Funding (approx. \$122,000/year):

- Contract with the City of Seward, funded through city funds based on the “head tax” received from cruise ship operators

Seward Bus Lines

Operates service to Anchorage and is a billable Medicaid transportation provider.

Summer (May 1-Sept 14; 7 days/wk):

Seward to Anchorage, leaves Seward 9:30 am and 2:00 pm (\$39.95 OW)

Anchorage to Seward, leaves ANC 9:30 am and 2:00 pm (\$39.95 OW)

Winter (Sept 15-Apr 30; Mon–Sat; 6 days/wk [no Sunday service]):

Seward to Anchorage, 9:30 am, arrival at 12:15 pm (\$50.00 OW)

Anchorage to Seward, 2:00 pm, arrival at 5:15 pm (\$50.00 OW)

Seward Senior Center

Seward Senior Center is open 9am–4pm and offers meals and other educational and support services to older adults. It provides meals to 30–40 seniors in its congregate dining room M-F at 11:45 a.m., and 15–16 meals on wheels to homebound seniors and then offers afternoon activities to those who can stay.

The Center has one vehicle, used for delivering meals and transporting seniors. It also has a small base of volunteer drivers that are used to fill in for the regular driver when he cannot drive. The Center receives an Alaska NTS (nutrition, transportation, support services) grant that helps to pay for some of its services, including for transportation services that enable seniors to maintain mobility and independence. It also receives a small United Way grant to support transportation, which is supplemented by city funds.

The senior center primarily provides transportation to/from its own services, which include the on-site meals and before and after activities, 5 days/week up to 4:00 pm. Between 9:00 am and 10:45 am, the van picks up seniors and brings them to the center; the return trip leaves the center at 12:45 pm. On the return trip, the van will stop at community destinations according to this schedule: post office (Mondays and Fridays), bank (Tuesdays), stores (Wednesday and Thursdays). Senior who do not have their own transportation cannot stay for the afternoon activities as they must catch the last ride home on the van at 12:45 pm. As it is able, the Center will provide services to medical appointments (one-way trips in town). The Center also markets the Kenai Independent Living Center's taxi vouchers every month in its newsletter.

Seward Senior Center

Vehicles:

- 1 2005 Ford van (wheelchair accessible), seats 7 passengers (w/o wheelchair)
- 1 2015 MV-1, seats 3 passengers + 1 wheelchair

Drivers: 1 paid + volunteers

Trips: >4,000 trips/annually, 2,500 miles/annually;

Driver training: Currently done in-house (?)

Vehicle maintenance: Currently performed by a third-party vendor

Funding (approx. \$50,000/year):

- State Nutrition, Transportation, & Support Services grant (SSC)
- Alaska Senior & Disability Services funding for taxi vouchers for people enrolled in waiver program (lifetime enrollment)
- FTA Sect. 5310 for vehicles
- Other: Title IIIB, donations, United Way, fundraising, volunteer services

SeaView Community Services

SeaView provides a wide menu of support services to youth, individuals with disabilities, and individuals in crisis. Approximately 30% of the services provided by

SeaView are grant funded, whereas the rest are billed to Medicaid. Transportation is a small part of several programs they offer, and only sometimes is a reimbursable expense, as follows:

- Substance abuse (SA) clients: provide taxi vouchers when their driving privileges have been suspended, to get them to work and services
- Chronically mentally ill: provide Medicaid-reimbursed transportation to services. Difficult to find taxi providers who will deal with this population. SeaView staff often accompany them
- Domestic violence program: transport people to safe shelter, often out of the community
- Clients w/medical needs: sometimes staff will drive SeaView vehicles to take client to ANC, Soldatna, Kenai to see specialist. Trip totally unreimbursed (expenses + staff time). Cannot bill Medicaid for trip as are not certified as a Medicaid transportation provider.
- Infant learning program for young children w/developmental delays. Transportation is difficult to get them to services
- Services to children: for children who are recovering from trauma, need a way to get them to services
- Through State of Alaska's Senior & Disability Services, can fund some taxi vouchers to people enrolled in waiver program (lifetime enrollment).
- United Way does not help directly with transportation; instead helps cover cost of field trips + crisis line
- Youth & family services (children w/emotional disability). SeaView provides after-school therapy and full-day therapy during school breaks. Transportation is a problem. School system will not transport school to SeaView therapy because it is not a registered day care, so SeaView has to send staff to pick them up and drive them home as well as to different activities. These costs are unbillable when staff are driving.
- SeaView also can offer 1 time assistance for transportation or other needs) using a local quality of life fund, funded through community donations.

SeaView uses its vehicles and staff to transport clients to SeaView services and to primary health care. SeaView vehicles are used 100% of time during the week, but not on weekends and evenings. SeaView is willing to contract out its vehicles through a coordinated plan when they are not in use.

Staff time to operate the vehicles represents mostly unreimbursable costs to the organization. As an example, one program (chronically medically ill services) estimated they spend \$2,000 for staff time in providing transportation. Another program (emotionally disturbed children) estimated \$24,000 in staff costs. SeaView also has 1 full-time-equivalent position as a vehicle scheduler. Most of the of the transportation costs are not covered under Medicaid, with only minor reimbursements available from other funding sources.

For FY 2015, SeaView spent almost \$54,000 cost for transportation, as follows:

- Depreciation on vehicles – \$18,626

- Insurance - \$10,328
- Fuel - \$16,334
- Maintenance - \$7,336 (99% done locally)
- Rental vehicles or taxi services – \$1,148 (includes cost of all Medicaid-reimbursed vouchers)

This total cost does not include staff time in driving vehicles, which they don't track. Vehicles are used 100% of time during the week, but not on weekends and evenings. SeaView would be willing to contract out the vehicles during these times; currently the ILC does use some of the vehicles, for which it is charged on a per-mile basis. Overall SeaView would prefer not to be in the transportation business if there were an option, for example, to contract with someone else to provide transportation services.

Taxi Companies

There are several taxi services in Seward, but the industry there is in constant flux with companies going out of business, especially in the winter months, or new ones starting up. Most taxi business is providing tourists from the cruise ships to regional tourist destinations; the price for local trips is \$5.00 per stop. Because Seward Bus Lines provides trips to Anchorage at a lower cost than taxis, Medicaid will not reimburse for the cost of a taxi trip to Anchorage, but it will reimburse for a taxi trip to Kenai and Soldotna as there is no direct bus service there.

- [Alaska Mike's Taxi](#)
- [PJS Taxi & Tours](#)
- Resurrection Taxi
- [Greg's Taxi](#). In 2016, Greg's qualified to become a Medicaid billable provider. The service operated 24/7.
- [Seward Water Taxi](#) (primarily tours out of Seward)
- Seward Taxis and Tours (907-362-8000). This company, operated by Sheila Berticevich, has complied with federal regulations required to be a Medicaid transportation provider. Seward Taxis operates 12 hours/day (7 am to 7 pm). This company operates a 2005 non-wheelchair accessible minivan and charges \$2/mile (\$285 OW) for trips to Anchorage. Seward Taxi & Tours and another company, Greg's Taxi, provide taxi service ILC clients under the ILC's voucher program.

Providence Seward Mountain Haven

Mountain Haven is a nursing home associated with Providence Health and Services that also provides occupational, speech, and physical therapy services to Providence Health patients (M-F, 8:00 am to 4:30 pm). It provides transportation for its residents to/from out-of-town medical appointments. Mountain Haven does background checks and in-house training for its drivers. Providence's highest priority is how to coordinate services for transporting nursing home patients to Anchorage for services; currently Providence Mountain Haven staff drive them in a Providence vehicle (often a single patient at a time)

Kenai Fjord Tours

This tour company operates a shuttle bus for its own passengers to bring them to the local cruise tours during the summer months. The services operated 3 wheelchair vehicles continuously during the day. During the rest of the year, those vehicles sit in storage.

AVTEC

The local vocational college, AVTEC, provides classes for approximately 125 students on its four Seward area campuses from mid August to the end of June. Many of the students live on campus, and receive transportation to classes and lunch. They must be in class by 8:30 am and be in class for a prescribed number of hours each day to comply with the school's accreditation requirements (the schedule is very strict). The buildings open only shortly before 8:30, and students arrive close to 8:30 to avoid waiting outside, especially in the winter.

AVTEC currently provides all its students' transportation needs with its own vehicles from mid Oct to end of March/early April. The van travels from the residence life campus to the First Lake campus (4–5 blocks away) in the morning, to and from lunch, and then returns students home at the end of the day (3:30 pm). It operates a 14-passenger "turtle-top" bus on e450 van chassis that seats 13 passengers (not wheelchair accessible).

Seward High School

Seward HS offers students a hybrid learning model which incorporates some at-home learning, after-school learning, early release, independent study, and on-the-job training, in addition to traditional in-school learning. This hybrid model creates unusual transportation needs, such as the need for students to go to/from school mid-day, to attend after-school learning and other extracurricular activities (sports, clubs), to travel to internships/apprenticeships.

For the 2014–15 and 2015–16 school years, the HS was able to fit an additional 5:00 pm bus home from school within its existing First Student transportation contract. This in essence extended the school year to 7:30-4:50 pm. In 2014–2015, 30% of the upperclassmen participated in on-the-job training in the community.

Seward Parks & Recreation Department

The department provides transportation to some youth to its Teen & Youth Center programs. Participants may also receive taxi coupons or vouchers to get to program activities. The department currently has three or four 15-passenger vans, none of them wheelchair accessible.

Park Connection

This company operates commercial bus service between Seward and Anchorage from May 16 to Sept 13 (cost: \$90 same day RT, \$55 OW) on this schedule:

- Anchorage to Seward, leaving at 9:45 am and arriving at 12:45 pm
- Seward to Anchorage, leaving at 6:30 pm and arriving at 9:30 pm

Organizations Purchasing Transportation Services

Independent Living Center for the Kenai Peninsula

Based out of Soldotna, since 1997 the ILC has for several years operated a subsidized taxi voucher program for program participants in the peninsula. Consumers purchase \$10 vouchers the vouchers for \$3. Vouchers are stamped with the rider's name and an expiration date (end of FY). In Seward riders are limited to 40 vouchers/month; one voucher is good for a one-way ride. In a previous year, using grant funds, the ILC purchased a lift-equipped taxi and leased it to a Homer-based provider for \$0 to use for the ILC program. The ILC also provides transportation for its Trails program, through a contract arrangement with SeaView Community Services.

The ILC expanded its program to Homer in 2001 and in Seward in 2010 (approx. 55 riders). The most common destinations in Seward are the Safeway, the post office, medical appointments and the pharmacy; not many trips are for employment purposes. For FY 2017, the ILC did not receive the its usual funding for the taxi voucher program in Seward, partly due to the city's failure to pass a resolution and transmit it to the DOT in time) Seward is now looking to the borough for emergency funding.

The ILCs receives approximately \$26,000 in funding from two sources: \$13,000 in FTA Sect. 5310 funds (through the direct recipient CARTS) matched by \$13,000 from two sources: state dollars from its mental health trust funds plus rider contributions.

The voucher program requires quite a bit of administrative bookkeeping, all of which is done by ILC staff. ILC staff handwrite each individual's name on the voucher so it can be used only by them and hand-stamp the expiration date on the voucher. The mental health trust requires the ILC to keep data on the number of riders that fit within specific categories (e.g., age, disability, etc.). At the Seward ILC, a .25 FTE is needed for the administrative work and at the Homer ILC FTE .25. The ILC executive director does the data analysis and grant writing. None of the staff time is captured and reimbursed at this time. The ILC would like to be able to provide less staff-intensive transportation options to its consumers.

Seward Community Health Center

The Seward Community Health Center is a federally qualified health center (FQHC) that operates a comprehensive primary care clinic co-located within Providence Seward Medical Center. It has been open since March 10, 2014 and operates M–F 8:00 am to 6:00 pm. The Health Center's mission is to identify and serve the health care needs of the community by providing quality, affordable services and promoting

wellness, prevention and partnerships. This includes providing services to the uninsured and the underinsured and removing financial and other barriers to care. SCHC serves all people and takes all forms of insurances regardless of ability to pay.

In 2014, 15% of SCHC patients were from out-of-area zip codes. The clinic currently counts over 2,000 unduplicated patients on its rolls (representing about 5,000 visits per year); this number of unduplicated patients is projected to grow to close to over 3,000 as more people learn about the clinic's services. Currently the clinic is adding 30 new patients per week, mostly in the 25–64 age bracket, but is seeing a growing number of younger patients as well. About 55% of patients have commercial insurance, 15% have no coverage, 10% have Medicaid, and 20% have Medicare.

Most patients are self-driven, but some are driven by family members/friends and some come by taxi. Some people walk up street from 3rd and Jefferson, a walk up a slight incline that can be hard for older adults, especially in the winter. As an FQHC, the clinic is required to provide transportation for anyone who needs it and may use a variety of acceptable options to meet this requirement. Since opening, the clinic has provided 71 taxi vouchers, at a cost of \$1,015. On a rare occasion, SCHC will reimburse for travel to Anchorage.

North Star Clinic

The clinic is a tribal organization serving the Chugach Native peoples of Alaska. It subsidizes transportation locally and to/from Anchorage with Medicaid vouchers and also reimburses some individuals for fuel costs to Anchorage (approx. \$60/RT). The clinic provides health care and dental services both at its clinic in Seward and through mobile care to remote villages. The North Star Clinic hours are M–Fr, 9:00 am–5:00 pm.

Providence Hospital

Providence Hospital is a four-bed acute care hospital, primarily used for emergency services (24/7) as well as laboratory and radiology services. (Mon-Fri 8:00 am–5:00 pm). The hospital has a taxi voucher program, the value of which is limited to \$50/year/person. Providence is looking for various ways to help provide community benefits, and would be willing to support transportation coordination efforts in the community.

2. Community Members' Transportation Needs

Population-Based Estimate

Using 2014 Census figures, one can begin to scope out the potential need for transportation among Seward residents by estimating the number of individuals who may need assistance with transportation because of lack of access to a vehicle, lack of

a driver's license (underage), or because of a disability. (These are all approximate numbers.)

- Total 2014 total population (estimated): 2646
 - Under age 19: 291 (11%)
 - Age 65-74: 264 (10%)
 - Age 75+: 184 (7%)
 - Individuals below poverty level: 144 (5.5%)
 - Individuals with a disability: 428 (16.3%)
- Total 2014 households: 929
 - Households receiving public cash assistance in past 12 mos: 75 (8%)
 - Households receiving SNAP benefits in past 12 mos: 93 (10%)
- Families w/income below poverty level in last 12 mos: 3.2%
- Workers over age 16 with no vehicle: 3.4%
- Workers over age 16 in household with 1 vehicle: 50.7%

A 2016 analysis by CTAA indicated that approximately 131 households did not have access to vehicle, and when multiplied by the statewide "mobility gap" of an estimated need of 1.1 daily trips per household, this translates into approximately 140 daily one-way trips per household, or 43,200 annual one-way trips.

Based on CTAA's research and feedback by the SCTG, the transportation needs of residents in the Seward region are summarized below. It should be recognized that there is overlap in populations among the groupings given below (e.g., medical transportation needs w/older adult transportation needs).

Medical Transportation Needs

The following medical-related transportation needs emerged from discussions with community stakeholders:

- To the Seward medical complex (Providence Hospital and the Seward Community Health Center), with door-to-door service needed for some patients
- To Mountain Haven for physical, occupational, and speech therapy
- More Medicaid-billable transportation options to local and out-of-town services (currently served by only 1 taxi company)
- To specialists services outside Seward (in Anchorage, Kenai, and Soldatna)
- To SeaView for its infant learning program, for young children receiving to trauma-related recovery
- To SeaView for children receiving after-school therapy and full-day therapy (during school breaks). School system will not transport school to SeaView therapy because it is not a registered day care, so SeaView staff transport them.

Other medical destinations not noted above include the following:

- Glacier Family Clinic, 11724 Seward Hwy (approx. mile marker 3.75)
- Advanced Therapy, 302 Washington St.

- Progressive Chiropractic, 11694 Seward Hwy (approx. mile marker 3.75)
- Michael Moriarty, DDS, 400 4th Avenue (within city limits)
- Safeway pharmacy (approx. mile marker 2)

Older Adult Transportation Needs

It is forecasted that the city will have an 8% annual growth in the number of older adults over the next few years. The following transportation needs for older adults emerged from discussions with community stakeholders:

- Trips around town (medical services, grocery store, library, PO, bank, faith-based, social)
- To/from Senior Center for late afternoon programs (Senior Center transportation ends after the 12:45 pm run)
- To medical specialists outside Seward (in Kenai, Soldatna, and Anchorage)
- Improvements to walking infrastructure (cleared sidewalks, clearly marked pedestrian walkways, more sidewalks)
- More curb-to-curb service

Needs of People with Disabilities

The following transportation needs for older adults emerged from discussions with community stakeholders:

- Trips around town (medical services, grocery store, library, PO, bank, faith-based, social)
- To medical specialists outside Seward (in Kenai, Soldatna, and Anchorage)
- Lift-equipped taxis in Seward and Homer
- Ability to expand voucher program to serve more trips (or some other expanded transportation option)

Youth

The following transportation needs for youth emerged from discussions with community stakeholders:

- Transportation home from Boys & Girls Club (6:00 p.m.)
- More options for non-driving-students to participate in internships, on-the-job training
- Transportation to the Teen Youth Club
- More flexible options for AVTEC students to in-town destinations
- Transportation to/from Anchorage airport for AVTEC students at the beginning/end of academic year and to/from Anchorage for weekend visits (currently can leave Seward Sat. 9:30 a.m. to go to Anchorage, but can't return until Monday evening, which means they miss a day of classes)
- AVTEC students to get their children to day care

People with Limited Income

Conversations were not held with the TANF (Temporary Aid for Needy Families, follow-up to Welfare) or workforce agency to identify transportation needs for low-

income families. (More information may be available from Donald Ireland—donald.ireland@alaska.gov.) However, some needs could be inferred for residents of Seward’s controlled rent housing (listed below):

- Bayside Apartments, 1011 Fourth Ave
- Bay View Apartments, 214 Sixth Ave
- Bear Mountain Apartments, 230 Brownell St
- Gateway Apartments, 1810 Phoenix Rd
- Glacier View Apartments, 200 Lowell Canyon road
- Kimberly Court Apartments, 1821 Swetmann Ave
- Pacific Park Apartments, 106 Caines Street
- Lower-Income Housing on Bear Creek Road

Young families were also observed walking along Seward Hwy from town, including one of a mother, her young son, and a baby in a stroller.

Strategies for Coordination Transportation in Seward

Staff a Mobility Manager Position

Several coordination strategies have been discussed over the past few years by STAG in addition to some that have been suggested by CTAA. One strategy that could take the group further into toward its goal of improved mobility for all Seward residents would be the creation of a mobility manager position in Seward.

Each of the STAG stakeholder agencies appear to be committed to working toward this shared goal; however, with each agency focused on its core mission, it is difficulty for their leaders and staff to commit the time and effort to strategies that will achieve the goal. CTAA believes that a key step, therefore, would be for a mobility manager to be hired who could perform tasks such as the following:

- Convene and guide STAG meetings
- Take the lead in implementing the strategies chosen by STAG
- Pursue grants and coordinated funding for transportation, including ensuring City of Seward funds and city resolutions are received in a timely fashion
- Coordinate out-of-town trips among Coordination Group stakeholders
- Become a central point for disseminating and tracking taxi vouchers across all agencies
- Create and track performance measures for coordinated transportation in Seward
- Explore cost savings to all agencies through coordinated driver training and bulk vehicle maintenance contracts

At the request of the Coordination Group, CTAA drafted a position description for a mobility manager (see Appendix A). FTA grant (Sect. 5310 and 5311) fund may be pursued to cover any mobility management–related costs, at an 80% federal/20% local

share proportion. Although the Alaska State DOT indicated in September 2016 that “due to the limited amount of funding and current needs across the state, mobility management projects are currently not considered an eligible project for funding,” it is hoped that a request for such funding may be looked upon more favorably by the DOT once 1) the DOT sees that Seward has taken concrete steps to improve coordination among the city’s agencies and 2) Seward submits data showing the impact of this coordination.

One thought is to pursue funding from the Rasmussen Foundation to cover the salary and benefits for the mobility manager. transportation manager for the first year or two. It is envisioned that the mobility manager could be initially hired at a salary of \$35,000–40,000. Local match money to the Rasmussen grant could come through a combination of Seward Community Foundation minigrants given to several of the TAC members (\$1,000 each). Seward Senior Center has indicated it could donate desk space as part of in-kind match.

Coordinate Out-of-Town Trips

Each STAG agency has indicated that the people it serves sometimes have a need to travel elsewhere in the Kenai Peninsula or to Anchorage for services. These trips are expensive to make on a one-on-one basis, yet each agency often finds itself doing so, using valuable staff time and vehicle resources to do so.

One low-tech strategy for doing so is to create an on-line, password-protected schedule on which human service agencies can post their clients’ out-of-town with a view to sharing those trips. This would be especially helpful to Seaview Community Services, who cannot be reimbursed when one of its counselors drive a client to Anchorage; however that counselor’s time could be reimbursed if they were a passenger, and not the driver, in the car. The agencies could take turns supplying the driver and vehicle for these trips.

In preparation for this action, the STAG agencies could create a “dummy” 3-month schedule of trips to Anchorage and the Kenai Peninsula based on trips from the last three months to begin to estimate the volume of such trips. Or they might create a typical months’ schedule (one summer month, one winter month) so the overlapping trips could be viewed more clearly. They could also quantify in-town Medicaid trips by agency.

Steps to take in sharing these types of trips would involve the following:

- Begin discussions with each agency’s insurance agent to identify any potential risk management strategies that need to be in place to share trips (see Appendix B for a discussion of coordination-related insurance issues)
- Create Memorandum of Understanding among participating agencies outlining procedure, logistics, and step to protect patient privacy



This trip calendar shows intercity public transit trips that are scheduled for the near future. If you would like to find out how to make a reservation for one of these trips, click on the e-mail link for that trip. Or call the transit provider shown for the trip.

Note that these trips are in addition to the regularly schedule bus routes shown under Fixed Routes.

Administrator Login

Transit Trip Calendar

Search Calendar for: By:

+ Add Event						
date	start time	origin	destination	transit provider	email	
10-18-08	7:37 pm	clarksdale	jackson	Selena	email	edit
10-18-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-19-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-20-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-20-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-21-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-21-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-22-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-22-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-23-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-23-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-24-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-24-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-25-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-26-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-27-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-27-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-28-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-28-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit
10-29-08	6:20 am	Greenville, MS	MVSU- Itta Bena, MS	MVSU Mass Transit	email	edit
10-29-08	12:00 pm	Cleveland, MS	Robinsonville/ Employment	BCCOA Transittl	email	edit

- Create a shared calendar, perhaps on a Google Calendar platform, for trips. It has also been suggested that STAG take advantage of the web-based, low-cost expertise of AVTEC and even of Seward HS students to help create an on-line platform.

A sample web-based trip calendar developed for Mississippi is shown on the next page.

Outreach to Community on Existing Transportation Services

Community support for transportation services is essential to grow mobility options in Seward. One first step to achieving such support is to ensure the public are familiar with the efforts community agencies are putting forth to provide transportation to residents. It is, of course, also important that potential users of transportation services know what is available. Outreach strategies could include

- Public meeting at which information on transportation resources can be shared—but also information on unmet transportation needs can be gathered
- Additional citizen members can be invited to join the STAG; inclusion of all types of riders is a cornerstone of coordinated transportation to ensure any services truly meet the need of residents

- Creating a website with an easy-to-remember, catchy name that residents could see available transportation resources

A Volunteer-Based Transportation System

Many communities have created successfully volunteer transportation systems. Many resources are available to address insurance, recruitment, and related issues. One place to look is the National Center for Mobility Management's "Volunteer Driver" website. Another version of a volunteer driver program is to set up a local "time bank" in which residents donate hours for all types of services, including driving, and then receive services back in exchange for those donated hours.

Joint Driver Training and Vehicle Maintenance

It appears that most STAG agencies provide their own driver training and background checks. STAG agencies could standardize training for all Seward agency drivers. For example, Mountain Haven does its own driver training, and perhaps for a fee, would include other drivers. CTAA can help provide some models of driver training programs, and has its [PASS](#) program. If STAG pursues sharing trips on others' vehicles, this standardized training across all agencies would give STAG agencies the confidence to know that their clients would be driven safely and appropriately, no matter which agency is providing the vehicle and staff.

Bring more automation into trip scheduling

STAG could explore technology solutions to automate trip scheduling by human service agencies (particularly Seaview) and for voucher programs to reduce administrative time spent on these activities. Seaview does have a 1 FTE as vehicle scheduler.

One option to could be a model used by the ILC in Houston, Texas. Perry Hunter, the CEO of Mounting Horizons, Inc. has vastly simplified the process of administering a transportation voucher program using client ID cards with QR codes and [free online customer relationship management \(CRM\) software](#). The software provides some level of automated voucher data analysis, which simplifies reporting. Perry is happy to share more info about his program: phunter@mountinghorizons.org.

Also, the ILC can explore whether its staff time spent administering its voucher program could be used to supplement the local match provided through the Alaska Mental Health Fund to increase the amount of the 5310 federal grant? Such staff time should qualify as in-kind match, as long as this is permitted by the state DOT.

Support Infrastructure Improvements

STAG could pursue grants to help with city pedestrian/cycling infrastructure (Safe Routes to School, walkable community grants, particularly sidewalks near the Providence medical complex.

Year-Round Shuttle

Seward functions as an intermodal transfer point for cruise ship passengers travelling in Alaska. Transfers can be made between cruise ships and the Alaska Railroad and motor coaches for transportation to and from locations further north in the state.

The City of Seward imposes a head tax on all cruise ship passengers passing through the port. The revenue generated by this tax can be used to support visitor focused services in the community. The City allocates \$120,000 annually to support a fixed route shuttle from May to September when cruise ships are operating. The head tax is the sole source of operating revenue for the service. While the City wants to facilitate circulation of cruise ship passengers who are in port for only a day, to local businesses and attractions, the City also wants to encourage visitors who are embarking or disembarking from ships to spend additional time in the community.

The fare free service is open to everyone, including local residents and non-cruise ship passengers. Because it operates only four months of the year, however, local residents cannot rely upon it for regular trips within the community such as those for employment or health care the rest of the year. The route is structured to primarily to serve visitors rather than residents, so that it does not directly serve local residents' trip generators such as the Hospital, Health Center, and residential areas.

During discussions with local and state officials in 2015, a concept to expand shuttle service year round was proposed. At the Sept. 13, 2015 meeting of the Seward Coordinated Transportation Group, there was consensus among the members of the Seward fixed-route bus in Seward.

The year round shuttle service would be funded by leveraging the head tax revenue currently generated from cruise ship visits. The annual head tax revenue would serve as a dollar-for-dollar match for FTA Section 5311 funding. The Sect. 5311 program covers 50% of the net operating deficit for rural transit services. The net deficit is the operating cost minus fare revenue. Because the shuttle would be fare free, as the summer shuttle is now, there would be no fare revenue, and all operating costs would represent an operating deficit. This funding strategy would essentially double the amount of funding available to support the shuttle. The cost to operate the current shuttle is approximately \$122,000, for two vehicles to operate four months during the year. The additional Section 5311 funding would support one vehicle operating eight months of the year.

In late 2016, it was discovered that due to a decrease in state funds because of lower than expected oil-related revenue, the Sect. 5311 funding was no longer an option for FY 17. The group's discussion related to the shuttle is captured below with the hope that state funding will be available in coming years.

Characteristics of the Proposed Service

The route would serve locations that are expected to be significant destinations for local residents. The service would operate from 6:00 am to 6:00 pm Monday through Friday.

The group discussed routing of the shuttle, taking into consideration the main trip generators: downtown businesses and services, health care services, cruise ship area, grocery stores, low-income housing complexes, rural neighborhoods, churches, and educational campuses. The current summer shuttle runs a loop from the SeaLife Center to the railroad station (with an occasional extension to the Seward Army Rec Camp), a loop that takes 30–40 min in the summer.

Looking at a map of these trip generators, the group recognized two types of routing: those transporting residents within the Seward city limits and those connecting individuals living or working outside the city limits (including guests staying in B&Bs/lodges) into the city. Two options were considered:

- Having two routes, one traveling a loop within the city limits and one traveling a loop outside the city limits, with a potential transfer point at the Chamber of Commerce
- Having one route traveling within the city limits, but having the route extend to the outer limits (mile marker 7) every 2 or 3 loops or something similar.

It was envisioned that the fixed-route bus would be operated by a third-party contractor that complies with all federal regulations.

The group also talked about scheduling. It agreed that it would be best to have the same fixed schedule year round, as residents will more likely incorporate public transit into their daily routine if it is a consistent service. The service could be run as one of two models:

- As a fixed-route service with complementary demand-response service for riders who could not use the fixed-route service because of the following reasons (also see [ADA regulations](#)):
 - Any individual with a disability who is unable, as the result of a physical or mental impairment (including a vision impairment), and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device), to board, ride, or disembark from any vehicle on the system which is readily accessible to and usable individuals with disabilities.
 - Any individual with a disability who needs the assistance of a wheelchair lift or other boarding assistance device and is able, with such assistance, to board, ride and disembark from any vehicle which is readily accessible to and usable by individuals with disabilities if the individual wants to travel on a route on the system during the hours of operation of the system at a time, or within a reasonable period of such time, when such a vehicle is not being used to provide designated public transportation on the route. – *This requirement is met by having all fixed-route buses being able to accommodate wheelchairs.*
 - Any individual with a disability who has a specific impairment-related condition which prevents such individual from traveling to a boarding location or from a disembarking location on such system.

Individuals wishing to use the demand-response portion of the service would have to apply for and be determined to be eligible for the service. The eligibility determination process would be developed in accordance with [ADA regulations](#), and with the participation of the public. Providers of the demand-response service could be third-party contractors (e.g., local taxi companies) who have complied with FTA regulations, or could the bus operator itself.

- As a deviated fixed-route, which is a hybrid of fixed-route and demand-response services. With this type of service, a bus stops at fixed points and keeps to a timetable but can deviate its course between two stops to go to a specific location for a pre-scheduled request. Deviated fixed route service is often used to provide accessibility to people with disabilities

Next Steps

As the community awaits future possibility of state funding (approx. \$122,000) to fund 50% of the year-round shuttle (the other 50% from the cruise ship head tax paid to Seward), it can continue to prepare for this option by discussing the following questions:

- Who would be the lead agency for the bus service? Would this be an existing nonprofit agency, CARTS, or a new agency? The lead agency would be responsible for at least the following activities:
 - Developing an RFP for a provider to operate the service and managing the RFP process
 - Liaising with the city council and city administration regarding the service
 - Serving as the point person for any questions or concerns regarding the service
 - Developing marketing/outreach campaign to the public, including a website
 - Coordinate all federal reporting requirements
- What would the city's role be, if any, in the new service?
- Would a fare be charged? If so, what would that be?
- Is the city looking at upgrading the utility access road between Seward HS and Mount Haven nursing home? If so, this could be a factor in how the bus is routed.

Appendix A: Job Description for a Mobility Manager

The Seward Coordinated Transportation Advisory Group (STAG), a coalition of Seward community agencies, seeks to hire a Community Mobility Manager to oversee the development and operation of a year-round shuttle service in Seward and the immediately surrounding areas. The mobility manager would work closely with the SCTG to develop and monitor the shuttle, and would report to the Executive Director of Seward Senior Citizens, Inc. Specific duties are outlined below.

The availability of this position is contingent upon continued revenue from grants and other sources. Funding has been secured for the initial two years. One of the mobility manager's duties will be to research and apply for funding for initial years. The successful candidate must successfully pass pre-employment drug test, as well as random, reasonable suspicion, drug and alcohol tests.

Tasks to be performed

Initial set-up

- Develop bid specifications and requests for proposals to assure that procurement policies are followed
- Negotiate contracts for fixed-route service and ADA complementary paratransit service
- Oversees determination of service schedule and routing
- Develops annual operating plans

Service Monitoring

- Monitors contracts for compliance
- Ensure that all local, state, and federal policies, rules, and regulations are properly implemented and followed
- Ensure the completion and timely submittal of all local, state, and federal grant reports
- Develop, implement, and monitor a system safety plan.
- Institute and maintain a performance monitoring system sufficient to provide the statistics necessary to make quarterly assessments of all services provided.
- Conduct periodic inspections of on-street operations to ensure quality of service provided by contracted transportation providers
- Oversee annual customer satisfaction survey and provide a report to the Board.

Budgeting

- Develops annual operating budget (primary components: contract for service and MM position)

- Monitor budget expenditures and takes appropriate actions to modify services so that budgets are not exceeded in coordination with the finance manager.
- Authorize all program expenditures and purchases upon proper approval of the governing Board following procurement policies
- Oversee the preparation of all grant applications

Community Engagement

- Promotes available transportation resources to the region's residents, businesses and organizations.
- Develops and implements other marketing programs designed to increase a positive consumer awareness transportation services
- Plans and coordinates special promotional events and activities related to general public transportation
- Responds to questions and inquiries from Board members and from the community in a timely fashion.
- Attends other meetings as required
- Builds supportive community networks

Other

- Assist with planning and convening meetings of the Seward Coordinated Transportation Advisory Group.

Skills

- Organized, punctual and a self-starter who can work with minimal supervision
- Articulate, persistent, performance driven, results oriented, and a sense of humor
- Knowledge of geographic layout of Seward and surround areas
- Ability to communicate effectively in oral and written form
- Ability to compile information and maintain and keep accurate records and reports.
- Ability to deal courteously and tactfully with the public.
- Ability to write reports, business correspondence,
- Ability to present information, speak effectively before groups of employees, managers, clients, customers, and the general public, as well as respond to questions.
- Display a positive and cooperative attitude in working with all other staff, providers, and the community.

Experience/Education

- Four-year college degree in business, public administration, nonprofit management, communication, marketing, or related field
- A high degree of computer literacy, including competency in standard spreadsheet, database and word processing software
- 2-3 years work experience in government or nonprofit agency or business operations and/or marketing
- Experience successfully applying for grants and completing reporting requirements

Appendix B: Insurance and Coordinated Transportation¹

Often in transportation coordination projects, the question “Will coordinating transportation services affect my insurance coverage?” is asked. The problem is most agencies cannot answer that question. And, even after asking their insurance carrier, they still can’t. Although coordinated transportation has existed in some form or another for decades, despite the best planning, insurance and liability issues can rise up as a potential barrier to otherwise successful coordinated transportation systems.

Successfully laying the groundwork for your coordination effort means involving your broker and the insurance company’s underwriter early in the process. Talk with them about what you are trying to do and show them that it is the same level of activity or type of activity as before. Demonstrate that the coordinated service will be managed, supervised, scheduled and dispatch (including vehicle passenger tracking), maintained, and generally operated with the same safety and performance standards as the stand-alone service of the insured party. If your insurance company indicates that it may have concerns over your proposed activities, have a detailed discussion with them about what is and isn’t prohibited by the insurance policies of those involved in the coordination effort.

The following paragraphs provide information to help you address some of the potential questions an insurer may raise with regard to transportation coordination.

JOINT USE OF VEHICLES

Joint use, the most common form of coordination, is where two or more agencies jointly use a vehicle. The vehicle may be operated by one or both agencies, with paid and/or unpaid (volunteer) drivers. The agency owning the vehicle should be designated as the lead agency and should develop, in consultation with the additional coordinating agency(ies), the policies and procedures that will govern the coordination activities. Alternatively, one agency can lease its vehicles over to the other, with the lead agency maintaining the insurance for the vehicle. In either case, each agency involved should name the other agency(ies) as an additional insured party on their individual policies.

It is extremely important not to underestimate the coverage limits of liability. Accidents can and do happen. Review all policies to see that the coverages and limits are the same or compatible. Also review the dates of the policies for gaps.

In coordination projects where vehicles are shared, the accident will affect not only the party operating the vehicle, but also the agency owning the vehicle. This should not stop you from coordinating and sharing vehicles, but merely make you more aware of the

¹ Adapted from —Insurance and Liability Issues—Coordination Mountains or Hurdles? Transportation Coordination Brief No. 14. Ohio Statewide Transportation Coordination Task Force, April 1999. With updates by Walter Diangson, Pacific Shore Insurance Services, Inc., March 2009.

potential risk so that your liability coverage is high enough to cover this potential risk. This is just part of prudent risk management that all organizations should practice. In the case of an accident, the insurance of the owner of the vehicle will pay the claim first, then seek reimbursement from the insurer of the vehicle's operator (this is called "subrogation").

Types of Insurance Coverage

Commercial Automobile Insurance. This is the general category covering sedans, vans, and small buses. Specific areas of coverage that should be addressed in the insurance policy include the following:

- Liability
- Uninsured/under-insured motorists
- Additional insureds to include all participating agencies
- Physical damage coverage of the vehicles
- Comprehensive and collision deductibles. It is important to specify which agency, the owner or the operator, will be responsible for paying the out-of-pocket deductible.
- Medical payments. Coverage Under this coverage, the medical treatment costs of a person injured in an accident can be paid automatically by the insurance carrier without the injured person having to file a suit. Coverage amounts are usually \$1,000- \$5,000.
- Non-owned Contingency liability

Workers' Compensation Insurance. You will want to ensure that coverage is in place for all employees of the participating agencies. Check on your state's regulations regarding workers' compensation insurance.

General Liability Insurance. General liability coverage should include liability assumed by written contract or agreement. Note that policies for automobile liability and general liability can be secured from separate companies. It is generally easier to handle claims if both the automobile and general liability are with the same company. However, some of the carriers insuring public and community transportation do not provide both. 3

If a transportation provider does have two different companies—one for automobile liability and one for general liability—it is important to define where one type of liability coverage stops and one begins. For example, if an agency provides door-to-door transportation services for customers, where does the automobile-associated coverage end and the general liability coverage begin (sometimes referred to as the —transition zone). Again, be up front and clear with your insurers about how you will operate your business and how the choices you make in providing service may affect your coverage. Also, be sure your policies and procedures about handling of passengers is crystal clear, from the time you arrive at the customer's origin to his or her destination, including how you will transition them onto the vehicle and to a —reasonable distance or point of independence off of the vehicle, whether that is safely away from the bus on the sidewalk, to the door of their destination, or onto their or someone else's property.

Excess Liability Insurance. Excess Liability Insurance provides coverage over and above primary or standard insurance. The coverage is triggered when the amount of a loss exceeds (or exhausts) an existing primary policy limit. Excess liability coverage follows the same terms and conditions of the underlying policy or primary policy. For instance, if an agency has an auto liability policy and a general liability policy of \$1,000,000 limits each, but is required to carry \$3,000,000 limits by a grantor in each type, the agency can obtain additional excess policies on both for an additional \$2,000,000 for a total \$3,000,000 for each primary policy.

Umbrella Insurance. Umbrella coverage provides excess coverage over several primary policies, such as general liability, auto liability, employment practices liability and homeowners insurance. An umbrella policy increases the amount of liability insurance (limits) of the basic policies carried by the agency and reaches out to cover areas of unknown exposures lacking in the basic insurance policy.

The term "umbrella" is used because it covers liability claims from all policies underneath it, such as auto liability, general liability or other liability policies. Umbrella insurance provides broad insurance beyond and atop the primary coverage limits.

Employment Practices Liability. Agencies should also consider providing employment practices liability insurance (EPLI). EPLI is coverage protecting an employer against claims, which are not covered under workers' compensation statutes, alleging employer negligence stemming from work-related injuries, illness or death, as well as sexual harassment, wrongful termination and employment discrimination.

Directors and Officers Liability. All agencies should cover board and officers (staff) with Directors and Officers Liability (D&O). D&O insurance provides coverage against wrongful acts which might include actual or alleged errors, omissions, misleading statements, and neglect or breach of duty on the part of the board of directors and other insured persons and entities. Many D&O policies include employment practices liability coverage.

Insurance Provision among the Coordinating Agencies -Additional Insured Endorsements. An important part of insurance for the coordinated program will be naming other agencies involved as insureds on each others individual insurance policies. This is known as an additional insured endorsement to the policy. An additional insured endorsement is a contractual provision of the policy by which an additional insured (a person or entity, other than the named insured) is protected by the particular insurance policy.

Other Important Insurance Considerations among the Coordinating Agencies.

Coordinating agencies should also consider if the differences in each other's insurance coverage are acceptable in terms of the following:

- Whether or not the limits by individual insurance policies of the agencies are equal to or otherwise acceptable to the other agencies involved in the coordination program.
- Whether or not insurance companies of the participating agencies are admitted in the state where they are providing the coverage. An admitted insurance company is a company that is licensed by a particular state, monitored by the state for financial

- stability, covered by the state's guaranty fund, and subject to the state's regulations for licensed insurance companies.
- Whether or not the companies providing insurance are equally rated or otherwise acceptable to others in terms of their individual A.M. Best insurance credit ratings. A.M. Best Company is an independent company that rates insurance companies on their financial stability and future claims-paying ability (see www.ambest.com).
 - Agencies should also consider the dates of the insurance policies of each of the participating agencies; so as to be aware of renewal and gaps in coverage should they occur.

Hiring, Training, and Supervising Driver

Hiring, training, and supervisory standards should be compatible among all agencies participating in vehicle sharing. Objective driver selection criteria is critical to a good risk management program and should be established and agreed to among all of the agencies.

participating in the coordination project. Once the criteria have been established and accepted, the participating agencies must then agree that all of the drivers meet the standard at inception, and that a regular and ongoing program to maintain driver eligibility is put into place.

The lead agency may wish to oversee establishment and monitoring of the driver selection criteria, or delegate the responsibility to one of the participating agencies. Whichever you choose, it is better to have a single entity responsible for the maintenance of this effort.

Agencies should incorporate the management of driver and staff behaviors as an important element in safety training, including driver attitude and commitment to a team concept. Unsafe behavior rather than unsafe conditions (e.g., icy or snowy conditions, traffic, road construction, parked cars, low overhanging tree branches) leads to more accidents. Those unsafe behaviors include rushing, poor planning, and distractions (e.g., driver use of cell phones, driver inattention because of day dreaming or sightseeing, driver's extended involvement with passengers in conversation, passengers taking off their seatbelts and standing).

Rider Conduct Standards

Just as important as driver policies are the policies set for passengers. All agency partners should establish a common set of passenger codes of conduct and ensure that all coordinating agencies, whether providing transportation or riders, have compatible rider policies.

Driver Licensing

Agencies may also wish to adopt their state's commercial drivers license (CDL) provisions for all vehicles. Most states require a CDL driver license for any vehicle designed to transport 16 or more passengers, including the driver; the requirement for vehicle operators to have a valid CDL is generally based upon the vehicle manufacturer's seating and weight classifications, not the functional seating capacity of the vehicle.

However, it is advisable for a transportation provider to adopt these provisions for all vehicles. Doing so, for example, would require drivers to report to their employer within 24 hours any moving violation.

Accident and Reporting Procedures

Partner agencies should have compatible accident and incident reporting procedures, including joint accident review and safety committees. Steps they can take include

- Establishing a mutual protocol for reporting accidents and incidents, follow-up action, safety meetings, and accident reviews
- Using a common accident reporting form (acceptable to your insurance claims department)
- Using disposable cameras on each vehicle if possible or at least have digital cameras with the road supervisors
- Sharing road supervision duties or shifts, with common policies and procedures]
- Having common road call services or common emergency response maintenance service
- Adopting a procedure that vehicles must be serviced off the roadway or highway, have vehicles pull off highway, freeway to side streets for safer work areas.

Other considerations for agencies sharing vehicles

All agencies involved in sharing a vehicle should contribute toward the cost related to operating the vehicle. These costs will include, but may not be limited to, expenses related to administration, setting driver standards, driver training, and of course, insurance. Once decisions are made regarding cost sharing, they should be documented in a formal contract that outlines all of the rights and responsibilities for each agency participating in the coordination effort. Agencies should also have compatible or comparable management and operations policies and procedures.

USING SCHOOL BUSES IN COORDINATED TRANSPORTATION

School bus transportation has a very specific and limited scope of service. Buses are used only 184 days a year and in limited hours during those days. Bus drivers are more regulated and tested (on average) than are drivers of public transit or human service agencies that provide transportation. The average number of miles operated each year is low and the average speed at which they travel is low. Therefore, the exposure and risk for these vehicles is limited. Insurance companies are comfortable with covering these types of services, and many insurers may be licensed to write only these policies in a state. A school system's insurance carrier, therefore, may not wish to, or may not be licensed to, write an insurance policy for school buses in a coordination effort.

If you choose to use school buses in a coordinated effort (and you are permitted to do so under state law), you should

- Choose a dollar amount of insurance you wish to insure the fleet for

- Decide how to cover the cost (share among agencies, etc.)
- Choose the agency which will provide the insurance coverage (school system, lead agency in coordination effort, etc.)
- Be sure all costs of the school buses, including depreciation, are covered by the coordination project

If a school system wishes to participate in a coordination project under the instances outlined in the above paragraph, vehicle insurance can be addressed in one of two ways.

First, a school system can lease its vehicles to the coordination project without insurance. The lease agreement would specifically require the coordinating agency to supply the insurance coverage, and it would also set forth the coverage requirements and amounts. If this option is used, the legal counsel for both the school system and coordination project should review and approve the agreement prior to the actual lease. Other standard provisions that would be included in any lease arrangement (e.g., drivers, fuel, maintenance) would also be addressed.

The second option is to include an endorsement in the school system’s insurance policy which specifically addresses the use of the vehicles in the coordination project.

MIXING CLIENT POPULATIONS

Typically in any coordinated transportation system, many client populations will be served at the same time. This should not be a problem for human service agencies as the population each serves has a scope similar to the other agencies in the coordination effort. However, insurance carriers have at times hesitated to cover agencies that are serving —mixed client populations because of what they perceive as increased risk.

It is important to understand that the risks are different for different client populations. For example, transporting school children is different from transporting the senior population.

You can respond to any concerns about increased risk by letting your insurer know that you have compatible or uniform driver hiring, screening, and training standards in place across all participating agencies. This way, all agencies in your coordination effort can be assured that their particular customers will receive safe and reliable service regardless of who provides the service. Many coordination projects address the issue of client mixing by working to educate member agencies about not only the differences, but the similarities of their particular client populations. Remember, public transportation providers have been mixing clients successfully for years. 8

LEARNING TO “TALK THE TALK” OR SELLING YOUR TRANSIT SYSTEM TO YOUR INSURANCE CARRIER

Even after you have put all of the necessary joint operational, insurance, cost-sharing, and hiring and training agreements in place among partner agencies, your efforts to secure insurance coverage for a coordinated project will be hampered unless you are able to effectively communicate all of the risk management steps you have taken to your insurance carrier.

Learn the Correct Insurance Terms

Describing your transportation system incorrectly can mean the difference between coverage and being dropped. Insurance companies are driven by risk. The amount of your insurance premium is directly proportional to the amount of risk your carrier foresees in providing you coverage. The higher the risk, the higher the premium.

Livery, taxi service, community transportation, and school bus transportation all have specific meanings to insurance carriers. Find out what they are. For example, the term —public livery may be broader than you think; it includes taxi, limousine, charter bus, other bus (public transit, shuttles) and paratransit (non-emergency medical transportation) to the insurance industry. An insured needs to be clear as to what type of public livery they provide. (Note: some basic insurance definitions are included at the end of this brief.)

Educate Your Current Insurance Carrier

Just as you may not speak —insurance-ese, your carrier may not speak in terms commonly used with regard to coordinated transportation. Explain your project, the agencies involved, and your operating plan. This latter element is essential. Showing that you have standards for driver training, selection and retention as well as service provision that all coordination participants follow may mean the difference between coverage at a reasonable premium and coverage at an exorbitant amount or no coverage at all. The more information you can provide to your carrier the better.

Criminal background checks and pre-employment drug and alcohol testing are common requirements among transportation systems and go a long way to show insurance carriers that you are doing your part to ensure that you are hiring quality drivers. 9

If you had the foresight to develop a risk management plan, or one of your participants has one that you can adopt for the coordination effort, be sure to provide this as well. Make your insurance carrier a partner in your coordinated effort, not an adversary.

If Your Carrier Can't (Or Won't) Provide Insurance Coverage For You, Find One That Will

Coordinating transportation services makes sense from community partner and —good neighbor, cost-effectiveness, and efficiency points of view. Don't give up just because the first carrier says no. Insurance companies can pick and choose what they cover. They may also not be filed in your state to be able to write the policy you need. Be prepared to shop around. If your carrier cannot offer you the coverage you need, find one that will.

COMMON VEHICLE INSURANCE TERMS

The following definitions will help you to read and understand the information in this brief and to communicate with your insurance carrier.

Liability: The portion of a policy that pays for bodily injury or damage that your vehicle does to others as the result of an accident. This is the most important part of any vehicle insurance policy. Example: Your vehicle hits a legally parked car with two people in it. There is substantial damage to the car and both people suffer neck injuries. This would be covered under your liability coverage.

Medical Payments: Limited payments (generally \$1,000 to \$5,000) for medical treatment made to persons injured either on or by your vehicle. These payments are made regardless of fault to deter people from filing a liability claim. Example: Mrs. Jones trips over her loose shoe lace and falls on your bus. She then has a doctor's visit to bandage a bruised knee.

Uninsured Motorists: Provides coverage to you and your passengers should an uninsured motorist be at fault in an accident. Your insurance company pays on behalf of the uninsured driver. This also applies in hit and run situations. Example: Another driver rear ends your vehicle causing damage and injury to two passengers, then leaves the scene without stopping. He leaves so quickly that you cannot get his license number. 10

Collision: Coverage which pays for damage to your vehicle as the result of a crash with another vehicle or fixed object. Example: Your driver hits a tree causing \$2,500 in damage to your vehicle.

Comprehensive: Comprehensive coverage provides payments to repair or replace your vehicle as a result of virtually all other causes, (except collision), such as fire, theft, flood, or vandalism. Example: Several of your vehicles are spray painted by a graffiti artist requiring repainting at a cost of \$1,000.

Ceramics Kiln

2018 Seward Community Foundation Mini-Grant Program

Independent Living Center

Ms Jamie Barrett
PO Box 3523
Seward, AK 99664

sewardtrails@peninsulailc.org
O: 907-224-8711
M: 907-491-0481
F: 907-224-7793

Ms Jamie Barrett

PO Box 3523
Seward, AK 99664

jbarrett@peninsulailc.org
O: 907-224-8711
M: 907-491-0481
F: 907-224-7793

Application Form

Instructions

The Seward Community Foundation (SCF), an Affiliate of The Alaska Community Foundation (ACF), seeks applications from qualified, tax exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Seward/Moose Pass** area. Mini-grants of up to \$1,000 are intended to be a flexible funding opportunity that may support a broad range of community needs throughout the year, including but not limited to health and wellness, education, the great outdoors, arts and culture, and community development.

Grant projects must be completed within one year of award and are subject to the grantee completing an online grant agreement signifying acceptance of the terms and conditions of the grant. A final grant report and any other outstanding follow ups must also be submitted online before the grantee will be eligible for future grant opportunities from SCF. Due dates and the forms to submit for these follow ups can be found by logging into the online grant system.

Grant applications must be submitted online. The Seward Community Foundation's Advisory Board reviews mini-grant applications at their monthly meeting and the **deadline to submit an application for consideration is the first Wednesday of each month.** Any overdue grant reports or other follow ups for previous grant awards from ACF and its Affiliates must also be submitted using the online grant system prior to the deadline for the current application to be considered.

Please review SCF's Mini-Grant Guidelines to determine your eligibility before applying.

Please direct **general questions** to SCF's Program Manager, Allison Fong, at afong@alaskacf.org. Please direct **eligibility and technical questions** about the online grant system to ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

Organization Information

Name of Organization*

TRAILS/ILC

Organization's EIN*

92.0137389

Organization Type*

Only qualified, tax-exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Seward/Moose Pass** area are eligible to apply. Please review SCF's Mini-Grant Guidelines to determine your eligibility **before applying.** If you are unsure of your organization's eligibility, please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

501(c)(3)

Organization's Location*

Is your organization located in the Seward/Moose Pass area? If not, will your project/program benefit this area?

Yes

Benefits to Area (optional)

If your organization is not located in the area but you believe your proposed project/program will benefit area residents, please explain how.

Mission Statement*

What is your organization's mission statement?

Promoting fun, safe, adaptive, and inclusive recreation opportunities for people of all abilities.

Description of Organization (optional)

Please provide any additional information about your organization that you wish to share.

TRAILS offers year-round recreational opportunities for people who experience disability in the Seward and Moose Pass areas. We organize a variety of activities to suit many tastes from adaptive downhill skiing to arts and crafts. Through our partnerships and commitment to community inclusiveness, we do our part to bridge the gap in Seward recreation. We are consistently seeking out ways to make this a better community to live in for all.

Previous Grant Award Details (if applicable/known)

Please list the project title and date of your most recent grant award, if applicable/known.

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Any outstanding follow ups for previous grant awards from ACF and its Affiliates must be submitted using the online grant system prior to the deadline for the current application to be considered.

Please contact ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708 before continuing your application if you have not or are unsure if you have completed a grant report for a previous grant award.

Project/Program Information

Project/Program Name*

Ceramics Kiln

Project/Program Start Date*

When will your proposed project/program begin?

05/01/2018

Project/Program End Date*

When will your proposed project/program end? **Please note that awarded grant projects must be completed within one year of receiving a grant.**

05/01/2019

Project/Program Description*

Please describe your proposed project/program, including a discussion of the community need and if you are planning to collaborate/partner with other community organizations or entities.

TRAILS has partnered with AVTEC to provide ceramics to the community. This partnership benefits community members by providing an artistic outlet and social gathering opportunity.

AVTEC allows TRAILS participants and community members to utilize equipment and space at two designated times throughout the week between October and April (providing a maximum of 40 individual opportunities to participate any given week). TRAILS covers the cost of supplies via participant donations and utilizes the help of volunteers to provide assistance and maintain the room.

After many years of benefiting the community with this project, AVTEC had an equipment malfunction with their kiln used to fire ceramics projects. In order to continue this program efficiently, the kiln will need to be replaced.

Project/Program Goals*

Please describe the goals of your proposed project/program, including what outcomes you hope to achieve.

The goal of the this project is for TRAILS to continue to partner with AVTEC in offering the community a healthy, artistic outlet during the winter time. To achieve this goal AVTEC needs a new kiln in order to be able to fire ceramic projects in bulk amounts to accommodate the large amount of community members taking the class.

Project/Program Benefits*

Please describe the benefits of your proposed project/program. What will improve on in the Seward/Moose Pass area as a result of this project/program? Who and how many individuals will benefit from this program/project?

Living in Seward in the wintertime has been described by many as an isolating experience. Unlike many other Alaskan communities, we lack indoor community space that affords us with the opportunity to engage socially in a healthy manner. This program seeks to offer an artistic and social outlet that would otherwise not be available. The charge per class is kept to a minimum to ensure that it is available to people on a tighter budget. This class is open to a wide age range, requires no prior experience, and is accessible to people who experience disability. During a 24 week period, 48 classes are offered, with a maximum of 20 people per class for a potential total of 960 individuals served.

Measuring Success*

Please describe the outcomes that will define if your project/program is successful, including how your organization plans to track and report on these outcomes. Please also describe how your proposed project/program will continue beyond the original grant term, if applicable.

This project will be a success if we are able to purchase the kiln and continue the program during the fiscal year of 2019 and beyond. The kiln is a one-time purchase that should last many years.

Project/Program Budget

Total Project/Program Budget*

\$2,440.00

Amount Requested*

Please note that individual grant amounts will be awarded up to \$1,000.

\$1,000.00

Project/Program Budget Form*

Please download, complete, and upload the Project/Program Budget Form below. At the bottom of the form, please also list other sources of funding you are seeking and the status of those requests.

Project/Program Budget Form

In the box below, please describe the line items from the budget worksheet in detail.

Mini-Grant AVTEC Kiln.xls

Kiln. Skutt KM-1027, phase 1 240V 50A 23 inch inner diameter 27 inch inner depth. Retail price: \$3,050 minus 20% discount for total of \$2,440.

Optional Documentation

Other Useful Information (optional)

Please provide any other useful information that could help the SCF Grants Committee evaluate your grant application. If desired, you can also upload letters of support and other documentation below.

Jamie Barrett

Jamie Barrett

PO Box 577

Electronic Signature

Authorized Signature*

By typing my name below, I certify that the information provided in this grant application is accurate and complete to the best of my knowledge, and that I am authorized to submit this application on behalf of my organization.

I authorize The Alaska Community Foundation to verify any information submitted as part of this application. I also agree to allow any information on this application (unless otherwise noted) to be released for publication.

Jamie Barrett

Title*

TRAILS Coordinator

Date*

05/29/2018

Please complete the grant application process by clicking the [Submit Application] button below.

File Attachment Summary

Applicant File Uploads

- Mini-Grant AVTEC Kiln.xls
- Jamie Barrett
- Jamie Barrett
- PO Box 577

