

City and Borough of Sitka
General Fund Grants for Non-profit 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?
 - Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount?

- ☐ **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 (e.g., McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
 - Does the funding from this request 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 non-profit documentation such as IRS 501c3 designation.
 - Current State of Alaska nonprofit organization business license.
 - CBS Liabilities Form.

Please submit your completed application, including summary sheet and required documentation by email to clerk@cityofsitka.org. Type the application using size 10-12 font. Submit only materials requested.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Homeless Coalition

Alaska State Business License Number (if applicable): 1073122

Name of Contact Person: Andrew Hinton

Phone: [REDACTED] Email: [REDACTED]

Mailing address: [REDACTED] 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 or
 - ☐ Community Development
 - ☐ Special Emergency Grant

Dollars Requested: \$25,000

Match Dollars Committed: \$25,000 Percentage: _____

Sources of Matched Dollars: Department of Housing and Urban Development (HUD): Continuum of Care.

Applied January 1, 2026

Brief Description of the Purpose of the Grant: These funds will directly support targeted case management and outcome tracking for residents at the Hitx'i Saani Community, Sitka's first permanent supportive housing project.

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

Name: Andrew Hinton

Title: Executive Director Date: 8/12/2025

1. Detailed Project Description

Key Highlights:

- Serving 12 residents in Sitka's first permanent supportive housing community.
- Two funding priorities: .5 FTE for case management (\$15k) and tracking data for measurable outcomes (\$10k) – to be matched with HUD CoC Dollars. Full FTE employed.
- Services begin November 2025 and continue through 2026.
- Case manager works closely with the Program Director and Executive Director.
- Previous CBS funding has gone to service provision, shelter programming, hiring SHC's first ED, and construction of Hitx'i Saani.

Narrative:

Grant Category: Annual – Human Services

The Sitka Homeless Coalition (SHC) is launching Sitka's first permanent supportive housing project, the Hitx'i Saani Community, to provide stable housing and individualized support for residents transitioning out of homelessness. This project will serve 12 residents who face significant barriers to independent living, including disabilities that can impact employment and daily functioning.

We are requesting \$25,000 to support critical components of this project:

What will be done with these funds? Who will be served?

Funding from the City and Borough of Sitka will directly support targeted case management and outcome tracking for residents at the Hitx'i Saani Community, Sitka's first permanent supportive housing project. CBS funds will allow the Sitka Homeless Coalition to dedicate case manager staff time to individualized goal-setting and progression, monitoring progress toward employment, healthcare, and housing stability, and Executive Director staff time documenting measurable outcomes that demonstrate program effectiveness.

This data-driven approach ensures that residents receive the support they need to achieve stability while providing the community and funders with clear evidence of impact, including reductions in unsheltered homelessness, improved housing retention, and decreased reliance on emergency services.

CBS funding leverages additional resources from our HUD CoC renewal, Alaska Housing Finance Corporation support, and extensive local contributions, amplifying the effect of each dollar and ensuring that every resident receives the highest level of individualized support.

Implementation Timeline/Who will do it?: Services will begin in November 2025, coinciding with resident move-in, and continue through 2026. SHC staff will provide oversight, coordinate services, and monitor each resident's progress toward established goals.

Previous CBS Funding: SHC has received funding annually from CBS General Fund Grants in prior years, supporting our emergency winter shelter, hiring of our first employee, construction of Hitx'i Saani, and support service programs in prior years.

2. Expected Outcomes

Key Highlights:

- Stable housing for 12 residents.
- Employment, healthcare, and self-sufficiency goals tracked.
- Measurable reduction in unsheltered homelessness in Sitka.
- Decreased emergency service usage (ER visits, shelters).
- Evidence-based success drawn from other Alaskan communities.

Narrative:

Measures of Success:

- All residents maintain stable housing for at least six months.
- Decreased usage of emergency services, including ER visits.
- Residents attend regular healthcare appointments.
- Residents achieve individualized goals, including pursuit of employment for able-bodied residents.

Tangible Community Benefits:

- Fewer individuals experiencing unsheltered homelessness; last winter, 26 individuals used SHC's emergency shelter.
- Increased availability of affordable, supportive housing in Sitka.
- Residents gain opportunities to transition from homelessness to independent, productive lives.

Benchmarks:

- Within 3 months: All 12 residents housed, individualized plans developed.
- Within 6 months: Residents demonstrate measurable progress toward healthcare, self-sufficiency, and employment goals.
- Within 12 months: Reduction in the number of chronically unhoused individuals in Sitka. Tangible progress/accomplishment of resident goals. SHC has measurable data on key performance indicators.

This project builds on evidence from other Alaskan communities, including Juneau, Nome, and Bethel, where permanent supportive housing combined with individualized support has reduced emergency service use, improved long-term housing stability, and resulted in a litany of other quality of life benefits for residents.

3. Statement of Need

Key Highlights:

- Directly addresses the Human Services funding category.
- Aligns with City of Sitka Comprehensive Plan 2030 goals.
- 26 individuals used emergency shelter last winter; no PSH or transitional housing for special populations exists.
- CBS funding leverages HUD CoC, AHFC, and extensive local support.

Narrative:

Alignment with Funding Category:

This project directly addresses the Human Services category by providing structured, supportive services that help vulnerable residents move from homelessness to stability and self-sufficiency.

Documented Need:

- **City of Sitka Comprehensive Plan 2030:** Identifies a critical need for low-cost, transitional, and temporary housing for low-income families and at-risk populations. The plan specifically calls for public-private partnerships to create housing for individuals experiencing homelessness (H1.2i).
- **Local Data:** 26 unique individuals utilized SHC's emergency winter shelter last year, highlighting the lack of year-round housing options.

Leveraging Other Funds:

This CBS grant will complement funding from SHC's HUD Continuum of Care renewal and the Alaska Housing Finance Corporation's Basic Homeless Assistance Program. In addition, the project has substantial community support, including hundreds of small-dollar donations and contributions from local organizations such as the White Elephant, Rotary Club, First Bank, Moose Lodge, and multiple churches. Local funding will leverage the requested \$25,000 to ensure maximum impact, allowing SHC to provide stable housing and essential services to Sitka residents in need.

4. Sitka Homeless Coalition – Organizational Capacity**Track Record:**

The Sitka Homeless Coalition (SHC) has extensive experience providing services to individuals experiencing homelessness in Sitka. Over the past several years, SHC has successfully helped residents transition into independent housing and maintain their housing stability. For the past two winters, SHC has operated a seasonal winter shelter alongside the Sitka United Methodist Church, providing a safe and secure environment for individuals with nowhere else to go.

Currently, SHC is leading the development of Sitka's first permanent supportive housing community, Hitx'i Saani. This complex project involves site development, construction oversight, fundraising, and program design. SHC staff have managed all aspects of this development, including coordinating with contractors, securing funding, ensuring compliance with state and federal requirements, and engaging with community stakeholders. This experience demonstrates SHC's ability to successfully implement and manage complex programs that address homelessness in Sitka.

Community Support:

SHC benefits from overwhelming local support, including contributions from hundreds of individuals, local businesses, and organizations such as the White Elephant, Rotary Club, First Bank, Moose Lodge, and multiple churches. SHC works closely with local service providers, the Sitka Tribe of Alaska, and other government agencies to ensure that services are integrated, community-oriented, and responsive to client needs.

Board Attendance and Governance:

SHC is governed by a dedicated Board of Directors, which provides strategic guidance, oversight, and community connections. Board members are highly engaged and actively participate in program development and organizational management.

Board Members and Officers:

- Amanda Roberts (SEARHC)
- Kathy Ingallinera (Pioneer Home)

- Mel Beadle (SAFV)
- Joel Hanson (SAIL)
- Mariya Lovischuck (Juneau Housing First Collaborative)
- Chip Camden
- James Bohn
- Wayne Forchunatas

Staff and Operations:

SHC is fully equipped to operate the Hitx'i Saani Community, with a committed team including the Executive Director, Program Director, and Case Manager. Staff are trained in supportive services, program management, and community engagement, ensuring residents receive comprehensive assistance to achieve stable housing and independence.

Recent Project Development Photos (3-D Renderings + August 3rd Photos):



Statement of Financial Position

Sitka Homeless Coalition

As of June 30, 2025

DISTRIBUTION ACCOUNT		TOTAL
Assets		
Current Assets		
Bank Accounts		\$80,140.99
Accounts Receivable		\$36,563.62
Other Current Assets		
Undeposited Funds		
Total for Other Current Assets		0
Total for Current Assets		\$116,704.61
Fixed Assets		\$669,934.61
Other Assets		
Total for Assets		\$786,639.22
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		865.00
Accounts Payable		865.00
Total for Accounts Payable		\$865.00
Credit Cards		
Other Current Liabilities		-\$2,146.73
Total for Current Liabilities		-\$1,281.73
Long-term Liabilities		
Total for Liabilities		-\$1,281.73
Equity		\$787,920.95
Total for Liabilities and Equity		\$786,639.22

Sitka Homeless Coalition – FY26 Operating Budget

July 2025 – June 2026

Revenue

Source	Amount
Larger Grants (BHAP + CoC)	\$215,020
Organizational Grants / Corporate Donations	\$45,000
Individual / Other Fundraising	\$25,000
SBRA / Rental Income (Hitx'i Saani)	\$86,496
Total Revenue	\$371,516

Expenses

1. Staffing & Benefits

- Executive Director, Program Director, Resident Support Specialist, On-site Caretaker
- Payroll Taxes / Fringe

Subtotal: \$239,502

2. Contracted Services

- Bookkeeping, Accounting / Tax Filing
- Subtotal: \$4,500**

3. Programming (non-shelter)

- Showers & Laundry
- Homeless Prevention Assistance Program

- Meals Programming
- Supportive Services

Subtotal: \$22,984

4. Hitx'i Saani (non-staff)

- Property Management
- Repairs & Maintenance
- Ground Lease
- Utilities (Trash, Water/Sewer, Electricity)
Internet
- AHFC Compliance Fees
- Unit Supplies (toiletries, etc.)
- Replacement Reserves

Subtotal: \$59,284

5. Other Expenses

- ED Consulting
- Staff Training
- Emergency Shelter Program
- NSPIRE Training
- Office & Storage Expenses
- Insurance (GLI, Workers Comp, Property, D&O)
- Fundraising
- Legal Fees

Subtotal: \$43,831

Total Expenses: \$370,101

Operating Reserve (Net Income): \$1,415

Important Note: This does NOT include SHC's revenue/expenses for this fiscal year for its capital development project. Those are found on the Hitx'i Saani budget and the full FY26 budget.

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

DEPARTMENT OF THE TREASURY

Date: **MAR 11 2019**

SITKA HOMELESS COALITION
C/O GAYLE YOUNG
[REDACTED]
SITKA, AK 99835-7514

Employer Identification Number:
[REDACTED]

DLN:
[REDACTED]

Contact Person:
CHRIS BROWN

ID# [REDACTED]

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
June 30

Public Charity Status:
170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
May 9, 2018

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

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

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

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

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

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

SITKA HOMELESS COALITION

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

SITKA HOMELESS COALITION

 SITKA, AK 99835-7514

owned by

SITKA HOMELESS COALITION

is licensed by the department to conduct business for the period

January 25, 2024 to December 31, 2025
for the following line(s) 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.

Julie Sande
Commissioner

for Fiscal Year 2026

CBS Liabilities Form

Complete and submit this form with your Non-Profit Grant Application.

Organization Name: Sitka Homeless Coalition

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Tori Fleming
Tori Fleming, Procurement Specialist
747-1845

- Loan/Promissory Note

Amanda Diehl, 8/15/2025
Amanda Diehl, Controller
747-1801

- Utilities

Chelsey Dumag
Chelsey Dumag, Utility/Harbor Billing Clerk
747-1843

CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.