

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]

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: 100%

Sources of Matched Dollars: Alaska Housing Finance Corporation- Basic Homeless Assistance Program Grant

Brief Description of the Purpose of the Grant: \_\_\_\_\_

This grant will fund the operation of the Emergency Shelter Program, Sitka's only program dedicated to providing shelter and services to those experiencing homelessness in our community. The shelter will operate in the winter months (Dec-Mar) and is in partnership with the United Methodist Church of Sitka.

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 of the Sitka Homeless Coalition Date: 08/16/2024



## **Sitka Homeless Coalition CBS Grant: Detailed Project Description Overview**

**Grant Category:** Human Services

**Project:** Emergency Shelter Program for Persons Experiencing Homelessness

**Operators:** Sitka Homeless Coalition and The United Methodist Church of Sitka

**Projected Dates of Operation:** Dec 1st, 2024 - April 1st, 2025

With the mission to provide warm, safe shelter for those in need, the Sitka Homeless Coalition will partner with the United Methodist Church of Sitka to open and operate the Emergency Shelter Program, a seasonal emergency shelter for those experiencing homelessness in Sitka. The \$25,000 requested will be vital to ensuring consistent and quality provision of this much needed service for our community's most vulnerable neighbors. With these funds, should they be granted, the Sitka Homeless Coalition will be able to sustainably provide for the supplies, staffing, and training required to run a successful, safe shelter for persons experiencing homelessness.

Last season, our operations were designed to maximize safety for those we served. The shelter was open from 8:30pm to 8:30am, providing a secure environment during the hours of greatest need. SHC ensured that at least two staff members were on-site at all times to manage operations and provide support. The shelter was equipped with both an awake room and designated sleeping spaces, offering clients a choice dependent on their immediate needs. SHC provided cots, blankets, and clothing to ensure that clients had the basic necessities for a warm and restful night.

With sufficient funding, the shelter will be able to operate for more nights throughout the winter, adding to the overall impact of this project by becoming a resource available for a longer period throughout the year. In 2024, the Emergency Shelter Program operated sporadically and based on inclement weather in January. The success of the shelter became more evident when it moved to nightly provision on February 1st, 2024 and continued as such until the morning of April 1st, 2024. Building on this success, it is the goal of the Sitka Homeless Coalition and the United Methodist Church of Sitka to provide the service of the Emergency Shelter Program nightly from December 1st, 2024 to the morning of April 1st, 2025. Regardless, the Sitka Homeless Coalition and the United Methodist Church of Sitka are committed to continuing to provide these services—at minimum—on the absolute coldest nights this winter season.

The Sitka Homeless Coalition has a proven track record of managing critical community programs with past support from CBS Nonprofit Grants. Previously, the Sitka Homeless Coalition has received CBS Nonprofit Grants to operate its shower and laundry program and to help pay for salary expenses for its first FTE: in 2021 for \$5,000, and in 2022 for \$15,500.



## **Sitka Homeless Coalition CBS Grant: Expected Outcomes**

**Measuring Project Success:** Following the closure of the Sitka Homeless Coalition's shelter on April 1st, 2024, the organization has focused on evaluating the outcomes of its inaugural year as Sitka's first consistent shelter for individuals experiencing homelessness. Success for future operations will be gauged by three primary indicators: increasing the availability and accessibility of shelter services, enhancing connections to critical resources for shelter guests, and progressively reducing the overall need for shelter services by facilitating access to safe and affordable housing. Specifically, success will be measured by extending the shelter's operational nights each season, increasing the number of referrals and resource connections facilitated at the shelter, and tracking the percentage of guests who transition to stable housing after their stay.

**Tangible Community Benefits:** The community benefits of maintaining a shelter for individuals experiencing homelessness in Sitka are profound and far-reaching. The ongoing housing crisis in Sitka affects all residents, but its impact is particularly severe for marginalized groups, especially those with low incomes. The Sitka Homeless Coalition estimates that on any given night, at least 20 to 30 residents are without safe and warm shelter. Since the shelter's closure, SHC has received numerous inquiries from individuals and partner agencies seeking resources or shelter options for those in need. The most immediate and significant benefit of reopening the shelter will be providing a safe haven for the community's most vulnerable members. Additionally, ensuring that these individuals have shelter, particularly during the harsh winter months, will lead to tangible outcomes such as reduced emergency service usage, fewer police calls, fewer emergency room visits and, most critically, a lower risk of preventable deaths within the community. Beyond providing shelter, the Sitka community will also benefit from seeing these individuals connected to essential services, including housing assistance, employment support, physical and mental health care, and the creation of a supportive community network.

**Project Benchmarks:** Throughout the project, the Sitka Homeless Coalition is committed to ongoing evaluation to ensure the Emergency Shelter's success and its benefits to the Sitka community. Monthly reviews will focus on shelter usage, availability, and service delivery. Key metrics will include the number of nights the shelter is operational, average nightly attendance, the total number of individuals served, the quantity of referrals to external support services, emergency service calls, partner engagement on-site, the consistency and scope of supportive services provided by SHC, and the percentage of guests who have either secured housing or are on a housing waitlist. Critical benchmarks will include achieving over 90% client enrollment in Alaska's Coordinated Entry system, ensuring at least 80% of clients are either housed or on a housing waitlist, providing at least one external service referral per shelter guest, maintaining consistent nightly operations throughout the winter with over 100 nights of operation, ensuring partner involvement with at least one community partner present one night a week, and minimizing emergency service calls, with a target average of less than 1 call per month.



## **Sitka Homeless Coalition CBS Grant: Statement of Need**

**Grant Category:** Human Services

**Project:** SHC and UMC of Sitka Emergency Shelter Program

According to Sitka's 2024 Point in Time Count, at least 22 individuals are experiencing unsheltered homelessness on any given night within the City and Borough of Sitka. During its inaugural season in 2024, the Emergency Shelter Program served 19 individuals over a total of 550 visits in less than three months of operation. Additionally, a recent housing report conducted by the Sitka Tribe of Alaska and the Baranof Island Housing Authority revealed that 30% of surveyed tribal households had provided shelter to someone experiencing homelessness within the past year. These statistics underscore the reality of homelessness in Sitka. Despite being the fifth-largest municipality in Alaska, Sitka continues to lack recourse for those who find themselves with nowhere to go. This situation not only endangers the health and safety of our community members in need but also places an undue burden on our emergency services. Without a designated place to seek help, our neighbors often become frequent users of police and hospital resources. This added burden on our doctors and police officers takes resources away from other emergencies that arise in Sitka. With the lack of a warm, safe space for those in need in Sitka, these vital positions in our community are forced to take on additional roles, extending themselves and their services beyond their scope of work.

The Emergency Shelter Program directly addresses these pressing, documented needs by providing the first and only shelter dedicated to persons experiencing homelessness in Sitka. This project aligns perfectly with the Human Services category, as it addresses a fundamental human necessity: shelter. It is unacceptable for members of our community—our neighbors—to spend any night without shelter, especially during cold, wet, and dangerous conditions. Moreover, the shelter extends beyond offering a warm and safe place to sleep. During the winter of 2024, many shelter guests expressed additional needs, including physical and mental health care, income support, hygiene, nutrition, and social connection. The Emergency Shelter Program prioritizes all of these needs. Through partnerships and consistent service provision, the program offers: connections to physical and mental health services, onsite employment support to help meet income needs, hygiene items and regular meals to address cleanliness and hunger, and most importantly, a space where individuals experiencing homelessness can find a sense of community. This mitigates the social isolation often faced by those who are marginalized or overlooked by society. In every sense, this project embodies the essence of human services.

This project has been made possible by support from a litany of community members and community-based organizations. Between over 50 small-dollar donors, the White Elephant, the Sitka Tribe of Alaska, First Bank of Alaska, and the Alaska Housing Finance Corporation, the Sitka Homeless Coalition was able to financially sustain this project. The Sitka Homeless Coalition intends to leverage these funds again this winter. The most substantial of which is funding from the Alaska Housing Finance Corporation, which has been committed for the coming winter. These funds will be leveraged to ensure the successful implementation of the project throughout the target period.



## Sitka Homeless Coalition CBS Grant Application: Organizational Capacity

The Emergency Shelter Program, operated by the Sitka Homeless Coalition in partnership with the United Methodist Church of Sitka, achieved significant success during its first winter operation of 2024. Over the course of the season, the shelter opened for 78 nights, serving an average of 7 individuals per night and totaling 550 attendances. Nineteen unique individuals utilized the shelter, with all but one returning multiple times. Notably, over 50% of shelter users attended more than 10 times per month, resulting in an average attendance of 29 nights per person. This data from just one season underscores the critical need for this project and the vital services it provides within the Sitka community.

Moreover, the shelter’s operations were marked by effective management and highly capable staffing. The Sitka Homeless Coalition fostered a safe and welcoming environment. Notably, no emergency calls were necessary during the first year of operation to the shelter. This highlighted the program’s strong organizational capacity to maintain safety and order without external assistance.

The success of the shelter in 2024 was further amplified by the overwhelming support from the Sitka community. Financial contributions from numerous local organizations and countless individual donors were instrumental in making the shelter a reality. The community also demonstrated its commitment through generous in-kind donations, ranging from blankets to hot chocolate, and over 400 volunteer hours dedicated to the shelter’s operation. The partnership with the United Methodist Church of Sitka stands out as a powerful example of how various sectors of the community can unite to support neighbors in need. Additional support came from key partners and service providers, including SAFV, Sitka Counseling and Prevention Services, SEARHC, and SAIL, each of which referred individuals to the emergency shelter at least once in 2024.

With such a strong track record and deep-rooted community support, it’s no surprise that the Sitka Homeless Coalition’s Board of Directors is an active, engaged, and dedicated group. Comprised of 11 members, the board consistently provides direction, guidance, and governance, ensuring that SHC fulfills its mission of offering warm, safe shelter to those in need. Board attendance consistently remains high, and all board members commit to donating roughly 6 hours of their time each month.

Sitka Homeless Coalition Board of Directors Members and Officers:

<b>Amanda Roberts</b> , Chair	<b>Sterling Camden</b> , Vice Chair	<b>Courtney MacArthur</b> , Secretary
<b>Melissa Beadle</b> , Treasurer	<b>Kathy Ingallinera</b> , Member	<b>Fortchunatus Wayne</b> , Member
<b>Sarah Allison</b> , Member	<b>James Bohn</b> , Member	<b>Rachel Jones</b> , Member
<b>Jade Nodes</b> , Member	<b>Mariya Lovischuck</b> , Member	

July, 2024: FY25 Operating Budget During Hitx'i Saani Development					
Item	Annual	Notes	Confirmed		
<b>Revenue</b>			Applied or will apply	-- Not until next year	
Grant: BHAP	\$100,000	Noncompetitive after securing in FY24			
Corporate/Organizational	\$15,000	FY2024 Actual = \$15,000. Examples of organizations included: Sitka Salmon Shares (\$2000), STA Social Services (\$3000), Shee Atika, Sitka Legacy Foundation (\$1050), Rotary (\$2000).			
Grants (non-AHFC)	\$25,000	FY2024 Actual = \$14,000. White E (\$9000), First Bank (\$5000). Not incredibly distinct from Corporate/Organizational. Just more restricted. Other sources: Grants via CBS Nonprofit grant, GCI Gives, Northrim, etc...			
Other/Individuals	\$30,000	FY2024 Actual = \$30,000.			
Fundraising	\$8,000	FY2024 Actual = \$10,000			
RuralCAP, ACF, United Way		Grants to explore (both received and not received in the past) here.			
<b>Total Revenue:</b>	<b>\$178,000</b>	FY2024 Operating Revenue Actual = ~\$172,000			
<b>Expenses</b>			Programs split by color		
Management Personnel + Benefits			Bolded numbers sum to total		
Program Director	\$60,858	4 months: 40 hours per week at 27/hr +\$150/month healthcare stipend. *75% Hired October, 2024. Assume \$30/hour for remaining 8 months (beginning November).	Executive Director Salary Funded by Capital Grant Expenses for FY25		
Fringe	\$5,538	At 9.1% (payroll tax)			
<b>Subtotal Management Personnel + Benefits</b>	<b>\$66,396</b>				
Contracted Services					
Bookkeeping	\$6,600	Bunney Bookkeeping Quarterly Rate. \$1200 per quarter or \$4800 per year + 150/mo (or \$1800/year) for Payroll. Total of \$6600. FY24 Actual was \$8500	20-25 hours. ~6 hours a month		
Accounting	\$1,500	Elgee Rehfeld – 990 Tax Filing			
<b>Subtotal Contracted</b>	<b>\$8,100</b>				
Programming (non-shelter)					
Showers and Laundry Program	\$6,000	Based on prior years			
Homeless Prevention Assistance Program (HPAP)	\$7,200	Allots budget of \$600/month (24 individuals served per year)			
Meals Programming	\$4,400	Currently envisioned by the board to be once weekly. Based on an assumption of a \$10/head cost and an expected attendance of 20/dinner. For 5 months (22 weeks)			
Supportive Services	\$2,000	Other for supportive services: including items needed to secure employment or gain housing (IDs, birth certificates, licenses)			
<b>Programming (non-shelter) Subtotal</b>	<b>\$19,600</b>				
Winter Shelter Program		Assumes December to March (4 months) -- 121 Days			
Facility Expenses	\$10,000	\$2500/month			
Payroll	\$48,400	Assumes December to March (4 months) -- 121 Days. \$400/night for staff			
Fringe	\$4,404	At 9.1%			
Maintenance Reserve	\$700	Accounts for (1) broken window and the labor required to fix it			
<b>Subtotal Winter Shelter</b>	<b>\$63,504</b>				
Other Expenses					
Storage Space	\$1,200	Fisherman's Quay ~\$1200/year			
Office Space	\$3,780	Estimated monthly cost of office space of \$315. \$3780/year			
General Materials/Supplies	\$2,000	Zoom Account, QuickBooks Online and Adobe Acrobat Pro			
Insurance	\$5,900	Estimate for GLI, and Workers Comp (\$1400). Roughly this amount Actual for FY2024			
Ground Lease	\$3,900	\$3900 annually for 30 years beginning 2024 or 2025			
<b>Other Expenses Subtotal</b>	<b>\$16,780</b>				
Miscellaneous	\$3,620	For unexpected expenses that will occur in the next fiscal year.			
<b>Total Expenses:</b>	<b>\$178,000</b>				
<b>Net Income</b>	<b>\$0</b>				
<b>Additional Revenue sources to be received upon Hitx'i Saani Move-ins</b>					
Grant: Continuum of Care New Project					
Rent (and SBRA)		\$950*12 per month (assuming full occupancy)=\$11,400. \$11,400*12 months = \$136,800/year. Assuming 2.1% vacancy=\$133,927.20 annually. Move-ins will also come with a litany of added expenses of course			

# Sitka Homeless Coalition

## Statement of Financial Position

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash	0.00
Northrim Checking - 3083	90,749.36
Northrim Shower - 3880	450.59
PayPal	2,958.56
<b>Total Bank Accounts</b>	<b>\$94,158.51</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$94,158.51</b>
Fixed Assets	
Construction Work in Process	33,380.25
<b>Total Fixed Assets</b>	<b>\$33,380.25</b>
<b>TOTAL ASSETS</b>	<b>\$127,538.76</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	186,060.00
<b>Total Accounts Payable</b>	<b>\$186,060.00</b>
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	
AK Unemployment Tax	148.80
Federal Taxes (941/943/944)	341.19
State of WA Child Support	0.00
<b>Total Payroll Liabilities</b>	<b>489.99</b>
<b>Total Other Current Liabilities</b>	<b>\$489.99</b>
<b>Total Current Liabilities</b>	<b>\$186,549.99</b>
<b>Total Liabilities</b>	<b>\$186,549.99</b>
Equity	
Opening Balance Equity	80,529.59
Retained Earnings	58,784.65
Net Revenue	-198,325.47
<b>Total Equity</b>	<b>\$ -59,011.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$127,538.76</b>

Note: Please recognize that this most recent statement of financial position reflects a substantial account payable without adequate assets on hand to make said payment. This is simply due to the fact that—at this time—SHC had received an invoice for construction that has since been paid with a source of funding that was committed but not yet drawn down upon.



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]

Employer Identification Number:  
[REDACTED]

DLN:  
[REDACTED]

Contact Person:

CHRIS BROWN

ID# 31503

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](http://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.

Letter 947

SITKA HOMELESS COALITION

Sincerely,

*Stephen R. 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**



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

SITKA HOMELESS COALITION




# General Fund Grants for Non-Profit Organizations for Fiscal Year 2025

## CBS Liabilities Form

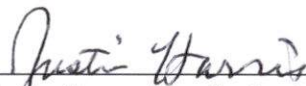
*Complete and submit this form with your Non-Profit Grant Application.*

**Organization Name:** Sitka Homeless Coalition


- Property Tax

  
Justin Harris, Supervisory Senior Accountant  
747-1853


- Sales Tax

  
Justin Harris, Supervisory Senior Accountant  
747-1853


- Municipal Leases

  
Melody Andaluz, Procurement Specialist  
747-1852

- Loan/Promissory Note

  
Brooke Volschenk, Controller  
747-1801

- Utilities

  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

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