

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

Name of Organization: Sitka Counseling and Prevention Services, Inc

Alaska State Business License Number (if applicable): 298434

Name of Contact Person: Amy Zanuzoski

Phone: 907-747-3636 x234 Email: amyz@scpsak.org

Mailing address: 113 Metlakatla St. Sitka, AK 99835

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

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

Dollars Requested: \$10,000

Match Dollars Committed: \$16,478 Percentage: over 100%

Sources of Matched Dollars: Unrestricted Income

Brief Description of the Purpose of the Grant: Sitka Counseling is applying for the Human Services Annual Grant, to provide a coordinator to work with the other agencies in town to get

Sitka aligned for a drug free community. This will help to sustain and re-establish the STAMP (Sitkans Together Against Meth Project),

Advancing Our Community, Pathways and other groups which have been formed to reduce substance abuse/drugs in Sitka.

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

Name: 

Title: Executive Director Date: 8/14/2014

City and Borough of Sitka  
General Fund Grants For Nonprofit Organizations

**APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE**

**\*\* Please submit only requested items \*\***

- Detailed project description overview (one page only) – total pts 10**
  - What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?
  - What will be done with these funds?
  - Who will do it?
  - Who will be served?
  - When will this service be provided?
  
- Expected Outcomes (one page only) – total pts 10**
  - How will the project be measured as successful?
  - What will the tangible community benefit be?
  - What are some benchmarks during the project that indicate things are going in the right direction?
  
- Statement of Need (one page only) – total pts 10**
  - How does this project align with the funding category that you are applying for?
  - What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
  - Does the funding from this request help leverage other funds for the project? How?
  
- Organizational Capacity (one page only) – total pts 10**
  - Track record (this or similar project delivery and management)
  - Community Support
  - Board Attendance
  - List of Board Members and Officers
  
- Budget – total pts 10**
  - Statement of assets, revenues, and expenditures for previous year.
  - Detailed budget for current year, including funds for this project.
  - Include itemized list of grants received or pending for prior and current years.
  
- Required Documentation – total pts 10**
  - Copy of nonprofit documentation such as IRS 501c3 designation
  - Current State of Alaska nonprofit organization business license.

Please submit the **original** and **seven (7) copies** of your application, including summary sheet, fastened by clip or staple. Type the application using size 10-12 font. Submit only material requested.

City and Borough of Sitka Annual Grants from General Fund  
Application packet

Detailed Project Description:

Sitka Counseling is applying for the Human Services Annual Grant, for providing a Program Coordinator to arrange, for our agency, to apply for a 5 year SAMSHA –Drug Free Community (DFC) support program grant in March 2015. We want to provide a coordinator to work with the other agencies in town to get Sitka aligned for a drug free community. This will help to sustain and re-establish the STAMP (Sitkans Together Against Meth Project), Advancing Our Community, Pathways and other groups which have been formed to reduce substance abuse/drugs in Sitka.

The coordinator will work under the direction of the Executive and Clinical Director's to address the needs in the community to:

1. Establish and strengthen collaboration among community partners, public and private non-profit agencies; as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance use among youth (under18).
2. Reduce substance use among youth and, over time, reduce substance abuse among adults by addressing the factors in a community which increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

With the support of the City and Borough of Sitka, the DFC Support Program is intended to support established community-based youth substance use prevention coalitions capable of effecting community-level change. For the purposes of this DFC Support Program, a coalition is defined as a community-based formal arrangement for cooperation and collaboration among groups or sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug-free community.

The coordinator will start by hosting bi-monthly public meetings to bring community partners to the table to talk about what needs to be done to get the coalition established. They will work with leaders within our community to identify and address local youth substance use problems and create sustainable community-level change. We will focus on implementing the Seven Strategies for Community Change. These are conceptual understanding of strategies a coalition may employ including efforts which individuals as well as those which have the potential to reach the entire community.



City and Borough of Sitka Annual Grants from General Fund  
Application packet

Expected Outcome:

The project will be measured by getting 12 community members signed up for the coalition partnership agreements. They will be youth, parents, business, media, school, law enforcement, healthcare, volunteer groups and tribal agencies. Our agency already has been in contact with and /or has established a partnership which this coalition will strengthen. The Strategic Prevention Framework is a five-step evidence-based process for community planning and decision-making. Cultural competence, sustainability and benchmarks should be considered throughout all five steps of the process which includes:

1. **Assessment:** Identify local youth substance use problems and the community conditions which contribute to the specific identified issues.
2. **Capacity:** Mobilize/build capacity to change the conditions and address the youth substance use problems.
3. **Planning:** Develop a logic model, comprehensive 12-month Action Plan, and multi-year Strategic Plan.
4. **Implementation:** Implement action and strategic plans with multiple objectives, strategies, and activities.
5. **Evaluation:** Monitor, sustain, improve, or replace prevention activities, efforts, and strategies.

Community Level Change will be our tangible community benefit along with development and implementation of a comprehensive action plan to prevent youth substance use. Seven Strategies for Community Level Change:

1. **Provide Information:** Educational presentations, workshops or seminars, and data or media presentations (e.g., PSAs, brochures, town halls, forums, web communication).
2. **Enhance Skills:** Workshops, seminars, or activities designed to increase the skills of participants, members and staff (e.g., training and technical assistance, parenting classes, strategic planning retreats, model programs in schools).
3. **Provide Support:** Creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., alternative activities, mentoring, referrals for service, support groups, youth clubs).
4. **Enhance Access/Reduce Barriers:** Improving systems/processes to increase the ease, ability, and opportunity to utilize those systems and services (e.g., assuring transportation, housing, education, safety, and cultural sensitivity) in prevention initiatives.
5. **Reduce Access/Enhance Barriers:** Improving systems/processes to decrease the ease, ability, and opportunity for youth to access substances (e.g., raising the price of single-serve cans of alcohol, implementing retail alcohol/tobacco compliance checks).
6. **Change Consequences (Incentives/Disincentives):** Increasing or decreasing the probability of a behavior by altering the consequences for performing that behavior (e.g., increasing taxes, citations, and fines; revocation/loss of driver's license).
7. **Change Physical Design:** Changing the physical design of the environment to reduce risk or enhance protection (e.g., re-routing foot/car traffic).

City and Borough of Sitka Annual Grants from General Fund  
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Statement of Need:

The project is aligning with the Human Services category, by addressing the needs of our community to be a drug free community. There is documented needs from the Robert Wood Johnson Foundations report which was released earlier this year. Robert Wood Johnson Foundations county health rankings:

<http://www.countyhealthrankings.org/app/#!/alaska/2014/rankings/sitka/county/outcomes/overall/snapshot>

This report is unique and neat because you can look back at previous years, as well as comparing Sitka to other regions within the State. In Alaska data was compiled for 23 regions. Juneau had the highest overall score followed by Sitka (2) and Kodiak (3). The report also shows a few areas which need improvement. Most notably was our number for excessive and binge drinking episodes. Twenty-five percent of adults surveyed self-reported drinking in excess daily and or binge drinking in the last 30 days. This puts Sitka rates of high risk drinking 6% higher than the state average, 4% higher than Ketchikan and 8% higher than Juneau. In fact, only one region in the State had a higher percentage of people who were regularly engaged in this kind of health degrading consumption. Sitka's binge/excessive drinking numbers have been above the state average for years, which is significant when you consider that Alaska's per capita drinking rates continue to be some of the highest in the country. Excessive drinking is the third leading lifestyle-related cause of death in the United States, and high risk drinking leads to a host of health problems.

The funding we are requesting from the City and Borough will allow us to leverage our unrestricted income to establish the needed documented six months of preparation. In order to apply for the Drug Free Community Support Program SAMSHA grant we need to employ a part time coordinator to create a coalition team, action plan, mission statement, document progress, meetings and evaluation tools.



City and Borough of Sitka Annual Grants from General Fund  
Application packet

Organizational Capacity:

Sitka Counseling and Prevention Services, Inc. is a not-for-profit 501(c)(3) corporation whose primary purpose is to prevent and reduce the harmful effects of mental illness and substance abuse in the lives of youth, adults, and families by providing caring, professional, therapeutic, and preventative services. Sitka Counseling was formed through a merger of services which were provided to Sitka for over 25 years by Sitka Prevention & Treatment Services and Sitka Mental Health Clinic, dba Islands Counseling Services. This merger was finalized on January 1, 2004. In the ten years since the merger, Sitka Counseling has proven itself capable of delivering and managing grants for Sitka's prevention, treatment and counseling services, as had its two founding agencies. A seven-member Board of Directors governs Sitka Counseling; they participate in Sitka Counseling events, attend Board Meetings on a regular basis and are active residents of the community.

We have been building partnerships with a variety of agencies in Sitka. We have been actively working with Pathways and SAFV for four years, the Sitka School District, SEARHC, Sitka Community Hospital, Sitka Police for over ten years. Our staff has been working with the Health Summit, STAMP, Youth Advocates and Raven's Way to foster positive change. Sitka Counseling's community support is important because it builds relationships and trust. Without a community your area is just another place to live.

The City and Borough of Sitka has provided funds to specifically meet the local cash match for this program in consecutive fiscal years: FY 2006, FY 2007, FY 2008, FY 2009, FY 2010 and FY2011. For FY2015 State funding has been reduced, and without City and Borough of Sitka funding this project will be lost.

Board members include Robert Don Alexander – President, Stan Filler – Vice President, Vicki Keele Secretary/Treasurer, Margret Andrews, Dave Miller, Clifford Edenshaw and Ken Davis. Our board has longevity, with some members standing for more than twenty years. They attend monthly policy and direction meetings as well as special purpose committees.

City and Borough of Sitka Annual Grants from General Fund  
Application packet

Attachment - Detailed Budget for the Project 2015-2016

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
<b>Personnel</b>				
Program Coordinator	1.00	\$ 5,500.00	\$8,000	\$ 13,500.00
		-		
Fringe Benefits at 26%		\$ 3,800.00	\$5,978	\$ 9,778.00
<b>Total Personnel</b>	<b>1.00</b>	<b>\$ 9,300.00</b>	<b>\$13,978</b>	<b>\$ 23,278.00</b>
<b>Facility</b>				
Facility Rent		\$ -	\$ 1,000.00	\$ 1,000.00
<b>Total Facility</b>			<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>Supplies</b>				
Office Supplies		\$ 250.00	\$ 250.00	\$ 500.00
Food		\$ 250.00	\$ 250.00	\$ 500.00
<b>Total Supplies</b>		<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 1,000.00</b>
<b>Equipment</b>				
Equip. Maintenance		\$ -	\$ 500.00	\$ 500.00
<b>Total Equipment</b>			<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>Other</b>				
Printing/Advertising		\$ 200.00	\$ 500.00	\$ 700.00
<b>Total Other</b>			<b>\$ 500.00</b>	<b>\$ 700.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$ 10,000.00</b>	<b>\$ 16,478.00</b>	<b>\$26,478.00</b>

**Itemized list of grants:**

Department of Behavioral Health Treatment and Recovery Comprehensive \$1,041,899.00  
 Department of Behavioral Health Rural Human Services \$79,410.00  
 Sitkans Against Family Violence \$2,500.00

**SITKA COUNSELING AND PREV**  
**Balance Sheet**  
 As of June 30, 2014

	Jun 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115 · 1st Bank Operating	-27,149.83
1120 · 1st Bank Food Stamp Checking	1,042.48
1130 · FNBA Savings	45.21
1137 · 1st Bank - USDA Loan SJC Rsrv	12,713.94
1140 · Wells Fargo	877.53
1145 · First Bank - USDA Loan IRR Rsrv	27,739.02
1150 · Endowment Fund/Charles Schwab	5,000.09
1160 · Petty Cash	400.00
<b>Total Checking/Savings</b>	20,668.44
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	66,958.81
<b>Total Accounts Receivable</b>	66,958.81
<b>Other Current Assets</b>	
1225 · Client Fee Receivables	339,021.97
1227 · Allowance For Doubtful Accts	-74,999.00
1241 · Exparte Receivables	11,993.49
1242 · Rivers Edge Reimb	328.66
1250 · Prepaid Expenses	53,426.01
<b>Total Other Current Assets</b>	329,771.13
<b>Total Current Assets</b>	417,398.38
<b>Fixed Assets</b>	
1315 · Property & Equipment	1,061,389.58
1320 · Land - A St. House	25,750.00
1325 · Building - A St. House	77,250.00
1330 · Land - Sitka Recovery Campus	408,868.10
1335 · Building-Sitka Recovery Campus	1,659,974.97
1340 · Parking Lot-Sitka Recov Campus	32,683.00
1360 · Accumulated Depreciation	-928,207.19
<b>Total Fixed Assets</b>	2,337,708.46
<b>TOTAL ASSETS</b>	<b>2,755,106.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2110 · Accounts Payable	116,901.48
<b>Total Accounts Payable</b>	116,901.48
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	
2121 · 941 Payable	-539.27
2130 · ESC Payable	5,596.69
2140 · TSA Payable	-77.66
2141 · Health Insurance Payable	-17,363.95
2120 · Payroll Liabilities - Other	74.24
<b>Total 2120 · Payroll Liabilities</b>	-12,309.95
2220 · Security Deposits	3,907.50
2230 · Medicaid Advance	86,239.00
2240 · Line Of Credit	108,246.29
<b>Total Other Current Liabilities</b>	186,082.84
<b>Total Current Liabilities</b>	302,984.32



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Accrual Basis

**SITKA COUNSELING AND PREV**  
**Balance Sheet**  
**As of June 30, 2014**

	<u>Jun 30, 14</u>
<b>Long Term Liabilities</b>	
2337 · Note Payable - Rural Developmen	207,869.56
2338 · Note Payable - FNBA	96,045.19
2339 · Note Payable Sitka Recovery Cam	1,531,508.27
2340 · Note Payable - A St House	20,600.00
<b>Total Long Term Liabilities</b>	<u>1,856,023.02</u>
<b>Total Liabilities</b>	2,159,007.34
<b>Equity</b>	
3100 · Unrestricted Net Assets	728,807.68
3110 · Endowment Fund Balance	5,000.00
Net Income	-137,708.18
<b>Total Equity</b>	<u>596,099.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,755,106.84</u></u>

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08/14/14

Accrual Basis

# SITKA COUNSELING AND PREV

## Profit & Loss

July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>
<b>Income</b>	
4100 · Grant Revenue	1,219,244.65
4101 · Mini-Grants Revenue	600.00
4105 · Contract Revenue	3,613.76
4114 · Parenting Class Fees	175.00
4200 · Client Fees	1,118,479.83
4250 · Other Fees	228.40
4270 · Food	25,149.37
4271 · AW Room Fees	28,747.29
4400 · Unrestricted Income	97,238.23
4491 · Flume Circle Reimbursements	848.99
4492 · Rep Mgmt Fee	13,652.22
<b>Total Income</b>	<u>2,507,977.74</u>
<b>Cost of Goods Sold</b>	
4600 · Adjustments	364,225.15
<b>Total COGS</b>	<u>364,225.15</u>
<b>Gross Profit</b>	2,143,752.59
<b>Expense</b>	
5100 · Personal Services	1,573,219.35
5200 · Travel	65,458.44
5300 · Facility	216,345.66
5400 · Supplies	54,668.87
5500 · Equipment	25,675.25
5600 · Other	291,905.75
5800 · Miscellaneous	10,606.16
6000 · Room to Grow	43,980.73
66900 · Reconciliation Discrepancies	-399.44
<b>Total Expense</b>	<u>2,281,460.77</u>
<b>Net Income</b>	<u><u>-137,708.18</u></u>



IRS Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248206070  
Jan. 22, 2013 LTR 4168C E0  
91-1833550 000000 00

00013510  
BODC: TE

SITKA COUNSELING & PREVENTION  
SERVICES INC  
113 METLAKATLA ST  
SITKA AK 99835-7666



026413

Employer Identification Number: 91-1833550  
Person to Contact: Mrs. Turner  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 10, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



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Jan. 22, 2013 LTR 4168C E0  
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SITKA COUNSELING & PREVENTION  
SERVICES INC  
113 METLAKATLA ST  
SITKA AK 99835-7666

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations

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

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

This is to certify that

**SITKA COUNSELING AND PREVENTION SERVICES, INC**

113 METLAKATLA ST SITKA AK 99835

owned by

SITKA COUNSELING AND PREVENTION SERVICES, INC.

is licensed by the department to conduct business for the period

October 24, 2013 through December 31, 2015  
for the following line of business:

62 - Health Care and Social Assistance

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

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

Susan K. Bell  
Commissioner

