



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike, JJ Carlson*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, September 26, 2023

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[23-123](#) Reminders, Calendars, and General Correspondence

Attachments: [Calendars and Reminders](#)

[Harden Service Award](#)

[IT Quarterly Report](#)

[Planning Quarterly Report](#)

[SPD ADMINISTRATIVE REPORT September 2023](#)

VI. CEREMONIAL MATTERS

[23-120](#) 1) Service Award - Chris Spivey
2) Proclamation - Reaffirming Indigenous Peoples' Day

Attachments: [Service Award Spivey](#)

[Proclamation Indigenous Peoples' Day](#)

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[23-121](#) Green Lake Hydroelectric Project Relicensing - Elizabeth Lack, McMillen Senior Regulatory Specialist

Attachments: [Green Lake Relicensing](#)

VIII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A [23-122](#) Approve the following marijuana license renewal applications submitted by Northern Lights Indoor Gardens, LLC and forward to the Marijuana Control Board without objection: 1) a standard marijuana cultivation facility license for 1321 Sawmill Creek Road Suites M, N, O, P and 2) a retail marijuana store license for 1321 Sawmill Creek Road Suites N, O, and P

Attachments: [Motion and memos](#)

[10136 Northern Lights Cultivation](#)

[10138 Northern Lights Retail](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

B [23-118](#) Award of the FY24 Annual General Fund Non-Profit Grants

Attachments: [00 Motion](#)

[01 FY24 Non-Profit Grant Memo](#)

[02 FY24 Grant Application](#)

[03 FY24 NonProfit Grant Requests](#)

[04 FY20 thru FY24 Requests Approvals Non-Profit Grants](#)

[05 Braveheart FY24 Application](#)

[06 Sitka Counseling FY24 Application](#)

[07 SAIL FY24 Application](#)

[08 Sitka Fine Arts Camp FY24 Application](#)

[09 Outer Coast FY 24 Application](#)

[10 Sitka Music Festival FY24 Application](#)

[11 Sitka Trail Works FY24 Application](#)

[12 Sitka Chamber FY24 Application](#)

C [23-119](#) Discussion / Direction / Decision of the Municipal Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Attachments: [Motion and PISF memo](#)

D [23-115](#) Authorize the Municipal Administrator to pursue a funding opportunity and advocate to the Department of Energy for Advanced District Energy Heating from Renewable Resources and expanded supervisory control of the electrical system

Attachments: [Motion](#)

[Assembly memo NREL grant FOA-2573 District Heating - 2023 Sept 20](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

XV. EXECUTIVE SESSION

Not anticipated.

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: September 22*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-123 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 9/21/2023 **In control:** City and Borough Assembly
On agenda: 9/26/2023 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Calendars and Reminders](#)
[Harden Service Award](#)
[IT Quarterly Report](#)
[Planning Quarterly Report](#)
[SPD ADMINISTRATIVE REPORT September 2023](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, September 26	Regular Meeting	6:00 PM
Tuesday, October 10	Regular Meeting	6:00 PM
Monday, October 23	Govt to Govt Dinner <i>Westmark Banquet Room</i>	6:00 PM



September 2023

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
27	Aug	28	29	30	31	1	Sep	2
3		4	5	6	7	8		9
		Observed Holiday	6:00pm <u>Sustainability Commission-Liaison Mosher</u>	5:00pm <u>Tourism Task Force-Liaison Carlson</u> 6:00pm <u>Library Commission-Liaison Duncan</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>				
10		11	12	13	14	15		16
			12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Tree and Landscape Committee-Liaison Carlson</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>			
17		18	19	20	21	22		23
				12:00pm <u>Health Needs and Human Services Commission-Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>				
24		25	26	27	28	29	30	Oct
			6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>	6:00pm <u>Tourism Task Force-Liaison Carlson</u>			

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Oct	2	3	4	5	6	7
		Municipal Election 6:00pm <u>Sustainability Commission-Liaison Mosher</u>	6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>			
8	9	10	11	12	13	14
		12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>		
15	16	17	18	19	20	21
			Observed Holiday 12:00pm <u>Health Needs and Human Services Commission-Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>			
22	23	24	25	26	27	28
	6:00pm <u>Govt to Govt Dinner Meeting - Westmark Banquet Room</u>	6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>			
29	30	31	1 Nov	2	3	4

November 2023

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	Oct	30	31	1	Nov	2	3
				6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission- Liaison Christianson</u>			
5	6	7	8	9	10	11	
		6:00pm <u>Sustainability Commission-Liaison Mosher</u>	6:00pm <u>Historic Preservation Commission- Carlson</u> 6:00pm <u>Port and Harbors Commission- Liaison Ystad</u>	12:00pm Local Emergency Planning Commission- Liaison Mosher	Observed Holiday		
12	13	14	15	16	17	18	
		12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	12:00pm <u>Health Needs and Human Services Commission- Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>				
19	20	21	22	23	24	25	
			5:30pm <u>Police and Fire Commission- Liaison Pike</u>	Observed Holiday			
26	27	28	29	30	1	Dec	2
		6:00pm <u>Regular Assembly Mtg</u>					

Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Lakota Harden

this expression of grateful acknowledgment for your two years of valued service rendered in the public interest while serving on the Health Needs and Human Services Commission. Thank you!

Signed and sealed this 26th day of September 2023



Mayor, Steven Eisenbeisz

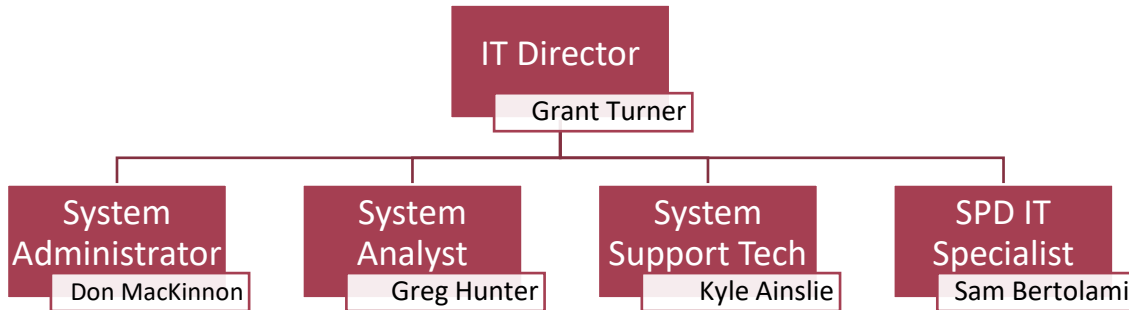


ATTEST: Municipal Clerk, Sara Peterson



IT QUARTLY REPORT

IT DEPARTMENT ORG CHART:



All FTEs are currently filled for the IT department

CURRENT PROJECTS STATUS:

Key Card Access to SSD and City Buildings

- Currently reviewing previous efforts of SSD Staff

Server Operating System upgrades

- Testing of existing software and systems with the new server OS is underway with the expected fall deadline unchanged

Alternative Routes for Internet Service

- We have installed Starlink as an additional route out to the Internet.
- This has led to increased speeds and reliability of web-based services on days with high-visitor counts.

IT Helpdesk Statistics

- Average First response time: 35.2 minutes: 4.8% Faster than previous quarter
- Average Resolution Time: 20.84 Hours: 8.6% faster than previous quarter



Budget Performance Report

Fiscal Year to Date 09/14/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 300 - Information Technology Fund										
EXPENSE										
Division 600 - Operations										
Department 630 - Operations										
5110										
5110.001	Regular Salaries/Wages	438,984.00	.00	438,984.00	11,843.28	.00	57,223.08	381,760.92	13	336,994.29
5110.002	Holidays	.00	.00	.00	.00	.00	1,872.72	(1,872.72)	+++	17,563.47
5110.003	Sick Leave	.00	.00	.00	1,272.96	.00	2,987.05	(2,987.05)	+++	16,627.24
5110.004	Overtime	.00	.00	.00	175.93	.00	628.32	(628.32)	+++	1,629.53
5110 - Totals		\$438,984.00	\$0.00	\$438,984.00	\$13,292.17	\$0.00	\$62,711.17	\$376,272.83	14%	\$372,814.53
5120										
5120.001	Annual Leave	15,210.00	.00	15,210.00	3,767.76	.00	13,987.17	1,222.83	92	24,777.68
5120.002	SBS	27,842.12	.00	27,842.12	1,045.78	.00	4,713.88	23,128.24	17	24,462.26
5120.003	Medicare	6,585.81	.00	6,585.81	247.36	.00	1,115.02	5,470.79	17	5,786.34
5120.004	PERS	96,576.71	.00	96,576.71	3,753.19	.00	16,873.66	79,703.05	17	87,528.66
5120.005	Health Insurance	82,670.64	.00	82,670.64	.00	.00	12,909.54	69,761.10	16	74,991.78
5120.006	Life Insurance	52.44	.00	52.44	.00	.00	8.74	43.70	17	49.76
5120.007	Workmen's Compensation	1,229.03	.00	1,229.03	47.76	.00	215.28	1,013.75	18	1,195.54
5120.011	PERS on Behalf	26,113.02	.00	26,113.02	.00	.00	.00	26,113.02	0	9,701.00
5120 - Totals		\$256,279.77	\$0.00	\$256,279.77	\$8,861.85	\$0.00	\$49,823.29	\$206,456.48	19%	\$228,493.02
5201										
5201.000	Training and Travel	15,500.00	.00	15,500.00	.00	.00	.00	15,500.00	0	7,083.91
5201 - Totals		\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00	0%	\$7,083.91
5204										
5204.000	Telephone	392,400.00	.00	392,400.00	.00	.00	29,518.85	362,881.15	8	304,539.98
5204.001	Cell Phone Stipend	1,500.00	.00	1,500.00	.00	.00	200.00	1,300.00	13	1,200.00
5204 - Totals		\$393,900.00	\$0.00	\$393,900.00	\$0.00	\$0.00	\$29,718.85	\$364,181.15	8%	\$305,739.98
5205										
5205.000	Insurance	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	20,980.00
5205 - Totals		\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%	\$20,980.00
5206										
5206.000	Supplies	15,000.00	.00	15,000.00	.00	.00	1,289.56	13,710.44	9	836.11
5206 - Totals		\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$1,289.56	\$13,710.44	9%	\$836.11
5207										
5207.000	Repairs & Maintenance	266,450.00	.00	266,450.00	1,443.68	.00	56,139.83	210,310.17	21	177,069.38
5207 - Totals		\$266,450.00	\$0.00	\$266,450.00	\$1,443.68	\$0.00	\$56,139.83	\$210,310.17	21%	\$177,069.38
5208										
5208.000	Bldg Repair & Maint	11,673.00	.00	11,673.00	.00	.00	.00	11,673.00	0	10,380.00
5208 - Totals		\$11,673.00	\$0.00	\$11,673.00	\$0.00	\$0.00	\$0.00	\$11,673.00	0%	\$10,380.00
5212										
5212.000	Contracted/Purchased Serv	397,750.00	71,893.63	469,643.63	.00	71,893.63	187,032.65	210,717.35	55	261,572.98



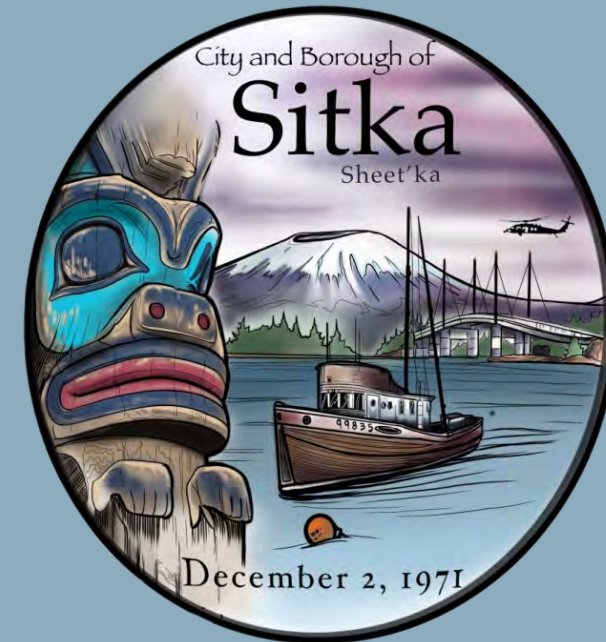
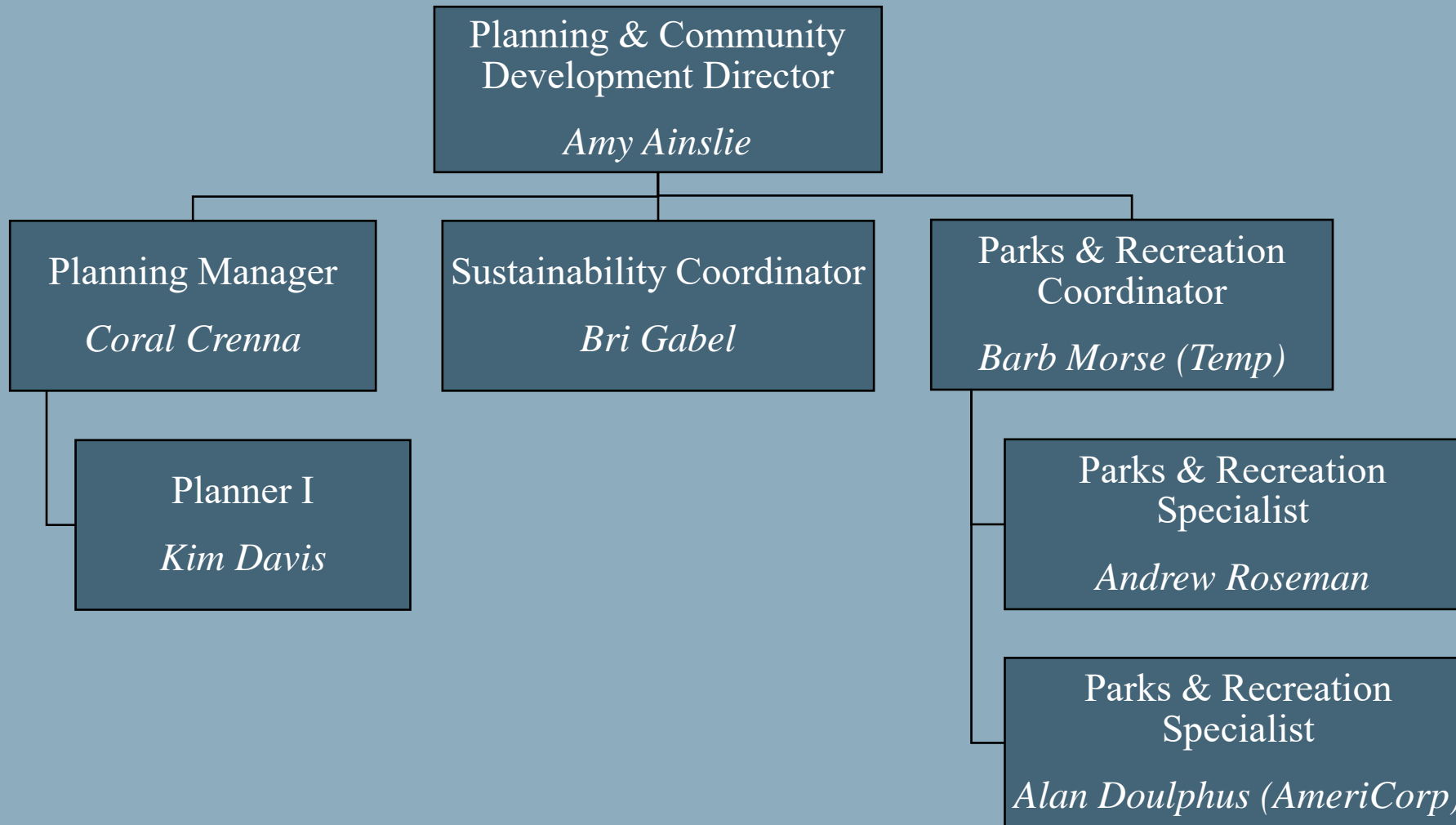
Budget Performance Report

Fiscal Year to Date 09/14/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 300 - Information Technology Fund										
EXPENSE										
Division 600 - Operations										
Department 630 - Operations										
	5212 - Totals	\$397,750.00	\$71,893.63	\$469,643.63	\$0.00	\$71,893.63	\$187,032.65	\$210,717.35	55%	\$261,572.98
5214										
5214.000	Interdepartment Services	147,449.00	.00	147,449.00	.00	.00	.00	147,449.00	0	156,860.04
	5214 - Totals	\$147,449.00	\$0.00	\$147,449.00	\$0.00	\$0.00	\$0.00	\$147,449.00	0%	\$156,860.04
5221										
5221.000	Transportation/Vehicles	2,700.00	.00	2,700.00	.00	.00	.00	2,700.00	0	.00
	5221 - Totals	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%	\$0.00
5222										
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	232.84
	5222 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$232.84
5223										
5223.000	Tools & Small Equipment	153,400.00	.00	153,400.00	.00	.00	1,555.35	151,844.65	1	148,891.58
	5223 - Totals	\$153,400.00	\$0.00	\$153,400.00	\$0.00	\$0.00	\$1,555.35	\$151,844.65	1%	\$148,891.58
5226										
5226.000	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	27.20
	5226 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27.20
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	1.63
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1.63
	Department 630 - Operations Totals	\$2,124,085.77	\$71,893.63	\$2,195,979.40	\$23,597.70	\$71,893.63	\$388,270.70	\$1,735,815.07	21%	\$1,690,983.20
	Division 600 - Operations Totals	\$2,124,085.77	\$71,893.63	\$2,195,979.40	\$23,597.70	\$71,893.63	\$388,270.70	\$1,735,815.07	21%	\$1,690,983.20
	EXPENSE TOTALS	\$2,124,085.77	\$71,893.63	\$2,195,979.40	\$23,597.70	\$71,893.63	\$388,270.70	\$1,735,815.07	21%	\$1,690,983.20
Fund 300 - Information Technology Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	2,124,085.77	71,893.63	2,195,979.40	23,597.70	71,893.63	388,270.70	1,735,815.07	21%	1,690,983.20
	Fund 300 - Information Technology Fund Totals	(\$2,124,085.77)	(\$71,893.63)	(\$2,195,979.40)	(\$23,597.70)	(\$71,893.63)	(\$388,270.70)	(\$1,735,815.07)		(\$1,690,983.20)
Grand Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	2,124,085.77	71,893.63	2,195,979.40	23,597.70	71,893.63	388,270.70	1,735,815.07	21%	1,690,983.20
	Grand Totals	(\$2,124,085.77)	(\$71,893.63)	(\$2,195,979.40)	(\$23,597.70)	(\$71,893.63)	(\$388,270.70)	(\$1,735,815.07)		(\$1,690,983.20)

Planning & Community Development Department





Expense Budget Performance Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 500 - Administrative										
Department 006 - Planning & Community Development										
EXPENSE										
<i>Salaries and Wages</i>										
5110	Regular Salaries/Wages									
5110.001	Regular Salaries/Wages	430,677.00	.00	430,677.00	.00	.00	47,274.78	383,402.22	11	233,887.83
5110.002	Holidays	.00	.00	.00	.00	.00	1,709.28	(1,709.28)	+++	9,006.67
5110.003	Sick Leave	.00	.00	.00	.00	.00	6,865.06	(6,865.06)	+++	8,159.59
5110.004	Overtime	2,000.10	.00	2,000.10	.00	.00	.00	2,000.10	0	.00
5110.010	Temp Wages	50,000.00	.00	50,000.00	.00	.00	2,482.50	47,517.50	5	5,860.00
5110 - Regular Salaries/Wages Totals		\$482,677.10	\$0.00	\$482,677.10	\$0.00	\$0.00	\$58,331.62	\$424,345.48	12%	\$256,914.09
<i>Salaries and Wages Totals</i>		<i>\$482,677.10</i>	<i>\$0.00</i>	<i>\$482,677.10</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$58,331.62</i>	<i>\$424,345.48</i>	<i>12%</i>	<i>\$256,914.09</i>
<i>Fringe Benefits</i>										
5120	Annual Leave									
5120.001	Annual Leave	14,134.00	.00	14,134.00	.00	.00	1,909.28	12,224.72	14	11,338.79
5120.002	SBS	30,435.19	.00	30,435.19	.00	.00	3,698.92	26,736.27	12	16,471.45
5120.003	Medicare	7,203.86	.00	7,203.86	.00	.00	874.94	6,328.92	12	3,896.22
5120.004	PERS	95,188.79	.00	95,188.79	.00	.00	12,706.88	82,481.91	13	57,726.25
5120.005	Health Insurance	137,475.00	.00	137,475.00	.00	.00	12,909.54	124,565.46	9	67,842.41
5120.006	Life Insurance	38.28	.00	38.28	.00	.00	7.40	30.88	19	34.64
5120.007	Workmen's Compensation	7,551.72	.00	7,551.72	.00	.00	168.92	7,382.80	2	804.86
5120 - Annual Leave Totals		\$292,026.84	\$0.00	\$292,026.84	\$0.00	\$0.00	\$32,275.88	\$259,750.96	11%	\$158,114.62
<i>Fringe Benefits Totals</i>		<i>\$292,026.84</i>	<i>\$0.00</i>	<i>\$292,026.84</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$32,275.88</i>	<i>\$259,750.96</i>	<i>11%</i>	<i>\$158,114.62</i>
<i>Operating Expenses</i>										
5201	Training and Travel									
5201.000	Training and Travel	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	6,507.30
5201 - Training and Travel Totals		\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%	\$6,507.30
5202	Uniforms									
5202.000	Uniforms	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5202 - Uniforms Totals		\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%	\$0.00
5204	Telephone									
5204.000	Telephone	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
5204 - Telephone Totals		\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%	\$0.00
5206	Supplies									
5206.000	Supplies	17,300.00	.00	17,300.00	.00	.00	369.28	16,930.72	2	354.13
5206 - Supplies Totals		\$17,300.00	\$0.00	\$17,300.00	\$0.00	\$0.00	\$369.28	\$16,930.72	2%	\$354.13
5207	Repairs & Maintenance									
5207.000	Repairs & Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5207 - Repairs & Maintenance Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$0.00



Expense Budget Performance Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 500 - Administrative										
Department 006 - Planning & Community Development										
	EXPENSE									
	<i>Operating Expenses</i>									
5211	Data Processing Fees									
5211.000	Data Processing Fees	70,775.00	.00	70,775.00	.00	.00	.00	70,775.00	0	34,247.04
	5211 - Data Processing Fees Totals	\$70,775.00	\$0.00	\$70,775.00	\$0.00	\$0.00	\$0.00	\$70,775.00	0%	\$34,247.04
5212	Contracted/Purchased Serv									
5212.000	Contracted/Purchased Serv	111,940.00	2,500.00	114,440.00	.00	2,500.00	19,280.00	92,660.00	19	7,465.00
	5212 - Contracted/Purchased Serv Totals	\$111,940.00	\$2,500.00	\$114,440.00	\$0.00	\$2,500.00	\$19,280.00	\$92,660.00	19%	\$7,465.00
5222	Postage									
5222.000	Postage	300.00	.00	300.00	.00	.00	.00	300.00	0	76.79
	5222 - Postage Totals	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%	\$76.79
5223	Tools & Small Equipment									
5223.000	Tools & Small Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,840.70
	5223 - Tools & Small Equipment Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$2,840.70
5224	Dues & Publications									
5224.000	Dues & Publications	4,700.00	.00	4,700.00	.00	.00	.00	4,700.00	0	199.00
	5224 - Dues & Publications Totals	\$4,700.00	\$0.00	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00	0%	\$199.00
5226	Advertising									
5226.000	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	135.60
	5226 - Advertising Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$135.60
5290	Other Expenses									
5290.000	Other Expenses	.00	.00	.00	.00	.00	183.26	(183.26)	+++	83.55
	5290 - Other Expenses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.26	(\$183.26)	+++	\$83.55
	<i>Operating Expenses Totals</i>	\$229,015.00	\$2,500.00	\$231,515.00	\$0.00	\$2,500.00	\$19,832.54	\$209,182.46	10%	\$51,909.11
	EXPENSE TOTALS	\$1,003,718.94	\$2,500.00	\$1,006,218.94	\$0.00	\$2,500.00	\$110,440.04	\$893,278.90	11%	\$466,937.82
Department 006 - Planning & Community Development		(\$1,003,718.94)	(\$2,500.00)	(\$1,006,218.94)	\$0.00	(\$2,500.00)	(\$110,440.04)	(\$893,278.90)	11%	(\$466,937.82)
Totals										
Division 500 - Administrative		(\$1,003,718.94)	(\$2,500.00)	(\$1,006,218.94)	\$0.00	(\$2,500.00)	(\$110,440.04)	(\$893,278.90)	11%	(\$466,937.82)
Fund 100 - General Fund		\$1,003,718.94	\$2,500.00	\$1,006,218.94	\$0.00	\$2,500.00	\$110,440.04	\$893,278.90		\$466,937.82
Grand Totals		\$1,003,718.94	\$2,500.00	\$1,006,218.94	\$0.00	\$2,500.00	\$110,440.04	\$893,278.90		\$466,937.82

TOURISM MANAGEMENT

General	Schedule	Budget
Execute CBS operations per the Short-Term Tourism Plan. Liase with Tourism Task Force.	Operations are in place, Task Force has been initiated.	Planned expenses are within budget.

Project Status Updates:

- Summer operations including Lincoln Street closures have were executed per the Short Term Tourism Plan.
- Retrospective review to begin (Sept-Oct)
- Task Force has met on a semi-regular basis over the summer, will begin regular meeting schedule in October

Future Milestones:

Milestones pending Task Force work & outcome of retrospective review

Estimated Total Project Cost: Managed across multiple departments/budgets

Budget Information: Most expenses CPV eligible

Background: Supports Strategic Plan Actions 1.4 and 3.4

The Assembly provided direction on elements of the Short-Term Tourism Plan to carry forward in 2023, with efforts remaining heavily focused on traffic and sanitation management. Many associated expenses were anticipated and approved through the FY23 budget. The Assembly also created the Tourism Task Force in April 2023 with specific directives, and established an ex officio seat for Planning & Community Development.

COMMUNITY RENEWABLE ENERGY STRATEGY

General Grant awarded, initial project kick-off with technical team and Sustainability Commission	Schedule Project on track with granting agency timeline	Budget ETIPP grant provides technical assistance for the project
---	---	--

Project Status Updates:

- Technical assistance from partner organizations (NREL & REAP) have assigned personnel
- Sustainability Commission has been engaged for preliminary scoping and formed subcommittees for the project
- Scoping between now and year end will better define the project parameters and build-out the public engagement plan

Future Milestones:

- Project scoping expected to be complete before year end.

Estimated Total Project Cost: N/A

Budget Information: Budgeted as staff time and through grant

Background:

CBS was awarded an ETIPP grant from the Department of Energy to assist with creating a strategy that will inform policy-makers on Sitka's energy demand now and into the future. It is intended to guide decisions around prolonging use of current electric power generation capacity while achieving climate goals, and inform capital planning for future, additional generation.

SAFE STREETS FOR ALL

General	Schedule	Budget
Project on track with granting agency timeline	Grant agreement finalization delayed	Supplemental appropriation needed to accept grant funds

Project Status Updates:

While we received notice of award on January 31st, the grant agreement was not signed until August 30th, putting the schedule somewhat behind the expectations we had upon notification. However, in collaborating with other Alaskan municipalities who also received this grant, our schedule appears to be on-track with other communities.

Future Milestones:

- Have a supplemental appropriation approved by the Assembly (October goal) to accept grant funds and dedicate match funds
- Issue Request for Qualifications or Request for Proposals and have consultant under contract by December 1

Estimated Total Project Cost: \$700,000

Budget Information: \$550,000 grant/\$150,000 match

Background: Supports Strategic Plan Actions 4.1 & 4.3

The Safe Streets for All (SS4A) grant is designed to provide Sitka with funding to create an Action Plan that will study our existing transportation conditions and infrastructure, identify necessary improvements, and create a pathway for safer and more sustainable transportation. By having a completed Action Plan in place, CBS will be eligible to apply for future infrastructure funds through the Federal Highway Administration.

PARKS & RECREATION

General	Schedule	Budget
Successful summer programming, transitioning to after-school and city-league activities for fall	Program is tracking well with school schedules and prior year schedules for city-league sports	Within budget for programming, new staff, and software

Project Status Updates:

- Parks & Rec had a very successful slate of summer programming for youth
- For fall, transitioning to after-school programming and city league sports (basketball in October)
- Permanent hire for Parks & Rec Coordinator will begin mid-October
- An AmeriCorp volunteer is on staff for the year
- Began partial launch of new scheduling software, MyRec

Future Milestones:

- More comprehensive launch/full use of MyRec planned for December/January

Estimated Total Project Cost: N/A

Budget Information: Within budget

Background: Supports Strategic Plan Actions 1.1, 2.2, 4.4

The Parks & Recreation division was added to CBS services in FY23 to provide more recreation opportunities for Sitka's residents, especially youth, with a near-term focus on programming and schedule management of recreation facilities.

LEASE MANAGEMENT

General	Schedule	Budget
Address backlog of expired tideland leases and miscellaneous lease management activities	Staff training complete, working through backlog	Within budget

Project Status Updates:

- Addressing urgent cases
- Expired leases in a hold-over status (lessees have continued right to use and obligation to pay)
- Training planning staff to expand department capacity
- Supported through other departments (Assessing, Finance, and Legal)

Future Milestones:

- Have expired tideland leases prioritized for renewal and high priority in process for renewal by year end.

Estimated Total Project Cost: N/A

Budget Information: Staff time as budgeted

Background:

Many tidelands leases transferred to CBS by the State of Alaska had similar expiration dates, creating a slug of tideland leases needing to be renewed. Many of these leases were 30-50 year agreements with terms that fall outside CBS standard practice, and some leases were transferred to new lessees with poor documentation. Planning is working to address these leases that are currently in a hold-over status and is greatly benefitting from additional resources in Finance created to help streamline our leasing process.

SPD ADMINISTRATIVE REPORT SEPTEMBER 2023

To CBS Administrator:

DEPARTMENT OVERVIEW:

- **JAIL:** We are four positions down.
- **DISPATCH:** We have two full-time dispatchers; one has finished training. Five unfilled positions.
- **PATROL:** Currently we have four unfilled positions.
- **ANIMAL CONTROL:** Position is filled.
- **IT SPECIALIST:** Position is filled.

BUDGET:

Currently SPD is at 10% expenditure for the third quarter of the budget.

PROJECTS:

Transportation code is in review.

STATISTICS:

The following are the number of calls year to date for 2023.

- Phone calls answered: 20934
- 911 Emergency calls: 2877
- Calls for Service: 8414
- Incident Reports: 457

*Any call that requires action from staff is a Call for Service. This may be generated from a 911.

*Any Call for Service that rises to the level of needing documentation is labeled an Incident Report. This may be generated from a 911 or a call for service.



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 800 - Administration									
5110									
5110.001	Regular Salaries/Wages	242,071.44	.00	242,071.44	2,522.40	.00	9,975.48	232,095.96	4
5110.002	Holidays	.00	.00	.00	.00	.00	244.24	(244.24)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	244.24	(244.24)	+++
5110.004	Overtime	.00	.00	.00	756.72	.00	2,318.16	(2,318.16)	+++
5110.010	Temp Wages	.00	.00	.00	7,604.80	.00	38,874.00	(38,874.00)	+++
5110 - Totals		\$242,071.44	\$0.00	\$242,071.44	\$10,883.92	\$0.00	\$51,656.12	\$190,415.32	21%
5120									
5120.001	Annual Leave	9,622.00	.00	9,622.00	.00	.00	1,221.20	8,400.80	13
5120.002	SBS	13,284.73	.00	13,284.73	667.18	.00	3,241.36	10,043.37	24
5120.003	Medicare	3,649.41	.00	3,649.41	157.82	.00	766.73	2,882.68	21
5120.004	PERS	53,255.55	.00	53,255.55	721.41	.00	3,080.74	50,174.81	6
5120.005	Health Insurance	14,883.96	.00	14,883.96	.00	.00	2,324.22	12,559.74	16
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	1.34	6.70	17
5120.007	Workmen's Compensation	6,773.53	.00	6,773.53	285.23	.00	1,421.85	5,351.68	21
5120 - Totals		\$101,477.22	\$0.00	\$101,477.22	\$1,831.64	\$0.00	\$12,057.44	\$89,419.78	12%
5201									
5201.000	Training and Travel	18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0
5201 - Totals		\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$0.00	\$0.00	\$18,500.00	0%
5202									
5202.000	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5202 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5204									
5204.000	Telephone	64,000.00	.00	64,000.00	.00	.00	12,444.80	51,555.20	19
5204 - Totals		\$64,000.00	\$0.00	\$64,000.00	\$0.00	\$0.00	\$12,444.80	\$51,555.20	19%
5205									
5205.000	Insurance	144,950.00	.00	144,950.00	.00	.00	.00	144,950.00	0
5205 - Totals		\$144,950.00	\$0.00	\$144,950.00	\$0.00	\$0.00	\$0.00	\$144,950.00	0%
5206									
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	256.62	9,743.38	3
5206 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$256.62	\$9,743.38	3%
5207									
5207.000	Repairs & Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
5207 - Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
5208									
5208.000	Bldg Repair & Maint	8,505.00	.00	8,505.00	.00	.00	.00	8,505.00	0



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 800 - Administration									
		5208 - Totals	\$8,505.00	\$0.00	\$8,505.00	\$0.00	\$0.00	\$0.00	0%
5211									
5211.000	Data Processing Fees	346,362.00	.00	346,362.00	.00	.00	.00	346,362.00	0
		5211 - Totals	\$346,362.00	\$0.00	\$346,362.00	\$0.00	\$0.00	\$346,362.00	0%
5212									
5212.000	Contracted/Purchased Serv	6,600.00	.00	6,600.00	.00	.00	.00	6,600.00	0
		5212 - Totals	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$6,600.00	0%
5223									
5223.000	Tools & Small Equipment	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0
		5223 - Totals	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0%
5224									
5224.000	Dues & Publications	2,500.00	.00	2,500.00	.00	.00	125.00	2,375.00	5
		5224 - Totals	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$125.00	\$2,375.00	5%
5226									
5226.000	Advertising	5,600.00	.00	5,600.00	387.20	.00	1,671.20	3,928.80	30
		5226 - Totals	\$5,600.00	\$0.00	\$5,600.00	\$387.20	\$1,671.20	\$3,928.80	30%
5227									
5227.001	Rent-Buildings	8,484.00	.00	8,484.00	.00	.00	777.00	7,707.00	9
5227.002	Rent-Equipment	600.00	.00	600.00	.00	.00	.00	600.00	0
		5227 - Totals	\$9,084.00	\$0.00	\$9,084.00	\$0.00	\$777.00	\$8,307.00	9%
5290									
5290.000	Other Expenses	29,000.00	.00	29,000.00	3,750.00	.00	5,871.14	23,128.86	20
		5290 - Totals	\$29,000.00	\$0.00	\$29,000.00	\$3,750.00	\$5,871.14	\$23,128.86	20%
		Sub-Department 800 - Administration Totals	\$1,003,649.66	\$0.00	\$1,003,649.66	\$16,852.76	\$84,859.32	\$918,790.34	8%
		Sub-Department 803 - Patrol							
5110									
5110.001	Regular Salaries/Wages	1,395,939.88	.00	1,395,939.88	26,863.37	.00	124,944.82	1,270,995.06	9
5110.002	Holidays	.00	.00	.00	.00	.00	5,386.32	(5,386.32)	+++
5110.004	Overtime	224,796.00	.00	224,796.00	8,905.52	.00	44,676.96	180,119.04	20
5110.010	Temp Wages	.00	.00	.00	7,632.80	.00	39,753.20	(39,753.20)	+++
		5110 - Totals	\$1,620,735.88	\$0.00	\$1,620,735.88	\$43,401.69	\$214,761.30	\$1,405,974.58	13%
5120									
5120.001	Annual Leave	69,322.00	.00	69,322.00	5,952.00	.00	32,639.41	36,682.59	47
5120.002	SBS	98,886.57	.00	98,886.57	3,025.38	.00	15,180.99	83,705.58	15
5120.003	Medicare	24,518.78	.00	24,518.78	715.65	.00	3,550.48	20,968.30	14
5120.004	PERS	356,561.81	.00	356,561.81	8,808.80	.00	42,713.18	313,848.63	12



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 803 - Patrol									
5120									
5120.005	Health Insurance	528,312.24	.00	528,312.24	.00	.00	66,292.37	462,019.87	13
5120.006	Life Insurance	145.44	.00	145.44	.00	.00	22.23	123.21	15
5120.007	Workmen's Compensation	58,865.59	.00	58,865.59	1,791.54	.00	8,747.95	50,117.64	15
5120.011	PERS on Behalf	147,570.74	.00	147,570.74	.00	.00	.00	147,570.74	0
5120 - Totals		\$1,284,183.17	\$0.00	\$1,284,183.17	\$20,293.37	\$0.00	\$169,146.61	\$1,115,036.56	13%
5201									
5201.000	Training and Travel	26,000.00	.00	26,000.00	1,920.00	.00	1,920.00	24,080.00	7
5201 - Totals		\$26,000.00	\$0.00	\$26,000.00	\$1,920.00	\$0.00	\$1,920.00	\$24,080.00	7%
5202									
5202.000	Uniforms	19,500.00	.00	19,500.00	.00	.00	866.38	18,633.62	4
5202 - Totals		\$19,500.00	\$0.00	\$19,500.00	\$0.00	\$0.00	\$866.38	\$18,633.62	4%
5204									
5204.001	Cell Phone Stipend	3,000.00	.00	3,000.00	.00	.00	250.00	2,750.00	8
5204 - Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$250.00	\$2,750.00	8%
5206									
5206.000	Supplies	16,000.00	.00	16,000.00	.00	.00	1,132.17	14,867.83	7
5206 - Totals		\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$1,132.17	\$14,867.83	7%
5207									
5207.000	Repairs & Maintenance	800.00	.00	800.00	451.96	.00	451.96	348.04	56
5207 - Totals		\$800.00	\$0.00	\$800.00	\$451.96	\$0.00	\$451.96	\$348.04	56%
5212									
5212.000	Contracted/Purchased Serv	5,000.00	.00	5,000.00	700.95	.00	700.95	4,299.05	14
5212 - Totals		\$5,000.00	\$0.00	\$5,000.00	\$700.95	\$0.00	\$700.95	\$4,299.05	14%
5221									
5221.000	Transportation/Vehicles	261,696.00	.00	261,696.00	.00	.00	1,983.99	259,712.01	1
5221 - Totals		\$261,696.00	\$0.00	\$261,696.00	\$0.00	\$0.00	\$1,983.99	\$259,712.01	1%
5223									
5223.000	Tools & Small Equipment	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0
5223 - Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
5290									
5290.000	Other Expenses	13,500.00	.00	13,500.00	.00	.00	.00	13,500.00	0
5290 - Totals		\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$13,500.00	0%
Sub-Department 803 - Patrol Totals		\$3,257,915.05	\$0.00	\$3,257,915.05	\$66,767.97	\$0.00	\$391,213.36	\$2,866,701.69	12%



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 804 - Services									
5110									
5110.001	Regular Salaries/Wages	382,758.22	.00	382,758.22	3,987.56	.00	14,511.16	368,247.06	4
5110.002	Holidays	.00	.00	.00	.00	.00	279.48	(279.48)	+++
5110.004	Overtime	.00	.00	.00	1,365.66	.00	7,860.74	(7,860.74)	+++
5110.010	Temp Wages	.00	.00	.00	3,536.00	.00	18,656.50	(18,656.50)	+++
5110 - Totals		\$382,758.22	\$0.00	\$382,758.22	\$8,889.22	\$0.00	\$41,307.88	\$341,450.34	11%
5120									
5120.001	Annual Leave	19,738.00	.00	19,738.00	.00	.00	.00	19,738.00	0
5120.002	SBS	24,672.30	.00	24,672.30	544.91	.00	2,532.18	22,140.12	10
5120.003	Medicare	5,836.07	.00	5,836.07	128.91	.00	598.99	5,237.08	10
5120.004	PERS	84,206.49	.00	84,206.49	1,177.70	.00	4,795.15	79,411.34	6
5120.005	Health Insurance	183,712.80	.00	183,712.80	.00	.00	6,291.19	177,421.61	3
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	2.68	27.56	9
5120.007	Workmen's Compensation	1,071.74	.00	1,071.74	24.89	.00	115.66	956.08	11
5120 - Totals		\$319,267.64	\$0.00	\$319,267.64	\$1,876.41	\$0.00	\$14,335.85	\$304,931.79	4%
5201									
5201.000	Training and Travel	9,450.00	.00	9,450.00	.00	.00	.00	9,450.00	0
5201 - Totals		\$9,450.00	\$0.00	\$9,450.00	\$0.00	\$0.00	\$0.00	\$9,450.00	0%
5202									
5202.000	Uniforms	3,200.00	.00	3,200.00	.00	.00	228.88	2,971.12	7
5202 - Totals		\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$228.88	\$2,971.12	7%
5206									
5206.000	Supplies	7,000.00	.00	7,000.00	.00	.00	239.46	6,760.54	3
5206 - Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$239.46	\$6,760.54	3%
5222									
5222.000	Postage	4,500.00	.00	4,500.00	94.08	.00	230.98	4,269.02	5
5222 - Totals		\$4,500.00	\$0.00	\$4,500.00	\$94.08	\$0.00	\$230.98	\$4,269.02	5%
5223									
5223.000	Tools & Small Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5223 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5290									
5290.000	Other Expenses	7,000.00	.00	7,000.00	1,160.25	.00	1,600.25	5,399.75	23
5290 - Totals		\$7,000.00	\$0.00	\$7,000.00	\$1,160.25	\$0.00	\$1,600.25	\$5,399.75	23%
Sub-Department 804 - Services Totals		\$734,175.86	\$0.00	\$734,175.86	\$12,019.96	\$0.00	\$57,943.30	\$676,232.56	8%



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 805 - Animal Control									
5110									
5110.001	Regular Salaries/Wages	46,768.80	.00	46,768.80	1,854.40	.00	8,159.36	38,609.44	17
5110.002	Holidays	.00	.00	.00	.00	.00	185.44	(185.44)	+++
5110.004	Overtime	.00	.00	.00	69.54	.00	695.40	(695.40)	+++
5110 - Totals		\$46,768.80	\$0.00	\$46,768.80	\$1,923.94	\$0.00	\$9,040.20	\$37,728.60	19%
5120									
5120.001	Annual Leave	2,599.00	.00	2,599.00	.00	.00	.00	2,599.00	0
5120.002	SBS	3,026.29	.00	3,026.29	117.94	.00	554.17	2,472.12	18
5120.003	Medicare	715.83	.00	715.83	27.90	.00	131.09	584.74	18
5120.004	PERS	10,289.24	.00	10,289.24	423.27	.00	1,988.85	8,300.39	19
5120.005	Health Insurance	30,962.64	.00	30,962.64	.00	.00	6,926.46	24,036.18	22
5120.006	Life Insurance	.00	.00	.00	.00	.00	1.34	(1.34)	+++
5120.007	Workmen's Compensation	1,314.29	.00	1,314.29	54.06	.00	254.02	1,060.27	19
5120 - Totals		\$48,907.29	\$0.00	\$48,907.29	\$623.17	\$0.00	\$9,855.93	\$39,051.36	20%
5201									
5201.000	Training and Travel	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0
5201 - Totals		\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
5202									
5202.000	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5202 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5203									
5203.001	Utilities	8,000.00	.00	8,000.00	.00	.00	951.67	7,048.33	12
5203.005	Heating Fuel	10,000.00	.00	10,000.00	201.15	.00	201.15	9,798.85	2
5203 - Totals		\$18,000.00	\$0.00	\$18,000.00	\$201.15	\$0.00	\$1,152.82	\$16,847.18	6%
5204									
5204.000	Telephone	600.00	.00	600.00	.00	.00	122.01	477.99	20
5204 - Totals		\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$122.01	\$477.99	20%
5206									
5206.000	Supplies	4,500.00	.00	4,500.00	1,708.02	.00	2,154.88	2,345.12	48
5206 - Totals		\$4,500.00	\$0.00	\$4,500.00	\$1,708.02	\$0.00	\$2,154.88	\$2,345.12	48%
5207									
5207.000	Repairs & Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5207 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5208									
5208.000	Bldg Repair & Maint	15,652.00	.00	15,652.00	.00	.00	8,951.79	6,700.21	57
5208 - Totals		\$15,652.00	\$0.00	\$15,652.00	\$0.00	\$0.00	\$8,951.79	\$6,700.21	57%



Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 805 - Animal Control									
5212									
5212.000	Contracted/Purchased Serv	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0
5212 - Totals		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
5290									
5290.000	Other Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5290 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
Sub-Department 805 - Animal Control Totals		\$147,228.09	\$0.00	\$147,228.09	\$4,456.28	\$0.00	\$31,277.63	\$115,950.46	21%
Sub-Department 806 - Jail									
5110									
5110.001	Regular Salaries/Wages	278,944.12	.00	278,944.12	1,727.44	.00	8,504.32	270,439.80	3
5110.002	Holidays	.00	.00	.00	.00	.00	398.64	(398.64)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	224.24	(224.24)	+++
5110 - Totals		\$278,944.12	\$0.00	\$278,944.12	\$1,727.44	\$0.00	\$9,127.20	\$269,816.92	3%
5120									
5120.001	Annual Leave	13,688.00	.00	13,688.00	1,063.04	.00	3,853.52	9,834.48	28
5120.002	SBS	17,940.19	.00	17,940.19	171.06	.00	795.72	17,144.47	4
5120.003	Medicare	4,243.55	.00	4,243.55	40.46	.00	188.22	4,055.33	4
5120.004	PERS	61,367.54	.00	61,367.54	613.91	.00	2,855.78	58,511.76	5
5120.005	Health Insurance	168,206.64	.00	168,206.64	.00	.00	6,926.46	161,280.18	4
5120.006	Life Insurance	14.16	.00	14.16	.00	.00	2.36	11.80	17
5120.007	Workmen's Compensation	10,125.18	.00	10,125.18	101.29	.00	471.18	9,654.00	5
5120 - Totals		\$275,585.26	\$0.00	\$275,585.26	\$1,989.76	\$0.00	\$15,093.24	\$260,492.02	5%
5201									
5201.000	Training and Travel	6,810.00	.00	6,810.00	.00	.00	.00	6,810.00	0
5201 - Totals		\$6,810.00	\$0.00	\$6,810.00	\$0.00	\$0.00	\$0.00	\$6,810.00	0%
5202									
5202.000	Uniforms	4,450.00	.00	4,450.00	.00	.00	.00	4,450.00	0
5202 - Totals		\$4,450.00	\$0.00	\$4,450.00	\$0.00	\$0.00	\$0.00	\$4,450.00	0%
5206									
5206.000	Supplies	8,900.00	.00	8,900.00	.00	.00	85.13	8,814.87	1
5206 - Totals		\$8,900.00	\$0.00	\$8,900.00	\$0.00	\$0.00	\$85.13	\$8,814.87	1%
5207									
5207.000	Repairs & Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
5207 - Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
5212									
5212.000	Contracted/Purchased Serv	61,000.00	.00	61,000.00	1,853.37	.00	1,853.37	59,146.63	3



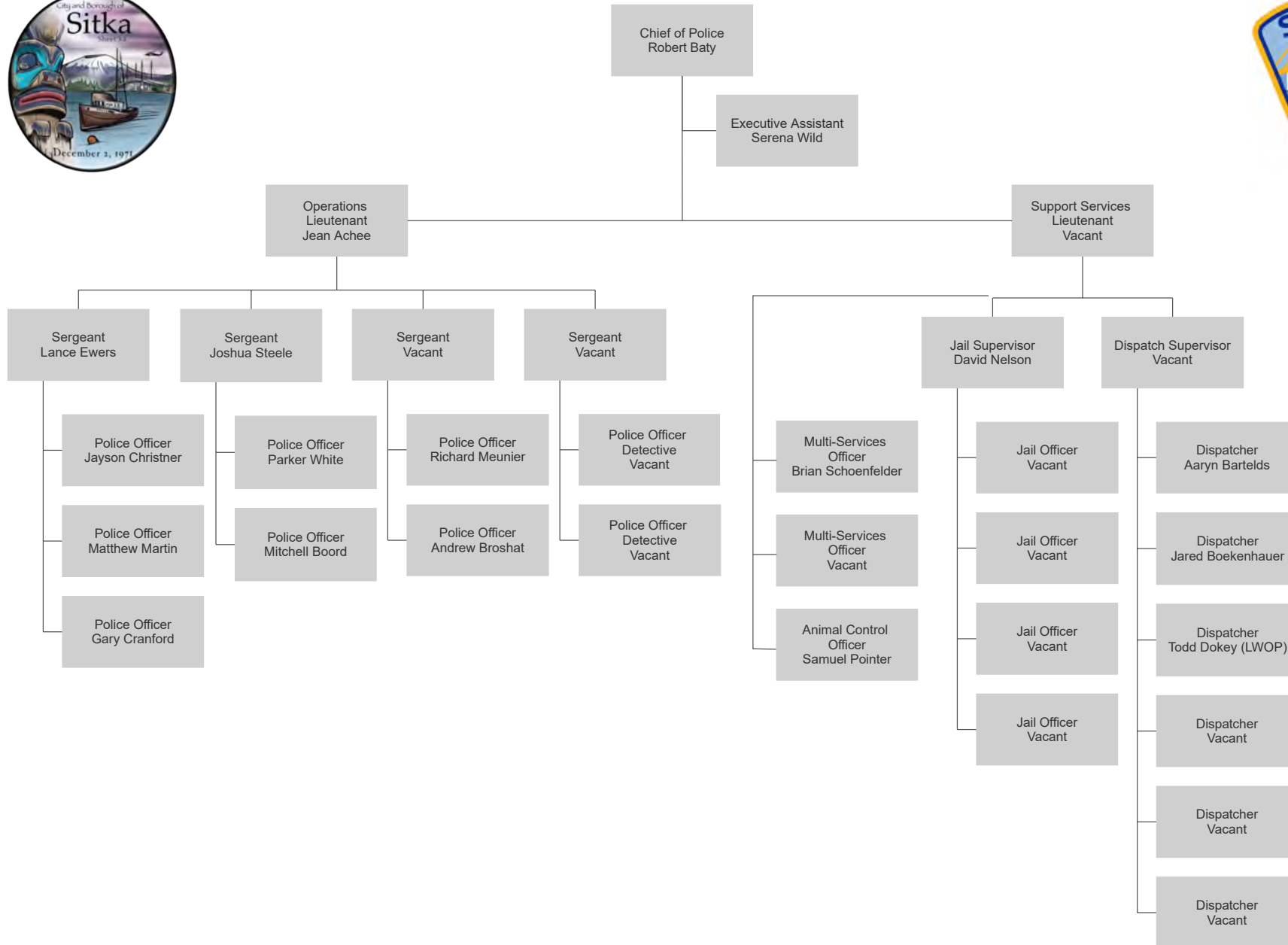
Budget Performance Report

Fiscal Year to Date 09/19/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 520 - Public Safety									
Department 021 - Police									
Sub-Department 806 - Jail									
	5212 - Totals	\$61,000.00	\$0.00	\$61,000.00	\$1,853.37	\$0.00	\$1,853.37	\$59,146.63	3%
5223									
5223.000	Tools & Small Equipment	3,700.00	.00	3,700.00	.00	.00	.00	3,700.00	0
	5223 - Totals	\$3,700.00	\$0.00	\$3,700.00	\$0.00	\$0.00	\$0.00	\$3,700.00	0%
5290									
5290.000	Other Expenses	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
	5290 - Totals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%
	Sub-Department 806 - Jail Totals	\$657,389.38	\$0.00	\$657,389.38	\$5,570.57	\$0.00	\$26,158.94	\$631,230.44	4%
	Department 021 - Police Totals	\$5,800,358.04	\$0.00	\$5,800,358.04	\$105,667.54	\$0.00	\$591,452.55	\$5,208,905.49	10%
	Division 520 - Public Safety Totals	\$5,800,358.04	\$0.00	\$5,800,358.04	\$105,667.54	\$0.00	\$591,452.55	\$5,208,905.49	10%
	EXPENSE TOTALS	\$5,800,358.04	\$0.00	\$5,800,358.04	\$105,667.54	\$0.00	\$591,452.55	\$5,208,905.49	10%
Fund 100 - General Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	5,800,358.04	.00	5,800,358.04	105,667.54	.00	591,452.55	5,208,905.49	10%
	Fund 100 - General Fund Totals	(\$5,800,358.04)	\$0.00	(\$5,800,358.04)	(\$105,667.54)	\$0.00	(\$591,452.55)	(\$5,208,905.49)	
Grand Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	5,800,358.04	.00	5,800,358.04	105,667.54	.00	591,452.55	5,208,905.49	10%
	Grand Totals	(\$5,800,358.04)	\$0.00	(\$5,800,358.04)	(\$105,667.54)	\$0.00	(\$591,452.55)	(\$5,208,905.49)	

Sitka Police Department Organization Chart





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-120 Version: 1 Name:

Type: Ceremonial Status: AGENDA READY

File created: 9/20/2023 In control: City and Borough Assembly

On agenda: 9/26/2023 Final action:

Title: 1) Service Award - Chris Spivey
2) Proclamation - Reaffirming Indigenous Peoples' Day

Sponsors:

Indexes:

Code sections:

Attachments: [Service Award Spivey](#)
[Proclamation Indigenous Peoples' Day](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Chris Spivey

*this expression of grateful acknowledgment for your eleven years of
valued service rendered in the public interest while serving on the
Planning Commission. Thank you!*

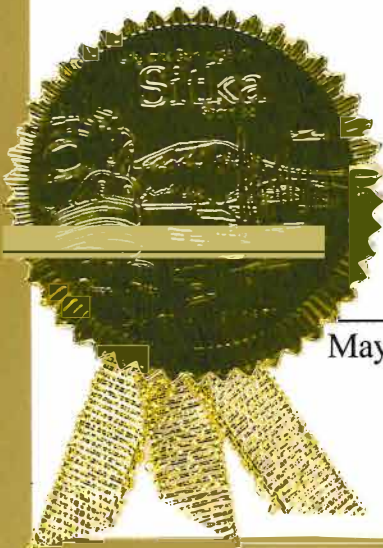
Signed and sealed this 26th day of September 2023



Mayor, Steven Eisenbeisz



ATTEST: Municipal Clerk, Sara Peterson



OFFICE OF THE MAYOR
City and Borough of Sitka

Proclamation

REAFFIRMING INDIGENOUS PEOPLES' DAY

WHEREAS, the City and Borough of Sitka recognizes that the Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

WHEREAS, the City and Borough of Sitka recognizes the fact that Sitka is built upon the homelands and villages of the Tlingit people, who have occupied this land they called Sheet'ka since time immemorial, and without whom the building of the City would not have been possible; and

WHEREAS, the City and Borough of Sitka values the many contributions made to our community through Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts and the deep cultural contribution that has substantially shaped the character of the City and Borough of Sitka; and

WHEREAS, in 2017 and 2022, the Assembly of the City and Borough Sitka passed Resolutions 2017-20 and 2022-27 declaring the second Monday in October as Indigenous Peoples' Day and this Assembly desires to continue those commitments.

NOW, THEREFORE, the Assembly of the City and Borough of Sitka does hereby proclaim, the second Monday in October, as Indigenous People's Day, firmly commits to continue its efforts to promote the well-being and growth of Sitka's Alaska Native, American Indian and Indigenous community and encourages other businesses, organizations, and public institutions to recognize Indigenous Peoples' Day.

Signed and sealed on this 26th day of September, 2023.



Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-121 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 9/20/2023 In control: City and Borough Assembly

On agenda: 9/26/2023 Final action:

Title: Green Lake Hydroelectric Project Relicensing - Elizabeth Lack, McMillen Senior Regulatory Specialist

Sponsors:

Indexes:

Code sections:

Attachments: [Green Lake Relicensing](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------



Special Report

Green Lake Hydroelectric Project Relicensing

Elizabeth Lack, McMillen Senior Regulatory Specialist



CITY AND BOROUGH OF SITKA , ASSEMBLY MEETING

Green Lake Project

SEPTEMBER 26, 2023



Green Lake Hydroelectric Project Relicensing

- FERC license was issued March 31, 1979
- 50-year license expires March 31, 2029
- Relicensing process generally takes 5 - 6 years
 - Pre-filing
 - Formal initiation
 - Study program
 - Reporting
 - License Application

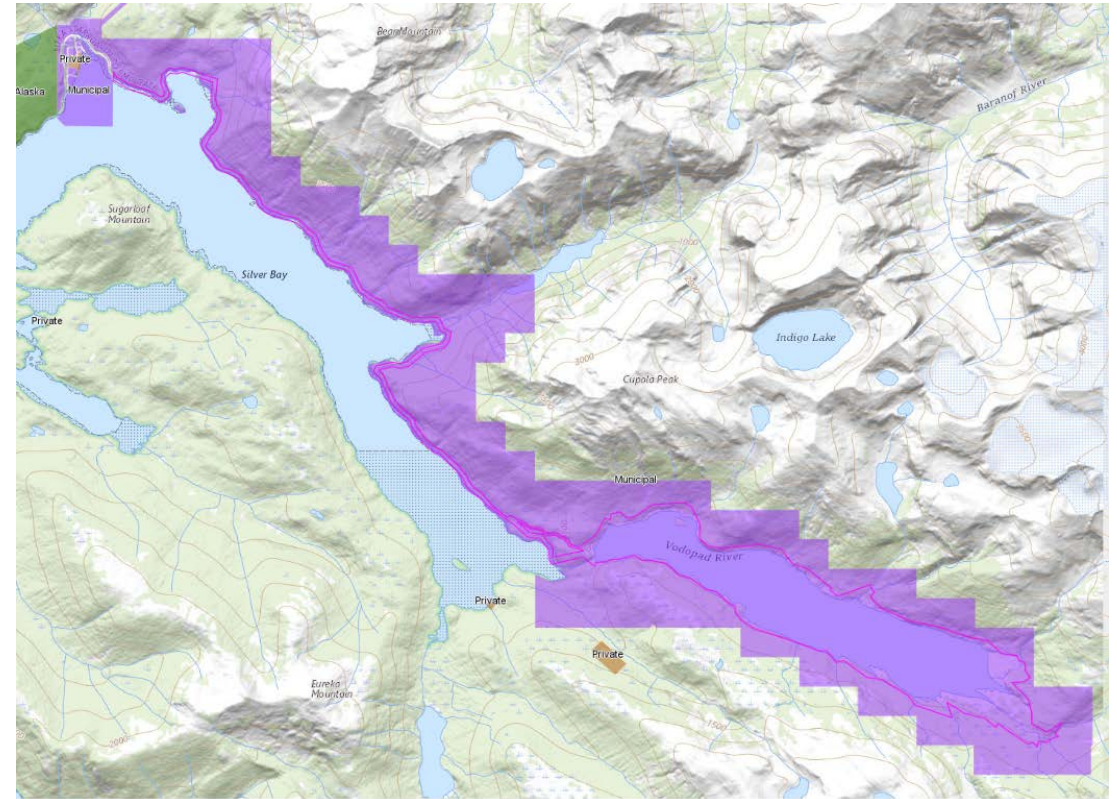


Green Lake Hydroelectric Project Relicensing

- Pre-filing strategy and agency interaction.
- Prepare Notice of Intent and Pre-Application Document (PAD).
- Develop a Study Plan in consultation with Resource Agencies and Tribes Corporation(s).
- Implement the Study Plan – may take one or two filed seasons
- Report on study program annually.
- Prepare the License Application. Must be filed by March 31, 2029.
- Consistent collaboration and communication with licensing participants throughout.

Opportunities

- Potential for a single study season.
- Build on existing quality relationships with licensing participants to promote other potential renewable development.
- Reduce the FERC project boundary



Schedule

Milestone	Time Frame
File NOI/PAD with FERC	By March 31, 2024
Proposed Study Plan	2024
Revised Study Plan	2024
Study Implementation	2025 and 2026
Draft License Application	2026
Final License Application	2027
New License Issued by FERC	2029

Thank you.

Elizabeth Lack, Senior Regulatory Specialist

T: (307) 221-9984

E: lack@mcmillen.com





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-122 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 9/20/2023 In control: City and Borough Assembly
On agenda: 9/26/2023 Final action:

Title: Approve the following marijuana license renewal applications submitted by Northern Lights Indoor Gardens, LLC and forward to the Marijuana Control Board without objection: 1) a standard marijuana cultivation facility license for 1321 Sawmill Creek Road Suites M, N, O, P and 2) a retail marijuana store license for 1321 Sawmill Creek Road Suites N, O, and P

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and memos](#)
[10136 Northern Lights Cultivation](#)
[10138 Northern Lights Retail](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the following marijuana license renewal applications submitted by Northern Lights Indoor Gardens, LLC and forward to the Marijuana Control Board without objection:

- 1) a standard marijuana cultivation facility license for 1321 Sawmill Creek Road Suites M, N, O, P and
- 2) a retail marijuana store license for 1321 Sawmill Creek Road Suites N, O, and P.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator
From: Sara Peterson, Municipal Clerk
Date: September 20, 2023
Subject: Marijuana License Renewals

The Municipal Clerk's Office has received notification from the Alcohol and Marijuana Control Office of the license renewal applications listed below. A memo was circulated to various departments who may have a reason to protest these requests. No departmental objections were received.

Renewal – Standard Marijuana Cultivation Facility

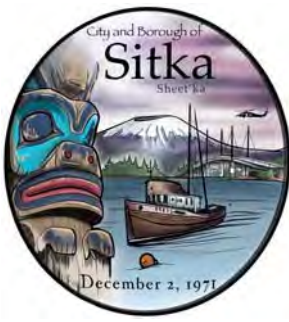
License #: 10136
License Type: Standard Marijuana Cultivation Facility
Licensee: Northern Lights Indoor Gardens, LLC
D.B.A.: Northern Lights Indoor Gardens, LLC
Physical Address: 1321 Sawmill Creek Road Suites M, N, O, and P
Designated Licensee: Michael Daly

Renewal – Retail Marijuana Store

License #: 10138
License Type: Retail Marijuana Store
Licensee: Northern Lights Indoor Gardens, LLC
D.B.A.: Northern Lights Indoor Gardens, LLC
Physical Address: 1321 Sawmill Creek Road Suites N, O, and P
Designated Licensee: Michael Daly

Recommendation:

Approve the following marijuana license renewal applications submitted by Northern Lights Indoor Gardens, LLC and forward to the Marijuana Control Board without objection: 1) a standard marijuana cultivation facility license for 1321 Sawmill Creek Road Suites M, N, O, P and 2) a retail marijuana store license for 1321 Sawmill Creek Road Suites N, O, and P.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Memorandum

To: Planning Department
Collections - Carolyn
Municipal Billing – Ashley
Utility Billing Clerk – Ashley
Sales Tax/Property Tax – Justin
Public Works Department – Shilo
Fire Department
Police Department
Electric Department
Building Official

From: Sara Peterson, Municipal Clerk

Date: September 11, 2023

Subject: Marijuana License Renewals

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following license renewal applications submitted by:

Renewal – Standard Marijuana Cultivation Facility

License #: 10136
License Type: Standard Marijuana Cultivation Facility
Licensee: Northern Lights Indoor Gardens, LLC
D.B.A.: Northern Lights Indoor Gardens, LLC
Physical Address: 1321 Sawmill Creek Road Suites M, N, O, and P
Designated Licensee: Michael Daly

Renewal – Retail Marijuana Store

License #: 10138
License Type: Retail Marijuana Store
Licensee: Northern Lights Indoor Gardens, LLC
D.B.A.: Northern Lights Indoor Gardens, LLC
Physical Address: 1321 Sawmill Creek Road Suites N, O, and P
Designated Licensee: Michael Daly

Please review the license above and notify me if there is a reason to protest or not. Response needed by noon on Friday, September 15. These license applications are scheduled to go before the Assembly September 26.



September 6, 2023

Licensee: Northern Lights Indoor Gardens, LLC
DBA: Northern Lights Indoor Gardens, LLC
VIA email: northernlightsig@acsalaska.net
Local Government: Sitka (City and Borough of)

Via Email: sara.peterson@cityofsitka.org ; jessica.earnshaw@cityofsitka.org

Re: Standard Marijuana Cultivation Facility #10136 Combined Renewal Notice

License Number:	#10136
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Northern Lights Indoor Gardens, LLC
Doing Business As:	Northern Lights Indoor Gardens, LLC
Physical Address:	1321 Sawmill Creek Road Suites M, N, O, and P Sitka, AK 99835
Designated Licensee:	Michael Daly
Phone Number:	907-747-1087
Email Address:	northernlightsig@acsalaska.net

License Renewal Application Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2022/2023 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director
907-269-0350



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10136		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northern Lights Indoor Gardens LLC				
Premises Address:	1321 Sawmill Creek Rd. Suites M,N,O & P				
City:	Sitka	State:	AK	ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Lorraine C Daly
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

LD

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

LD

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

LD

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

LD

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

LD

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

LD

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

10138 & 10136

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

LD

Lorraine Daly

Printed name of licensee

Lorraine Daly

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 - Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10136		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northern Lights Indoor Gardens LLC				
Premises Address:	1321 Sawmill Creek Rd. Suites M,N,O, & P				
City:	Sitka	State:	AK	ZIP:	99835

Section 2 - Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Mike J Daly
Title:	Owner

Section 3 - Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement **only if you are unable to certify one or more of the above statements**:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.



I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.



I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.



I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.



I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.



I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.



Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

10138 & 10136

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



MIKE J DALY
Printed name of licensee

Signature of licensee

Alcohol & Marijuana Control Office

License Number: 10136

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: NORTHERN LIGHTS INDOOR GARDENS, LLC

Business License Number: 1019601

Designated Licensee: Michael Daly

Email Address: northernlightsig@acsalaska.net

Local Government: Sitka (City and Borough of)

Local Government 2:

Community Council:

Latitude, Longitude: 57.290940, -135.183000

Physical Address: 1321 Sawmill Creek Road
Suites M, N, O, and P
sitka, AK 99835
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10028235

Alaska Entity Name: Northern Lights Indoor Gardens, LLC

Phone Number: 907-747-1087

Email Address: northernlightsig@acsalaska.net

Mailing Address: 1321 Sawmill Creek Rd. Suite P
sitka, AK 99835
UNITED STATES

Entity Official #1

Type: Individual

Name: Michael Daly

Phone Number: 907-738-2242

Email Address: dalys@gci.net

Mailing Address: 501 Charteris Street
Sitka, AK 99835
UNITED STATES

Entity Official #2

Type: Individual

Name: Lorraine Daly

Phone Number: 907-738-0189

Email Address: northernlightsig@acsalaska.net

Mailing Address: 501 Charteris St.
Sitka, AK 99835
UNITED STATES

Note: No affiliates entered for this license.



September 6, 2023

Licensee: Northern Lights Indoor Gardens, LLC
DBA: Northern Lights Indoor Gardens, LLC
VIA email: northernlightsig@acsalaska.net
Local Government: Sitka (City and Borough of)

Via Email: sara.peterson@cityofsitka.org ; jessica.earnshaw@cityofsitka.org

Re: Standard Marijuana Cultivation Facility #10136 Combined Renewal Notice

License Number:	#10136
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Northern Lights Indoor Gardens, LLC
Doing Business As:	Northern Lights Indoor Gardens, LLC
Physical Address:	1321 Sawmill Creek Road Suites M, N, O, and P Sitka, AK 99835
Designated Licensee:	Michael Daly
Phone Number:	907-747-1087
Email Address:	northernlightsig@acsalaska.net

License Renewal Application Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2022/2023 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director
907-269-0350



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10136
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Northern Lights Indoor Gardens LLC		
Premises Address:	1321 Sawmill Creek Rd. Suites M,N,O & P		
City:	Sitka	State:	AK
		ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Lorraine C Daly
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

LD

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

LD

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

LD

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

LD

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

LD

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

LD

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

10138 & 10136

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

LD

Lorraine Daly

Printed name of licensee

Lorraine Daly

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 - Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10136		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northern Lights Indoor Gardens LLC				
Premises Address:	1321 Sawmill Creek Rd. Suites M,N,O, & P				
City:	Sitka	State:	AK	ZIP:	99835

Section 2 - Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Mike J Daly
Title:	Owner

Section 3 - Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement **only if you are unable to certify one or more of the above statements**:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.



I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.



I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.



I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.



I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.



I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.



Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

10138 & 10136

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



MIKE J DALY
Printed name of licensee

Signature of licensee

Alcohol & Marijuana Control Office

License Number: 10136

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: NORTHERN LIGHTS INDOOR GARDENS, LLC

Business License Number: 1019601

Designated Licensee: Michael Daly

Email Address: northernlightsig@acsalaska.net

Local Government: Sitka (City and Borough of)

Local Government 2:

Community Council:

Latitude, Longitude: 57.290940, -135.183000

Physical Address: 1321 Sawmill Creek Road
Suites M, N, O, and P
sitka, AK 99835
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10028235

Alaska Entity Name: Northern Lights Indoor Gardens, LLC

Phone Number: 907-747-1087

Email Address: northernlightsig@acsalaska.net

Mailing Address: 1321 Sawmill Creek Rd. Suite P
sitka, AK 99835
UNITED STATES

Entity Official #1

Type: Individual

Name: Michael Daly

Phone Number: 907-738-2242

Email Address: dalys@gci.net

Mailing Address: 501 Charteris Street
Sitka, AK 99835
UNITED STATES

Entity Official #2

Type: Individual

Name: Lorraine Daly

Phone Number: 907-738-0189

Email Address: northernlightsig@acsalaska.net

Mailing Address: 501 Charteris St.
Sitka, AK 99835
UNITED STATES

Note: No affiliates entered for this license.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 6, 2023

Licensee: Northern Lights Indoor Gardens, LLC
DBA: Northern Lights Indoor Gardens, LLC
VIA email: northernlightsig@acsalaska.net
Local Government: Sitka (City and Borough of)

Via Email: sara.peterson@cityofsitka.org ; jessica.earnshaw@cityofsitka.org

Re: Retail Marijuana Store #10138 Combined Renewal Notice

License Number:	#10138
License Type:	Retail Marijuana Store
Licensee:	Northern Lights Indoor Gardens, LLC
Doing Business As:	Northern Lights Indoor Gardens, LLC
Physical Address:	1321 Sawmill Creek Road Suites N, O, and P Sitka, AK 99835
Designated Licensee:	Michael Daly
Phone Number:	907-747-1087
Email Address:	northernlightsig@acsalaska.net

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director
907-269-0350



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10138		
License Type:	[REDACTED]	Retail Marijuana Store			
Doing Business As:	Northern Lights Indoor Gardens LLC				
Premises Address:	1321 Sawmill Creek Rd. Suites O & P				
City:	Sitka	State:	AK	ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Lorraine C Daly
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

LD

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

WD

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

WD

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Section 5 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

Initials box containing 'LD'

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

Initials box containing 'LD'

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

Initials box containing 'LD'

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

Initials box containing 'LD'

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

Initials box containing 'LD'

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

Initials box containing 'LD'

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

Empty initials box

If multiple licenses are held, list all license numbers below:

Box containing '10138 & 10136'

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Initials box containing 'LD'

LORRAINE C DALY
Printed name of licensee

[Signature]
Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Northern Lights Indoor Gardens LLC	License Number:	10138
License Type:		Retail Marijuana Store	
Doing Business As:	Northern Lights Indoor Gardens LLC		
Premises Address:	1321 Sawmill Creek Rd. Suites M,N,O & P		
City:	Sitka	State:	AK
		ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Mike J Daly
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

Initials



I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.



I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.



I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.



I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.



I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.



Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

10138 & 10136

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Mike J Daly *MIKE J DALY*
Printed name of licensee

MIKE J DALY
Signature of licensee

Alcohol & Marijuana Control Office

License Number: 10138

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: NORTHERN LIGHTS INDOOR GARDENS, LLC

Business License Number: 1019601

Designated Licensee: Michael Daly

Email Address: northernlightsig@acsalaska.net

Local Government: Sitka (City and Borough of)

Local Government 2:

Community Council:

Latitude, Longitude: 57.290940, -135.183000

Physical Address: 1321 Sawmill Creek Road
Suites N, O, and P
Sitka, AK 99835
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10028235

Alaska Entity Name: Northern Lights Indoor Gardens, LLC

Phone Number: 907-747-1087

Email Address: northernlightsig@acsalaska.net

Mailing Address: 1321 Sawmill Creek Rd. Suite P
Sitka, AK 99835
UNITED STATES

Entity Official #1

Type: Individual

Name: Michael Daly

Phone Number: 907-738-2242

Email Address: dalys@gci.net

Mailing Address: 501 Charteris Street
Sitka, AK 99835
UNITED STATES

Entity Official #2

Type: Individual

Name: Lorraine Daly

Phone Number: 907-738-0189

Email Address: northernlightsig@acsalaska.net

Mailing Address: 501 Charteris St.
Sitka, AK 99835
UNITED STATES

Note: No affiliates entered for this license.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-118 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 9/20/2023 In control: City and Borough Assembly

On agenda: 9/26/2023 Final action:

Title: Award of the FY24 Annual General Fund Non-Profit Grants

Sponsors:

Indexes:

Code sections:

Attachments: [00 Motion](#)
[01 FY24 Non-Profit Grant Memo](#)
[02 FY24 Grant Application](#)
[03 FY24 NonProfit Grant Requests](#)
[04 FY20 thru FY24 Requests Approvals Non-Profit Grants](#)
[05 Braveheart FY24 Application](#)
[06 Sitka Counseling FY24 Application](#)
[07 SAIL FY24 Application](#)
[08 Sitka Fine Arts Camp FY24 Application](#)
[09 Outer Coast FY 24 Application](#)
[10 Sitka Music Festival FY24 Application](#)
[11 Sitka Trail Works FY24 Application](#)
[12 Sitka Chamber FY24 Application](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTIONS

Step 1

I MOVE to award the following FY24 General Fund Non-Profit Grants in the category of Human Services:

Brave Heart Volunteers \$ _____

Sitka Counseling and Prevention Services \$ _____

Southeast Alaska Independent Living \$ _____

Step 2

I MOVE to award the following FY24 General Fund Non-Profit Grants in the category of Cultural & Educational Services:

Alaska Arts Southeast (Sitka Fine Arts Camp) \$ _____

Outer Coast \$ _____

Sitka Music Festival \$ _____

Step 3

I MOVE to award the following FY24 General Fund Non-Profit Grants in the category of Community Development:

The Greater Sitka Chamber of Commerce \$ _____


Sitka Trail Works \$ _____



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
From: John Leach, Municipal Administrator 
Date: September 6, 2023
Subject: FY24 Non-Profit Grant Applications

Background

Although there exists no provision in the Home Rule Charter or Sitka General Code to require General Fund donations to any organization, the current "General Fund Grants for Non-Profit Organizations" is a program that was designed at the Assembly's request in November 2006 to the Commission on Health Needs and Community Services.

Analysis

Enclosed please find copies of the eight requests our office received for the FY24 General Fund Grants for Non-Profit Organizations. Email coversheets are attached to verify date and time of receipt of digital application.

Fiscal Note

A total of \$96,500 was requested this year and \$45,000 is available.

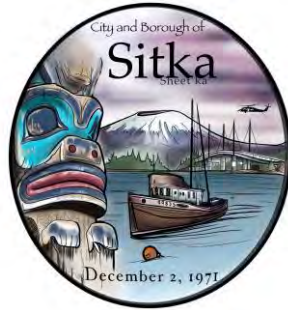
Recommendation

In your packet, there are individual scoring sheets for you to use to review and score each applicant. You will also find a summary scoring sheet with a list of the applicants in their respective category. You can transfer the individual scores to this summary sheet.

Encl: Scoring Sheet
Alaska Arts SE Application
Brave Heart Volunteer Application
Outer Coast Application
Sitka Counseling and Prevention Services, Inc. Application

Sitka Music Festival Application
Sitka Trail Works Application
Southeast Alaska Independent Living Application
The Greater Sitka Chamber of Commerce Application

City and Borough of Sitka



ANNUAL GENERAL FUND GRANTS FOR NON-PROFIT ORGANIZATIONS

APPLICATION MATERIALS FOR FISCAL YEAR 2024

Completed grant applications must be submitted to the
Municipal Administrator's Office

Annual Grant Deadline – August 18, 2023, 5:00 PM

**Special Emergency Grant Deadline – Two weeks prior to
Assembly meeting considering application.**

For more information, contact:
Holley Dennison, Administrative Coordinator
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
(907) 747-1812
FAX (907) 747-7403
holley.dennison@cityofsitka.org

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 Administrative Coordinator, Holley Dennison, at holley.dennison@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: _____

Alaska State Business License Number (if applicable): _____

Name of Contact Person: _____

Phone: _____ Email: _____

Mailing address: _____

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: _____

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: _____

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

Name: _____

Title: _____ Date: _____

**CITY AND BOROUGH OF SITKA
GENERAL FUND GRANTS FOR
NON-PROFIT ORGANIZATIONS**

PROCEDURES

The following table describes the types of City and Borough of Sitka (CBS) General Fund grants that may be awarded to non-profit organizations for: (1) Human Services; (2) Cultural and Educational Services; or (3) Community Development. A non-profit organization may request a grant as an annual award or as a special emergency grant during the fiscal year when the need arises. The percentage of money appropriated from the general fund for non-profit organization grants and the maximum amount of any grant is listed below.

A further explanation of the grant application process, requirements and restrictions is outlined on the next page, and in the attached application packet.

<u>Grant Category Description</u>		<u>Time Frame</u>	
Human Services		Annual Grants	<u>Total Funds</u> - 50% of Grant Budget <u>Maximum Grant</u> - \$25,000
Cultural and Educational Services		Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
Community Development		Annual Grants	<u>Total Funds</u> - 20% of Grant Budget <u>Maximum Grant</u> - \$10,000
Special Emergency		Special Grants During FY After Annual Grants Awarded	<u>Total Funds</u> - 10% of Grant Budget <u>Maximum Grant</u> - \$5,000

Description of Grant Application Procedures, Requirements & Restrictions

- During the annual budget process, the Assembly will establish the amount that will be made available for distribution as grants to Sitka registered non-profit organizations.
- Depending on level of funding available, the Assembly may choose to limit the category of grants it will approve, the total amount it will provide per award, or set other restrictions or special conditions it deems appropriate.
- Advertising for non-profit organizations grants shall begin after ratification of the next fiscal year budget.
- Completed applications must be submitted by email to Administrative Coordinator, Holley Dennison, at holley.dennison@cityofsitka.org by 5:00 p.m. on the due date August 18, 2023. Applications received after the time fixed for receipt will not be considered. The due date for special emergency grants is two weeks prior to the Assembly meeting considering the application.
- All timely received and completed applications shall be reviewed and scored by the Assembly.
- Applicants must be current with all CBS liabilities when the application is filed in order for the application to be considered, including sales taxes, property taxes, utility payments, lease payments, loan payments, promissory notes, etc. To ensure compliance, applicants must complete and submit the CBS Liabilities Form with the Grant Application. This form needs to be signed off by the tax, utility and miscellaneous billing departments indicating that the applicant is current in all obligations owed to the CBS.
- Applications for annual grants will be considered and awarded at a special meeting of the Assembly in September. An application for a special emergency grant will be considered at the first regular Assembly meeting held two weeks after receipt of the application. Applicants will not be given the opportunity to promote their individual grant applications during the Assembly meeting. For an applicant to receive funding, a majority of the Assembly needs to recommend some level of funding.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Non-profit organizations that have received CBS funds as part of the General Fund Budget are ineligible to receive monies from this General Fund Non-profit Organization Grant program.
- Non-profit organizations may only receive one General Fund Non-profit Organization grant during the same fiscal year, either an annual grant or a special emergency grant.

- Grant monies not awarded or used during the fiscal year will rollover as non-profit grant funds for the next fiscal year. Any rollover monies will be counted towards the total grant funds to be appropriated for the next fiscal year toward any of the grant categories.
- Grant monies not spent during the awarded fiscal year must be returned to the CBS.
- Grant monies may not be reallocated for another project not specific to what the organization originally applied for without Municipal Administrator approval.

A Progress and Financial Report must be submitted to Administrative Coordinator Holley Dennison at holley.dennison@cityofsitka.org no later than March 1, 2024. If all grant funds have not been spent and accounted for in the March 1, 2024, report, a supplemental report must be filed by July 12, 2024. Failure to timely submit complete reports may result in the non-profit organization being ineligible in the next fiscal year for general fund grants for non-profit organizations.

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: _____

- Property Tax

Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Ashley Workman, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter, Controller
747-1836

- Utilities

Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

FY24 Non-Profit Grant Requests

	Applicant	FY24 Requests & Funds Available	FY24 Assembly Approved
Human Services			
1	Brave Heart Volunteers	\$10,000	
2	Sitka Counseling and Prevention Services	\$18,500	
3	Southeast Alaska Independent Living	\$24,000	
Subtotal		\$52,500	
	Funds Available FY24	\$ 25,000	
Cultural & Educational Services			
4	Alaska Arts Southeast (Sitka Fine Arts Camp)	\$10,000	
5	Outer Coast	\$10,000	
6	Sitka Music Festival	\$9,000	
Subtotal		\$29,000	
	Funds Available FY24	\$10,000	
Community Development			
7	Sitka Trail Works	\$ 10,000	
8	The Greater Sitka Chamber of Commerce	\$ 5,000	
Subtotal		\$ 15,000	
	Funds Available FY24	\$ 10,000	
Special Emergency			
	Funds Available FY24	\$ 5,000	
Total FY24 Funds Requested		\$96,500.00	
Total FY24 Funds Available Including Special Emergency Fund		\$50,000	
TOTAL			

FY20 - FY24 Non-Profit Grant Requests & Approvals

Applicant	FY20 Request	FY20 Assembly Approved	FY21 Request	FY21 Assembly Approved	FY22 Request	FY22 Assembly Approved	FY23 Request	FY23 Assembly Approved	FY24 Request	FY24 Assembly approved
Human Services										
Brave Heart Volunteers	\$ 15,000	\$ 10,142	\$ 15,000	\$ 8,167	\$ 9,000	\$ 8,060	\$ 9,000	\$ 7,583	\$10,000	
Sitka Counseling & Prevention Services	\$ 10,000	\$ -	\$ 10,000	\$ 5,167	\$ 7,600	\$ 5,845			\$18,500	
Sitka Ham Amateur Radio Klub	\$ -	\$ -	\$ 8,321	\$ 1,000	\$ -	\$ -				
Sitka Homeless Coalition	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 7,000	\$ 4,536	\$ 25,000	\$ 15,500		
Sitka Lutheran Church	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 917		
Sitka Pregnancy Center	\$ -	\$ -	\$ 1,000	\$ 583	\$ -	\$ -				
Southeast Alaska Independent Living	\$ 16,000	\$ 7,742	\$ 16,000	\$ 8,500	\$ 20,000	\$ 8,179			\$24,000	
The Salvation Army Alaska Sitka Corps	\$ 17,000	\$ 6,342	\$ -	\$ -	\$ -	\$ -				
<i>Subtotal</i>	<i>\$ 62,000</i>	<i>\$ 28,226</i>	<i>\$ 50,321</i>	<i>\$ 23,417</i>	<i>\$ 43,600</i>	<i>\$ 26,620</i>	<i>\$ 35,000</i>	<i>\$ 24,000</i>	<i>\$52,500</i>	<i>\$0</i>
Cultural & Educational Services										
Alaska Arts Southeast (Sitka Fine Arts Camp)	\$ 7,500	\$ 3,967	\$ 7,500	\$ 5,983	\$ 7,500	\$ 7,500.00	\$ 10,000	\$ 8,750	\$10,000	
American Legion Post 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,110.05	\$ 1,750		
Betty Eliason Child Care Center	\$ 10,000	\$ 3,067	\$ -	\$ -	\$ -	\$ -				
Civil Air Patrol	\$ -	\$ -	\$ 800	\$ 533	\$ -	\$ -				
Greater Sitka Arts Council	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -				
Outer Coast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$10,000	
Sitka Music Festival	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,000	
<i>Subtotal</i>	<i>\$ 27,500</i>	<i>\$ 7,034</i>	<i>\$ 8,300</i>	<i>\$ 6,516</i>	<i>\$ 7,500</i>	<i>\$ 7,500</i>	<i>\$16,110.05</i>	<i>\$ 10,500</i>	<i>\$29,000</i>	<i>\$0</i>
Community Development										
Baranof Bruins Youth Wrestling Club	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 4,464				
Sitka Fastpitch Softball Club	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 3,917		
Sitka Trail Works	\$ 10,000	\$ 9,000	\$ 10,000	\$ 8,000	\$ 10,000	\$ 5,750	\$ 10,000	\$ 6,583	\$10,000	
The Greater Sitka Chamber of Commerce	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$5,000	
<i>Subtotal</i>	<i>\$ 10,000</i>	<i>\$ 9,000</i>	<i>\$ 10,000</i>	<i>\$ 8,000</i>	<i>\$ 20,000</i>	<i>\$ 10,214</i>	<i>\$ 20,000</i>	<i>\$ 10,500</i>	<i>\$15,000</i>	<i>\$0</i>
TOTAL	\$ 99,500	\$ 44,260	\$ 68,621	\$ 37,933	\$ 71,100	\$ 44,334	\$ 71,110	\$ 45,000	\$96,500	\$0

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Brave Heart Volunteers (BHV)

Alaska State Business License Number (if applicable): XXXXXXXXXX

Name of Contact Person: Angie DelMoral, Executive Director

Phone: (907) 747-4600 Email: angie@braveheartvolunteers.org

Mailing address: P.O. Box 6336, 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: \$10,000 Percentage: 100%

Sources of Matched Dollars: Individual/business donations, Pick.Click.Give, fundraising, and a grant from the Sitka Alaska Permanent Charitable Trust.

Brief Description of the Purpose of the Grant: Brave Heart Volunteers requests funding to support the management and oversight of volunteer visiting, grief support, caregiver respite, and compassionate support at end-of-life for care receivers; the development and implementation of quality training for all volunteers; and the provision of sound educational resources for volunteers and community members. All services are free of charge and not duplicated by another organization in Sitka.

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

Name: E.M. JANSEN 

Title: Board President

Date: August 3, 2023

Detailed Project Description Overview

What grant category are you applying for?

Brave Heart Volunteers (BHV) is applying for an annual Human Services grant.

What will be done with these funds?

BHV requests \$10,000 to help support the growth and sustainability of our organization as we provide core community-based services in four main areas: 1) Volunteer Visiting; 2) Caregiver Respite & Support; 3) Grief Support & Education; and 4) End-of-Life Compassionate Support.

What will be done with funds?	Who will do it?	Who will be served?	When will this service be provided?
Companionship Volunteer Training	BHV staff, Board members, volunteers, and local professionals	Interested Sitkans to be trained to offer confidential, compassionate companionship to those in need	Ongoing, with an annual training in Fall
Volunteer Support and Education	BHV staff	Active volunteers	Monthly volunteer check in & education
Volunteer Visiting and Caregiver Respite	BHV staff and volunteers	Sitkans who are caregivers and their care receivers	Ongoing, as needed
Caregiver Support & Education	BHV staff, Board members, and local professionals	Sitkans who are caregivers for elders with dementia, illness, or end-of-life challenges	Ongoing, as needed
Adult Grief Support & Education	BHV staff, Friend in Grief (FIG) Volunteers, and local professionals	Adult Sitkans who are experiencing grief and loss	Ongoing, as needed
Compassionate Care at End of Life Training	BHV staff, Board members, volunteers, and local professionals	New volunteers and interested Sitkans who want to support those at end of life	Ongoing, with an annual training in Fall
Volunteer Support for Those at End of Life	BHV staff and volunteers	Sitkans at the end of life, their families, and other caregivers	Ongoing, as needed
Communitywide Education	Staff, Board members, experts, and others	Sitkans seeking education about grief, loneliness, or end of life.	Once or twice yearly

Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount?

BHV submitted its first grant application in 2005 and received an award of \$8,000. BHV has received funding for the past 17 years with award amounts ranging from \$7,583 to \$30,000. In 2022, BHV was awarded \$7,583.

Expected Outcomes

How will the project be measured as successful?

Measurements of success include:

- Feedback from participants, care receivers, and their families about program service delivery. Our goal is total satisfaction. All feedback is reviewed by staff, and changes are implemented if necessary.
- Ensuring that our programming is relevant and meeting community needs.
- Attendance at support groups and educational trainings/workshops remains high and participants return for future events.
- Participants and volunteers continue to maintain high levels of engagement and contributions of their time, talent, materials, and expertise.
- Businesses and individuals continue to donate financially to help sustain our mission to serve our neighbors.

What will the tangible community benefit be?

The most important benefit to the community is our enduring provision of free, compassionate care to Sitkans in need. At BHV, we continue to see the residual effects of the pandemic as it intensified feelings of isolation, loneliness, and grief within our elderly care receivers and Sitkans of all ages. This has led to a marked increase in requests for social, emotional, and instructional support, and BHV is working diligently to meet these needs. We also provide caregiver respite, compassionate bedside support for those at end of life, and quality educational services for our volunteers and the community.

Another key benefit is that BHV connects people from all walks of life to create a diverse network of support to strengthen Sitka. We also serve as a meaningful outlet for dozens of citizens who desire to help others; they donate thousands of hours in service and continue to make a profound impact in the lives of others.

What are some benchmarks during the project that indicate things are going in the right direction? Our program effectiveness and success are measured by tracking data in all program areas, then comparing the data and factoring in feedback. The areas we track include: 1) types of services desired to meet community needs; 2) number and types of trainings; 3) number of people served; 4) number of training and support group participants; 5) number of people using the resource library; 6) number of new volunteers and other participants; 7) number of care receivers; 8) number of new referrals; 9) number of community groups and/or citizens served; and 10) total donations given by community-based individuals and businesses.

Statement of Need

How does this project align with the funding category that you are applying for?

BHV is a human services organization that champions those experiencing loneliness, grief, and end of life. BHV aims to alleviate their suffering through social, emotional, and instructional support. Also, because Sitka does not have a formal hospice organization, our BHV-trained volunteers play an essential role in providing bedside comfort to those at the end of life and for their caregivers who need respite. We value our role as supporters of residents who are facing these difficult experiences and we feel honored to serve them.

What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?

The primary population BHV serves is elders. According to both the *McDowell Group 2019 Sitka Economic Plan* and the *Sitka Comprehensive Plan for 2030*, the number of citizens aged 65+ is expected to “grow rapidly” and will account for a quarter of Sitka’s population in 2030. Supportive care and social engagement for elders is critical to allowing them to “comfortably and safely age in place.” Elders deserve to feel valued and lead dignified, engaged lives. Our Mission exemplifies this message. In 2022, BHV served 227 Sitkans, the majority of whom were senior citizens. Additionally, as our elderly population increases, we can expect a greater need for end of life services, which BHV remains committed to providing.

Does the funding from this request leverage other funds for the project? How?

The demonstration of local government support is essential to our sustainability and our ability to apply for other grants. Consistent funding from CBS also shows an ongoing commitment to joining with BHV to serve our neighbors in need. It also indicates to residents, businesses, and other donors that our mission and purpose are worthy of financial support.

Organizational Capacity

Track record (this or similar project delivery and management)

For 22 years, BHV has served hundreds of Sitkans who faced the challenges of loneliness, grief, caregiving, and transitioning into death. We have also trained and managed hundreds of volunteers, who have donated tens of thousands of service hours to our residents. Also, because our companionship and bedside support services are not available from any other source in the community, BHV fills a unique, highly essential gap.

Additionally, we have refined our mission, strengthened our programs, and perfected our instructional services, which are respected throughout Alaska. Our solid partnerships with fellow service agencies, civic groups, faith groups, health communities, state organizations, and other nonprofits are another indication of our merit.

Community Support

The community's responsiveness and generosity to BHV remains steadfast. We continue to maintain solid volunteer and donor bases, and see robust community support at our fundraisers. We have also found that after BHV provides individuals with support, they and/or their family members often become volunteers themselves because they know the value of our programs firsthand. In all, our longevity, quality care, and the distinctive services we provide allows us to maintain high levels of support in Sitka.

Board Attendance

Our dedicated Board of Directors has nine members and the current attendance rate is 77%. Travel and work-schedule conflicts are the main reasons members miss monthly meetings.

List of Board Members and Officers

Board Officers:	Dr. Ellie Jansen, President Michele Friedman, Vice President Gloria Pies, Treasurer Lacey Tuten, Secretary
Members:	Dr. Drew Thompson, Tonya Venneberg, Jerrod Galanin, Larry Garrity, and Mamie Ziegler
Staff:	Angie DelMoral, Executive Director Kathryn Winslow, Program Manager

Attachments

- Budget Attachments
 - 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 Attachments
 - Copy of nonprofit documentation such as IRS 501c3 designation.
 - Current State of Alaska nonprofit organization's business license.
 - CBS Liabilities Form.

BRAVE HEART VOLUNTEERS

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Northrim Checking 228	77,382
1002 · Northrim Savings 031	29,753
1003 · Petty Cash	28
1004 · Restricted Schwab Account	393,943
1005 · Juneau Community Endowment	99,336
Total Checking/Savings	<u>600,442</u>
Accounts Receivable	
1101 · Accounts Receivable	2,658
Total Accounts Receivable	<u>2,658</u>
Other Current Assets	
1201 · Prepaid Insurance	2,884
Total Other Current Assets	<u>2,884</u>
Total Current Assets	<u>605,984</u>
TOTAL ASSETS	<u>605,984</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	248
Total Accounts Payable	<u>248</u>
Other Current Liabilities	
2001 · Payroll Tax Liabilities	777
2010 · Payroll liability	2,168
2020 · Paid Time Off Liability	9,869
Total Other Current Liabilities	<u>12,814</u>
Total Current Liabilities	<u>13,061</u>
Total Liabilities	13,061
Equity	
3200 · Restricted Net Assets/Endowment	493,279
32000 · Unrestricted Net Assets	90,187
Net Income	9,457
Total Equity	<u>592,923</u>
TOTAL LIABILITIES & EQUITY	<u>605,984</u>

BRAVE HEART VOLUNTEERS

Profit & Loss

08/02/23

January through December 2022

Accrual Basis

	Jan - Dec 22
Ordinary Income/Expense	
Income	
4000 · Donations	
4001 · Individuals	44,440
4002 · Businesses	12,928
4003 · Faith Groups	350
4004 · Pick. Click. Give.	3,627
4005 · Donations Other	1,462
Total 4000 · Donations	62,807
4010 · Fundraising	
4011 · Alaska Airline Raffle	8,205
4013 · Bowls	14,570
4015 · Fundraisers Other	20,757
Total 4010 · Fundraising	43,533
4020 · Grants	
4021 · Foundation Grants	10,058
4022 · Government Grants	22,583
Total 4020 · Grants	32,641
Total Income	138,981
Cost of Goods Sold	
4100 · Credit Card Merchant Discount	1,844
Total COGS	1,844
Gross Profit	137,137
Expense	
5100 · Payroll Expenses	
5101 · Salaries & Wages	104,328
5102 · Payroll Taxes	918
5100 · Payroll Expenses - Other	8,780
Total 5100 · Payroll Expenses	114,026
5300 · Professional Fees	
5301 · Contracted Support	500
5304 · Accounting	4,151
Total 5300 · Professional Fees	4,651
5302 · Insurance	5,711
5303 · Telephone, Internet, Fax	3,060
5400 · Supplies	
5401 · Office Supplies	882
5402 · Companionship Supplies	1,127
5404 · Education	131
5405 · Fundraiser Expense	2,818
Total 5400 · Supplies	4,957
5600 · Promotion	
5503 · Membership and Dues	340
5601 · Postage	399
5603 · Advertising & Promotion	524
5600 · Promotion - Other	318
Total 5600 · Promotion	1,581
Total Expense	133,986
Net Ordinary Income	3,152

BRAVE HEART VOLUNTEERS
Profit & Loss
January through December 2022

	<u>Jan - Dec 22</u>
Other Income/Expense	
Other Income	
4008 · Donations in Kind	34,000
4030 · Restricted donations-Endowment	12,290
4038 · Endowment realized gain/loss	812
4040 · Endowment Unrealized Gain/Loss	-17,923
4050 · Endowment Dividend Income	11,382
4092 · Interest Income	44
4095 · Endowment Investment Fees	-236
Total Other Income	<u>40,369</u>
Other Expense	
5306 · Investment fees in kind	4,000
5311 · Rent in kind	30,000
5700 · Other Expense	0
5901 · Bank Service Charges	64
Total Other Expense	<u>34,064</u>
Net Other Income	<u>6,305</u>
Net Income	<u><u>9,457</u></u>

BRAVE HEART VOLUNTEERS
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
4000 · Donations	
4005 · Donations Other	45,000.00
Total 4000 · Donations	45,000.00
4010 · Fundraising	
4015 · Fundraisers Other	60,000.00
Total 4010 · Fundraising	60,000.00
4020 · Grants	
4022 · Government Grants	35,000.00
Total 4020 · Grants	35,000.00
Total Income	140,000.00
Cost of Goods Sold	
4100 · Credit Card Merchant Discount	1,500.00
Total COGS	1,500.00
Gross Profit	138,500.00
Expense	
5100 · Payroll Expenses	
5101 · Salaries & Wages	103,305.00
5102 · Payroll Taxes	1,473.00
5110 · Retirement	5,000.00
5100 · Payroll Expenses - Other	8,728.00
Total 5100 · Payroll Expenses	118,506.00
5300 · Professional Fees	
5304 · Accounting	3,700.00
Total 5300 · Professional Fees	3,700.00
5302 · Insurance	9,000.00
5303 · Telephone, Internet, Fax	2,800.00
5400 · Supplies	
5401 · Office Supplies	900.00
5402 · Companionship Supplies	500.00
5404 · Education	250.00
5405 · Fundraiser Expense	2,000.00
Total 5400 · Supplies	3,650.00
5600 · Promotion	
5503 · Membership and Dues	340.00
5601 · Postage	200.00
5600 · Promotion - Other	350.00
Total 5600 · Promotion	890.00
Total Expense	138,546.00
Net Ordinary Income	-46.00
Net Income	-46.00

**Brave Heart Volunteers
Grants Received or Pending**

2023				
Name	Value	Date Closed	Status	
Sitka AK Permanent Charitable Trust	\$5,667	4/25/23	Awarded	
AK Synod First Fruits	\$324	2/15/23	Awarded	
USCGS&WA	\$754	4/28/23	Awarded	
Sitka Rotary Club	\$461	6/30/23	Awarded	
Douglas-Dornan Foundation	\$2,500	6/30/23	Pending	
2022				
Name	Value	Date Closed	Status	
Sitka AK Permanent Charitable Trust	\$6,083	5/20/22	Awarded	
Douglas-Dornan Foundation	\$2,225	6/1/22	Awarded	
CBS General Fund	\$7,583	8/15/22	Awarded	
Sitka Rotary Club	\$350	8/16/22	Awarded	
Sitka Legacy Foundation/ACF	\$1,400	9/23/22	Awarded	
AK Airlines	\$2,500 (vouchers)	9/8/22	Awarded	



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: [REDACTED]
Apr. 10, 2012 LTR 4168C E0
[REDACTED] 000000 00
[REDACTED]

BODC: TE

BRAVE HEART VOLUNTEERS INC
% DENNIS LONGSTRETH
PO BOX 6336
SITKA AK 99835-6336



14405

Employer Identification Number: [REDACTED]
Person to Contact: MR. PATTERSON
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Mar. 30, 2012, 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 OCTOBER 2010.

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 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.

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

BRAVE HEART VOLUNTEERS, INC.

PO BOX 6336, SITKA, AK 99835-9560

owned by

BRAVE HEART VOLUNTEERS, INC.

is licensed by the department to conduct business for the period

October 6, 2021 to December 31, 2023
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.

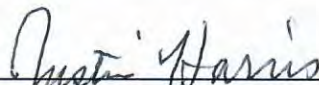
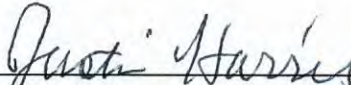
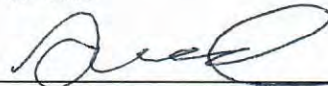
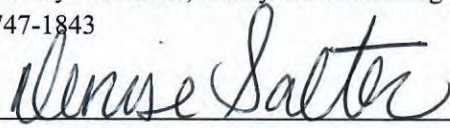
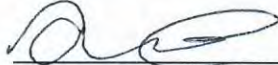
Julie Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Brave Heart Volunteers

- Property Tax 
Justin Harris, Supervisory Senior Accountant
747-1853
- Sales Tax 
Justin/Harris, Supervisory Senior Accountant
747-1853
- Municipal Leases 
Ashley Workman, Utility/Harbor Billing Clerk
747-1843
- Loan/Promissory Note 
Denise Salter, Controller
747-1836
- Utilities 
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

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):

Name of Contact Person: Amy Zanuzoski

Phone: 907-747-3636 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 or
 - Community Development
- Special Emergency Grant

Dollars Requested: \$18,500

Match Dollars Committed: \$5,800 Percentage: 31.4%

Sources of Matched Dollars: Medicaid payments

Brief Description of the Purpose of the Grant: This grant will help to build skills through training staff, including two youth interns, in suicide prevention and health education utilizing peer-adult support partnership model, and other professional development opportunities for youth to be involved in H.O.P.E. Coalition.

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: Amy Zanuzoski

Title: Executive Director Date: 8/18/2023

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 Administrative Coordinator, Holley Dennison, at holley.dennison@cityofsitka.org. Type the application using size 10-12 font. Submit only materials requested.

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations

Applicant: Sitka Counseling/HOPE Coalition

Detailed Project Description Overview

Sitka Counseling is applying for the Annual CBS Grant in the Human Services category. The funds from this grant will be used to build skills in our prevention team. This will be accomplished through a combination of training our staff, including our two youth interns, in suicide prevention and health education curriculum, which can be implemented in our local high schools utilizing a peer-adult partnership model. Also providing additional professional development opportunities for youth who become involved in the H.O.P.E. Coalition through our school-based programming with the intention of involving youth more heavily in prevention efforts in our community.

With this funding, we can further enhance the existing prevention and health education initiatives we have established with the schools, including Sitka High School, Pacific High School, and Mt. Edgecumbe High School. This is done by training our staff and our youth interns in a strength-based, upstream suicide prevention program with shown effectiveness in both preventative and intervention outcomes called Sources of Strength.

The funding would pay for trainers to visit Sitka to train a group of adults and youth peer mentors in implementation of Sources of Strength, which can be applicable and easily adapted to each school and its unique needs.

The funding we are requesting would also pay for at least two of our most active and dedicated youth mentors to attend the national CADCA forum in Washington, DC in February this would be a significant professional development opportunity for them. The intention is to further enhancing their skills in leadership, advocacy, and peer support in our community and allow allow them to connect with a nation-wide community of coalitions dedicated to substance misuse prevention. This funding would cover travel and lodging costs.

Between 2-5 adult advisors will mentor a peer leader team (at least 3 Sitka Counseling staff and potentially two Sitka School District faculty members, or other HOPE Coalition members and partners), and 8-10 youth would be trained as facilitators in Sources of Strength curriculum to implement across our local high schools. Two youth will attend the CADCA national forum in Washington, DC in February of 2024 along with 3-4 adult prevention staff (we have already allocated funding for the adults and would just require funding assistance for the youth to attend with us). The Finance Director of Sitka Counseling will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

High-school-aged youth across the Sitka School District would be served by this initiative. Once we can secure funding for arranging Sources of Strength Training, we would like to invite their trainers to come to Sitka ideally by October or November so we can be prepared to implement the initiative in schools when students return from their winter break in January. The CADCA national forum in Washington, DC will take place in the beginning of February of 2024.

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations Applicant: Sitka Counseling/HOPE Coalition

Sitka Counseling received previous CBS grants in Fiscal Year 2005(\$23,449.00), 2006(\$15,000.00), 2007(\$15,000.00), 2008(\$5,000.00), 2009(\$20,000.00), 2010(\$7,000.00), 2011(\$5,000.00), 2012(\$3,000.00) then in 2015(\$7,000.00), 2016 (\$7,581.00), 2017 (\$4,692.00), 2018 (\$4,638.00), 2019 (\$4,714.00), 2020 (\$5,167), 2021 (\$5,845) and 2022 (did not apply).

Expected Outcomes

The Sources of Strength program has been evaluated through several large randomized control trials and is one of the most rigorously evaluated and broadly disseminated prevention programs in the United States. It is considered the first suicide prevention program to demonstrate effectiveness using Peer Leaders to enhance protective factors associated with reducing suicide across a school population. Sources of Strength teams are active across the United States, Canada, Australia, and many American Indian/Alaska Native and First Nations communities. Most importantly, the specific concepts and training materials and resources which would become available to us through using this program would help our youth mentors to confidently lead and support their peers, knowing they have a specific delivery method of substance use and suicide prevention that is founded in a strong evidence base with access to support in its implementation.

We are confident involving youth as key stakeholders in conversations and initiatives around substance misuse and suicide prevention, they will begin to see themselves as powerful change agents in these issues with a strong capacity to uplift their peers, reducing risk factors and increasing protective factors which can lead to better outcomes for youth and families in Sitka.

To evaluate the effectiveness of program implementation in Sitka schools, we will be developing three surveys: one for student participants; one for parents/guardians of student participants; and one for Sitka School District staff. We will offer these surveys near the end of the 2023-2024 school year to gauge overall satisfaction with the program to help inform any improvements we can make in implementing the program moving forward.

We also plan to meet with SSD faculty twice during the semester, to gather feedback on how these groups seem to be impacting peer culture and whether any notable improvements have been made in peer-to-peer relationships. Such as a reduction in bullying, improvements in individual student behaviors, such as a reduction in suicidal ideation, social isolation, and substance-use-related incidents. Finally, we will be checking in with students regularly on how their experience is going with Sources of Strength, and whether we should be making any improvements in implementation. When students are reporting they are feeling more confident, more connected to their peers, more able to identify their internal strengths and the strengths of others, and less likely to engage in substance misuse, self-harm, social isolation, or other maladaptive behaviors, we will know the program is working how it should.

Statement of Need

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations

Applicant: Sitka Counseling/HOPE Coalition

According to the Center for Disease Control and Prevention (CDC)'s Youth Risk Behavior Survey, in 2021, 42% of high school students reported experiencing persistent feelings of sadness or hopelessness during the past year, and nearly one-third reported experiencing poor mental health during the past 30 days. Unfortunately, these disorders often co-occur with substance use disorders (SUD), leading to compounding issues which make it more challenging for individuals to find appropriate treatment.

Furthermore, according to the Youth Risk Behavior Survey Data Summary & Trends Report: 2011-2021:

Schools can implement quality health education by having policies that foster supportive environments for quality health education, using content that promotes healthy development, and equipping staff with the knowledge and skills needed to deliver quality health education. Health education succeeds when parents, community partners, and young people are engaged in developing and planning health education programming in schools.

We see there is much we can do to support schools in implementation of health education which truly engages youth and offers them skills to engage in their community in a positive way. With implementation of the Sources of Strength program, which has a strong evidence base of demonstrated effectiveness in many other communities, we are beginning this type of support to schools.

With regard to prevention, most Federal and State grants require documented local governmental support and involvement. Receiving this grant would help meet this requirement, and allow us to use the CBS grant to leverage funding from state and national sources based on local support.

Organizational Capacity

Starting in 2016 we have received the Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Grant which allowed us to address prescription opioid and heroin related issues/misuse in our community. We partnered with several community organizations to develop and distribute pamphlets and posters to raise awareness of the proper storage and disposal of prescription medications and distributed over 380 opioid/heroin overdose response kits (@^N\$130.00/kit) and 260 medication disposal bags (@ ^N\$6.00/bag). This grant ended in 2020.

In 2017 we received a Federal Drug Free Communities Grant with funding being shared with community partners to address youth tobacco, alcohol and marijuana misuse through the coalition structure. The DFC grant is a 5-year non-competitive grant with a potential competitive grant application process for an additional 5 years. Utilizing this grant, we

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations Applicant: Sitka Counseling/HOPE Coalition

purchased two medication disposal boxes and placed them at the Sitka Police Department and Whites Pharmacy/AC Lakeside. We also purchased a portable incinerator to destroy unused medications locally, a task which our partner, the Sitka Police Department, has agreed to take on. Since the incinerator was purchased, the Police Department has destroyed over 115 pounds of unused and/or expired medications and helped keep these medications out of the wrong hands, out of our landfill and out of our waterways. We have also partnered with SPD and Public Health to provide twice a year prescription drug take back days to help reduce access to medications. The number one place youth and others obtain non-prescribed medications is from their home.

Since 2019 we have received the Comprehensive Behavioral Health Prevention and Early Intervention Services (CBHPEIS) Grant through the State of Alaska. The focus of this grant and overall goal is "To Promote a Healthy Community Utilizing Effective Practices and Partnership." We have since been implementing this grant to identify strategies and achieve outcomes related to: 1) All Alaskan communities, families and individuals are free from the harmful effects of substance use/ misuse, dependency and addiction; 2) Alaska children, youth and adults are mentally healthy and living successfully; 3) All community members are connected, resilient and have basic life skills. Much of this grant has gone to supporting our community partners in their initiatives related to the above-mentioned outcomes, and key partners we have supported through this grant have been the Sitka High School and the Sitka Tribe of Alaska.

Community Support:

As mentioned above, Sitka Counseling (in one form or another) has been around for over 40 years. The HOPE Coalition has been in existence for over five years and has had a consistent membership of between 10-24 people representing 12 sectors of the community and good diversity. The Health Needs and Human Services Commission supports the coalition as has the City and Borough of Sitka in the past. Strong partnerships exist with SEARHC, Youth Advocates of Sitka, St. Peters Episcopal Church, Brave Heart Volunteers, Sitka Counseling, Lakeside-Milam Recovery Centers, Sitka Police Department, Sitka School District and Student Government, Sitka Public Health Department, Sitka Health Summit and other community and state organizations and businesses.

Board Attendance/ Board Members and Officers

Sitka Counseling's board members include Stan Filler-President, Ken Davis-Vice President, Hillary Nutting-Secretary/Treasurer, Julie Platson and Robert 'Chip' Korngiebel Jr.. Our board has longevity, with some members standing for more than twenty years. They attend monthly policy and direction meetings and special purpose committees.

SITKA COUNSELING

Statement of Financial Position

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1115 1st Bank Operating	-6,306.85
4111 Gathering of Cultures B & B	963.11
4112 Baranof School Name Change	1,000.00
4113 Children's Cemetery Memorial	2,000.00
4115 Sitka PRIDE	217.63
4116 Community Recreation Initiative	26,684.29
4117 Indigenous Peoples Day	1,172.66
4118 HOPE Coalition	100.00
Total 1115 1st Bank Operating	25,830.84
1120 1st Bank SC Operating Reserve	260,501.64
1121 1st Bank - Sitka Health Summit	29,326.65
1131 FNBA Checking/CD	43,307.29
1137 1st Bank - USDA Loan SJC Rsrv	68,417.23
1145 First Bank - USDA Loan IRR Rsrv	28,025.42
1150 Endowment Fund/Charles Schwab	5,081.83
1160 Petty Cash	200.00
Total Bank Accounts	\$460,890.90
Accounts Receivable	
1200 Accounts Receivable	105,907.00
Total Accounts Receivable	\$105,907.00
Other Current Assets	
12000 Undeposited Funds	0.00
1201 Payment unposted	571.26
1225 Client Fee Receivables	268,356.11
1226 Payments unapplied	-598.49
1227 Allowance For Doubtful Accts	-172,842.70
1228 Interim A/R payments	1,250.84
1229 Lytec Client Fee Receivables	65,337.79
1230 Grants Receivable	24,247.75
1231 Allowance Doubtful Acct Lytec	-65,337.79
1240 Other Receivable	-450.00
1241 Exparte Receivables	4,226.06
1245 Employee Advances	5,178.00
1250 Prepaid Expenses	67,747.82
Payroll Corrections	0.00
Repayment	
401K Loan repayment	0.37

SITKA COUNSELING

Statement of Financial Position

As of June 30, 2023

	TOTAL
Total Repayment	0.37
Total Other Current Assets	\$197,687.02
Total Current Assets	\$764,284.92
Fixed Assets	
1310 Building Indian River Road	752,346.97
1315 Property & Equipment	103,371.98
1330 Land - Sitka Recovery Campus	408,868.10
1331 Land Improvements	10,300.00
1335 Building-Sitka Recovery Campus	1,694,206.97
1340 Parking Lot-Sitka Recov Campus	32,683.00
1360 Accumulated Depreciation	-1,254,006.58
Total Fixed Assets	\$1,747,770.44
TOTAL ASSETS	\$2,512,055.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	5,261.80
Total Accounts Payable	\$5,281.60
Other Current Liabilities	
2120 Payroll Liabilities	244.57
2121 941 Payable	461.44
2130 ESC Payable	-60.72
2141 Health Insurance Payable	-113,372.40
401k Co. Match	0.00
401k Emp.	0.00
AK Unemployment Tax	6,707.01
Child Support - Alaska	0.00
Child Support - Washington	0.00
Colonial Life Accident	0.00
Colonial Life Cancer	0.00
Colonial Life Hospital Confinem	0.00
Federal Taxes (941/943/944)	0.00
Health Insurance (company paid)	89,992.08
Health Insurance (pre-tax)	20,547.54
Health Saving HSA	0.00
Miscellaneous Deduction	1,150.00
Miscellaneous Deduction {2}	4,497.84
Roth 401k Emp.	0.00

SITKA COUNSELING

Statement of Financial Position

As of June 30, 2023

	TOTAL
Total 2120 Payroll Liabilities	10,167.36
2220 Security Deposits	10,545.00
Alaska, Sitka Borough Payable	0.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$20,712.36
Total Current Liabilities	\$25,974.16
Long-Term Liabilities	
2337 Note Payable - Rural Developmen	0.00
2339 Note Payable Sitka Recovery Cam	1,023,402.59
Total Long-Term Liabilities	\$1,023,402.59
Total Liabilities	\$1,049,376.75
Equity	
30000 Opening Balance Equity	0.00
3100 Unrestricted Net Assets	1,860,269.48
3110 Endowment Fund Balance	5,000.00
Net Revenue	-402,590.87
Total Equity	\$1,462,678.61
TOTAL LIABILITIES AND EQUITY	\$2,512,055.36

SITKA COUNSELING

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 Grant Revenue	278,795.98	2,004,861.31	-1,726,065.33	13.91 %
4101 Mini-Grants Revenue		100.00	-100.00	
4200 Client Fees	127,321.50	1,973,588.00	-1,846,266.50	6.45 %
4270 Food	776.54	20,000.00	-19,223.46	3.88 %
4400 Unrestricted Income				
4410 Interest Income	57.35	700.00	-642.65	8.19 %
4415 Endowment Income		20.00	-20.00	
4420 Donations - Local	24,512.11	7,000.00	17,512.11	350.17 %
4422 Donations - Board Member		200.00	-200.00	
4428 Donations - Christmas Bazaar		9,000.00	-9,000.00	
4445 Miscellaneous Income		5,000.00	-5,000.00	
4450 Recovery Of Bad Debt		1,200.00	-1,200.00	
4460 Facility Rental	17,985.48	113,400.00	-95,414.52	15.86 %
Total 4400 Unrestricted Income	42,554.94	136,520.00	-93,965.06	31.17 %
4491 Flume Circle Reimbursements		25,000.00	-25,000.00	
4492 Rep Mgmt Fee		4,968.00	-4,968.00	
Services	4,440.00		4,440.00	
Total Revenue	\$453,888.96	\$4,165,037.31	\$ -3,711,148.35	10.90 %
Cost of Goods Sold				
4600 Adjustments				
4601 Sliding Fee W/O	114.16	7,000.00	-6,885.84	1.63 %
4607 Medicaid W/O	3,377.84	50,000.00	-46,622.16	6.76 %
4609 Client Fees/Write Offs	2,515.06	100,000.00	-97,484.94	2.52 %
4612 Miscellaneous Adjustments		2,000.00	-2,000.00	
Total 4600 Adjustments	6,007.08	159,000.00	-152,992.94	3.78 %
Total Cost of Goods Sold	\$6,007.06	\$159,000.00	\$ -152,992.94	3.78 %
GROSS PROFIT	\$447,881.90	\$4,006,037.31	\$ -3,558,155.41	11.18 %
Expenditures				
5100 Personal Services				
5101 Wages	257,029.30	2,736,720.00	-2,479,690.70	9.39 %
5175 Payroll Taxes	20,553.19	207,853.72	-187,300.53	9.89 %
5176 Retirement	7,919.07	72,702.86	-64,783.79	10.89 %
5177 Health Insurance	23,157.72	145,350.72	-122,193.00	15.93 %
Total 5100 Personal Services	308,659.28	3,182,627.30	-2,853,968.02	9.76 %
5200 Travel				
5210 Local Mileage		46.00	-46.00	
5215 Travel - Training	57.73	48,427.44	-48,369.71	0.12 %
5220 Travel - Business		6,004.00	-6,004.00	
5230 Training/Tuition	1,216.07	16,358.00	-15,141.93	7.43 %
Total 5200 Travel	1,273.80	70,835.44	-69,561.64	1.80 %
5300 Facility				

SITKA COUNSELING

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5310 Rent		48,152.00	-48,152.00	
5320 Telephone	5,784.46	29,800.00	-24,015.54	19.41 %
5325 Utilities	12,104.93	66,900.00	-54,795.07	18.09 %
5330 Maintenance & Repairs	11,722.47	86,943.00	-75,220.53	13.48 %
Total 5300 Facility	29,611.86	231,795.00	-202,183.14	12.78 %
5400 Supplies				
5410 Office Supplies	1,109.24	15,400.00	-14,290.76	7.20 %
5415 Program Supplies	15,136.41	62,140.00	-47,003.59	24.36 %
5425 Household Supplies	1,265.59	16,700.00	-15,434.41	7.58 %
5430 Food Supplies	5,513.38	62,500.00	-56,986.62	8.82 %
5440 Postage	273.94	2,940.00	-2,666.06	9.32 %
Total 5400 Supplies	23,298.56	159,680.00	-136,381.44	14.59 %
5500 Equipment				
5510 Equipment Purchases/Rental	12,356.72	60,813.00	-48,456.28	20.32 %
5515 Equipment Maintenance	1,916.19	23,946.00	-22,029.81	8.00 %
Total 5500 Equipment	14,272.91	84,759.00	-70,486.09	16.64 %
5600 Other				
5610 Audit		18,995.00	-18,995.00	
5613 UA Testing		1,500.00	-1,500.00	
5616 Professional Fees/Licenses		6,000.00	-6,000.00	
5619 Dues/Subscriptions	608.38	12,900.00	-12,291.62	4.72 %
5633 Advertising/Printing	1,248.20	15,043.28	-13,795.08	8.30 %
5635 Insurance		66,650.46	-66,650.46	
5647 Background Checks	140.00	5,500.00	-5,360.00	2.55 %
5650 Pre Employment Screening	400.00	6,500.00	-6,100.00	6.15 %
5654 Impementation Funds		45,170.00	-45,170.00	
5656 Recruitment Costs		8,000.00	-8,000.00	
5670 Contracted Services	15,736.00	39,000.00	-23,264.00	40.35 %
5675 Cont Services - Nurse	2,064.75	17,500.00	-15,435.25	11.80 %
5680 Cont Services - Med Director	7,576.76	38,945.47	-31,368.71	19.45 %
Total 5600 Other	27,774.09	281,704.21	-253,930.12	9.86 %
5700 Indirect Cost		13,636.36	-13,636.36	
5800 Miscellaneous	59.08		59.08	
5810 Bank Charges	736.33	1,000.00	-263.67	73.63 %
5840 Reimbursable Expenses	-23,051.44		-23,051.44	
Total 5800 Miscellaneous	-22,256.03	1,000.00	-23,256.03	-2,225.60 %
Reimbursements	22.10		22.10	
Total Expenditures	\$382,656.57	\$4,006,037.31	\$ -3,623,380.74	9.55 %
NET OPERATING REVENUE	\$65,225.33	\$0.00	\$65,225.33	0.00%
NET REVENUE	\$65,225.33	\$0.00	\$65,225.33	0.00%

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

Attachment - Detailed Budget for the Project FY2024

		CBS	MATCH	PROJECT
Cost Category	FTE	AWARD	CASH	TOTAL
Training				
Sources of Strength		\$6,000		\$6,000
School Licensing Fees		\$2,250		\$2,250
CADCA Mid-Year		\$5,800	\$5,800	\$11,600
Total Training		\$14,050	\$5,800	\$19,850
Supplies				
Promotion Supplies		\$2,250		\$2,250
Food Supplies		\$1,200		\$1,200
Program Supplies		\$1,000		\$1,000
Total Supplies		\$4,450		\$4,450
TOTAL DIRECT COSTS		\$18,500	\$5,800	\$24,300

Itemized list of grants:

Department of Behavioral Health CBHTR – Outpatient Treatment \$1,013,143.71
 Department of Behavioral Health CBHTR – Residential Substance \$322,757.60
 Department of Behavioral Health Mental Health Essential Equipment \$24,905.00
 Department of Behavioral Health Mental Health Deferred Maintenance \$50,000.00
 CDC, Drug Free Communities Support Program \$125,000.00
 Department of Health and Social Services, Comprehensive Behavioral Health Prevention and
 Early Intervention Services Grant \$150,000.00
 Thread Community Innovation grant (7/1/23-6/30/25) \$615,950.00



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: [REDACTED]
Mar. 08, 2019 LTR [REDACTED] 0
[REDACTED] 000000 00
[REDACTED]

BODC: [REDACTED]

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



021970

Employer ID number: [REDACTED]
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Feb. 27, 2019, about
SITKA COUNSELING & PREVENTION SERVICES INC

We issued you a determination letter in April 2004, recognizing
you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)
(3).

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

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

In the heading of this letter, we indicated whether you must file an
annual information return. If you're required to file a return, you
must file one of the following by the 15th day of the 5th month after
the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income
Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt
Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1)
Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual
information return or notice for 3 consecutive years, we'll revoke
your tax-exempt status on the due date of the 3rd required return or
notice.

You can get IRS forms or publications you need from our website at
www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

Mar. 08, 2019 LTR [REDACTED] 0
[REDACTED] 000000 00 [REDACTED]

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

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3

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 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 4, 2021 to December 31, 2023
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 Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: SITKA Counseling

- Property Tax Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853
- Sales Tax Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853
- Municipal Leases Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843
- Loan/Promissory Note Denise Salter
Denise Salter, Controller
747-1836
- Utilities Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Southeast Alaska Independent Living

Alaska State Business License Number (if applicable): ██████████

Name of Contact Person: Joel Hanson

Phone: (888) 487-1032 Email: jhanson@sailinc.org

Mailing address: 514 C Lake Street Sitka Alaska 99835

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

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

Dollars Requested: \$24,000

Match Dollars Committed: \$411,244 Percentage: 94.5.5% Committed and 5.5% Requested

Sources of Matched Dollars: Department of Health and Social Services: DDRC, ADRC, CIMG, OBA and IL Grants.

Health and Human Services-ACL Grant. White Elephant, Sitka Charitable Trust, Donations, Fundraising, Fees for service

Brief Description of the Purpose of the Grant: SAIL requests funding to provide essential, often urgent, services and support

for seniors and/or people who experience disabilities. Additionally, SAIL will engage the community through accessibility assessments

and education to increase inclusion of people who experience disabilities.

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

Name: Joel Hanson *Joel Hanson*

Title: SAIL Sitka Program Director Date: 8/17/2023

1. Project Description - Grant Category: Human Services

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

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

What will be done with the funds and who will do it: The nature of our work and mission requires SAIL services to be extremely personnel intensive—in Sitka, personnel costs account for 78% of the operating budget. Our services are delivered by a Program Director/Independent Living Advocate, an Independent Living Advocate and Recreation Coordinator, a Jesuit Volunteer/Americorps Member, an Employment Specialist/Independent Living Advocate, an Aging and Disability Resource Center Specialist and a part-time assistant. This proposal requests \$18,580 for personnel and \$5,420 for operating costs necessary to deliver essential services. Although this request for \$24,000 represents only 5.5% of our annual budget, support by the City & Borough of Sitka is a vital piece in demonstrating community buy-in, which is essential to leveraging outside dollars to fund our core programs here in Sitka. Please see our detailed Sitka Program Budget on the page below.

Who will be served: SAIL Sitka serves seniors and people of all ages and all disabilities including: physical, cognitive, neurological, and mental health disabilities. Thanks to state, federal and widespread community support, SAIL Sitka provided Independent Living Services to a total of **143** active consumers in FY23. Furthermore, **33 new individuals** developed Independent Living Plans and **14** consumers met their goals for independent living and exited the program during FY23. **380** Assistive Technology and Durable Medical Equipment items were loaned out to members of the community through our loan closet, and another **27** individuals received essential goods and services through our Last Resort Fund. **32** local high school students with disabilities received in-depth Independent Living and Employment Skills training to help them transition into adulthood. **9** young adults participated in SAIL's Summer Work Program in partnership with the Division of Vocational Rehabilitation, Sitka Trail Works, Sitka Cycling Club, Alaska State Parks, US Forest Service, Big Brew Energy, Sitka Sound Science Center, Alaska Safetech Industries and Youth Advocates of Sitka. While these numbers were actual numbers from FY23, we anticipate meeting or exceeding all of these numbers in FY24.

In all, these services dramatically impact the safety, independence, and quality of life of local residents in need. We collaborated with numerous local agencies to ensure success for these individuals as well as share education and awareness in the broader community to increase understanding of disabilities and foster acceptance of all people.

Disability Awareness and Americans with Disabilities Act (ADA) presentations will continue to be offered to community groups as requested. Last year SAIL provided presentations to many local businesses & community groups.

When will service be provided: Project services and expenses will be conducted throughout FY24.

CBS General Fund Grants previously received:

FY 2005 \$5,000; FY 2006 \$5,000; FY 2007 \$4,000; FY 2008 \$8,850; FY 2009 \$7,500; FY 2010 \$5,000; FY 2011 \$7,500; FY 2012 \$5,000; FY 2013 \$10,000; FY 2014 \$10,000; FY 2015 \$8,357; FY 2016 \$4,833; FY 2017 \$8,835; FY 2018 \$7,529; FY 2019 \$6,500; FY 2020 \$7,742; FY 2021 \$6,500; FY 2022 \$8,179

2. Expected Outcomes

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

Tangible Community Benefits:

Objective	Outcome
Empower one hundred and fifty (150) Sitka residents by providing Independent Living services for individualized requests (e.g. assistance securing essential life services such as housing, employment, transportation, and benefits such as Social Security, Medicaid, Alaska Public Assistance, etc.)	Sitka residents with disabilities or seniors will increase or maintain independence; increase self-esteem; become active, productive and involved citizens. Bettering the entire community.
Thirty (30) Sitka local high school students will receive support to help them prepare for the transition to employment and adulthood.	Young adults who experience disabilities will be able to become more independent as they leave the supportive special education program and move into adulthood.
Ten (10) local businesses or groups will receive disability awareness/ADA training and/or education.	A greater understanding and inclusion of seniors and people with disabilities. Local businesses voluntarily become more accessible after learning the direct benefits of removing both architectural and attitudinal barriers.
Help one hundred (150) individuals acquire necessary Assistive Technology, home modifications, durable medical equipment or funding through the Loan Closet and Last Resort Fund.	Provide more accessibility, safer environments and reduce health disparities in the home, community and workplace. Allow individuals to remain in their home and community.

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

- Consumers identify specific individual goals during the original point of program entry and progress and goal attainment monitored;
- All individualized and community services are documented in MicIL, a database designed specifically for Independent Living Centers such as SAIL;
- Teachers, students and businesses are surveyed before and after disability awareness training;
- Quarterly and annual fiscal & narrative reporting comparing proposed to actual results;
- Quarterly consumer satisfaction surveys mailed to consumers and results are collated and disseminated by the State Independent Living Council;
- Website feedback links. Annual fiscal audits by certified CPA's. Regular audits and site reviews by Alaska Department of Health and Social Services, the federal Administration on Community Living, and the Alaska Veterans Administration.

3. Statement of Need

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

Documented Need:

According to the US Center for Disease Control “up to 1 in 4 adults in the United States have some type of disability”. Using these figures, more than 2000 residents of Sitka experience a disability. We also offer our services, as the region’s Aging and Disability Resource Center, to everyone over 60. The 2021 census data shows that 24% of Sitka’s population is over the age of 60 (approximately 2017 seniors).

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

- 1- Reduce the proportion of people with disabilities who report barriers to obtaining the assistive devices, service animals, technology services, and accessible technologies that they need.
- 2- Reduce the proportion of people with disabilities who encounter barriers to participating in home, school, work, or community activities.

Without these opportunities, people with disabilities will continue to experience disparities, compared to the general population. The Sitka SAIL Program Directly addresses these disparities.

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

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

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

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

The support of the City and Borough of Sitka is also a key factor in our ability to leverage funding. One of SAIL’s greatest strengths is our ability to collaborate and leverage funding and in-kind resources from other entities and sources to benefit clients/consumers. Last fiscal year the Sitka SAIL Program helped local seniors and people with disabilities by leveraging resources from an impressive variety of sources, including: Alaska Department of Vocational Rehabilitation, Alaska Mental Health Trust Authority, Developmental Disabilities Mini Grants, Traumatic and Acquired Brain Injury (TABI) grant, Sitka Alaska Permanent Charitable Trust, Sitka Legacy Foundation, Nursing Facility Transition grants, White Elephant Grants, SEARHC’s Healing Hand Foundation, Alaska Center for the Blind and Visually Impaired and ATLA (Assistive Technology Library of Alaska).

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

Track Record – SAIL has enjoyed an impeccable record for grant management and service delivery since its inception in 1992. The State Independent Living Council conducts anonymous 3rd party quarterly consumer satisfaction surveys throughout the state and results show an overwhelming enthusiasm for the SAIL Sitka office. The agency and staff have received local, state, and national recognition for excellence. The Alaska Legislature has honored SAIL with a proclamation for providing “people with disabilities the chance to work for self-determination, equal opportunities and self-respect.” SAIL has demonstrated success for the last 31 years, managing literally dozens of grants every year—every one, without exception, completed successfully.

Community Support – One of the agency’s biggest strengths is our ability to collaborate with others by leading and participating in community coalitions. Currently SAIL has active partnerships with numerous agencies in Sitka including the Alaska Division of Vocational Rehabilitation; Center for Community; Sitka Tribe of Alaska; Southeast Alaska Regional Health Consortium; Sitka School District; Southeast Senior Services; Brave Heart Volunteers; Sitka Pioneer Home; Hames PE Center; Youth Advocates of Sitka; Sitka Health Summit Coalition; Sitka Trail Works; Alaska State Parks; Sustainable SE Partnerships; Veterans Administration, and others. In addition to agency support, SAIL is supported financially by individual and business donors.

Here's one real life example of the services that SAIL provides in Sitka: Recently we have been working with someone who came to SAIL because she was hoping to access a Alaska Mental Health Trust mini grant for some medical equipment and shipping costs that she could not afford. She attempted to use her medical insurance to pay for the items, but unfortunately, they were not covered. We worked on the mini grant application and gathered all of the documentation to demonstrate why the items would help her live more independently and why they were not covered by her medical insurance. While this was happening, she received an eviction notice from her landlord. She had lived there for a little over a year and had made it her home. The landlord told her that he had other plans for the property and that she needed to vacate the property the next month. This was stressful for the consumer because she had nowhere else to go. A few years prior, SAIL had helped her access a HUD section eight voucher that she did not want to give up. The voucher allowed her to move, but she expected to be at the property long term and it would be very difficult for her to leave. SAIL helped her navigate through this process by facilitating conversations with the landlord, connecting her with Alaska Legal Services’ Landlord Tenant Helpline, and searching for a new place to live. With the help of SAIL and Alaska Legal Services, she submitted a reasonable accommodation request referencing her disability that gave her more time to move out of her home. It was not easy, but she found a new place to live that was HUD approved. However, she still had concerns. SAIL staff assisted in conversations with her new landlord that built trust. This consumer has a severe environmental sensitivity so she knew that in order to stay healthy during the move, she needed the new rental to be clean. She realized that she needed funding for moving costs and cleaning the new rental. SAIL worked with her to apply for local grants from the Moose Lodge and Elks Lodge to pay for the cleaning costs. She also applied to the SAIL Last Resort Fund for the moving costs. SAIL walked her through these application processes. Finally, in order to address the main reason why she came to SAIL, we followed up with the Alaska Mental Health Trust and they informed us that her grant was approved. SAIL purchased the medical supplies that she needed, which ultimately helped her in the moving process. The consumer is living in her new place now and is still very connected to SAIL. This summer, she regularly attends recreation activities and is excited to discover more of what Sitka has to offer through SAIL’s programming. Sometimes, all people need is just an advocate to help them walk through complicated support systems. In this example, SAIL wasn’t able to solve all the challenges, but we were able to walk alongside her and connect her to the right people and organizations to address her needs, and ultimately, she was able to maintain her independence.

Board of Directors – SAIL is pleased to have an active, engaged Board of Directors with higher than 80% attendance. As a member of the Foraker Group, SAIL has adopted their recommendation of 100% board giving, and a tracking system endorsed by them and the Rasmuson Foundation. One-hundred percent of the Board of Directors make significant annual financial contributions to SAIL. Currently, there are no Sitka Board members after Bob Purvis retired from the SAIL board last winter. However, we are in conversations with two long time Sitka residents who are interested and scheduled to join our September board meeting.

SAIL Board Officers: Board Chair, Brandee Gerke – Juneau; Vice Chair, Jeff Irwin – Gustavus; Secretary, Suzanne Williams- Ketchikan; Treasurer, Mary Gregg- Ketchikan

Members: Joan Sizemore- Haines, Harriet Silva-Angoon, Ellen Pavitt-Juneau

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

STATEMENTS OF FINANCIAL POSITION

June 30, 2022 and 2021

	2022	2021
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 225,268	\$ 171,022
Accounts and grants receivable	525,926	564,711
Prepays and deposits	75,423	45,978
Total Current Assets	826,617	781,711
PROPERTY AND EQUIPMENT, net	741,489	873,320
LONG-TERM INVESTMENT	491,230	290,472
BENEFICIAL INTEREST	386,865	457,963
Total Assets	\$ 2,446,201	\$ 2,403,466
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 156,667	\$ 106,072
Accrued payroll expenses	140,789	151,112
Refundable advances	15,483	31,278
Total Current Liabilities	312,939	288,462
NET ASSETS		
Without Donor Restrictions		
Undesignated	453,706	432,515
Invested in property and equipment, net	741,489	873,320
Beneficial interest	386,865	457,963
Board-designated endowment	491,230	290,472
Total Net Assets Without Donor Restrictions	2,073,290	2,054,270
With Donor Restrictions	59,972	60,734
Total Net Assets	2,133,262	2,115,004
Total Liabilities and Net Assets	\$ 2,446,201	\$ 2,403,466

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

STATEMENTS OF ACTIVITIES

For the Years Ended June 30, 2022 and 2021

	For the Year Ended June 30, 2022			For the Year Ended June 30, 2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
CONTRIBUTIONS AND REVENUE						
CONTRIBUTIONS						
Grants from Government Agencies						
Federal government	\$ 534,558	\$ -	\$ 534,558	\$ 515,546	\$ -	\$ 515,546
State of Alaska, including federal pass-thru grants	729,459	-	729,459	852,699	-	852,699
Local governments	195,346	-	195,346	384,955	-	384,955
Total Government Grants from government agencies	1,459,363	-	1,459,363	1,753,200	-	1,753,200
Contributions from non-governmental sources	463,159	59,972	523,131	353,872	60,734	414,606
Less: costs of direct benefits to donors	-	-	-	-	-	-
Total Contributions	1,922,522	59,972	1,982,494	2,107,072	60,734	2,167,806
REVENUES						
Program service fees	1,001,470	-	1,001,470	884,306	-	884,306
Investment income (loss)	(120,219)	-	(120,219)	160,966	-	160,966
Other income and (losses), net	(19,927)	-	(19,927)	9,924	-	9,924
Total Revenues	861,324	-	861,324	1,055,196	-	1,055,196
CONTRIBUTIONS PROVIDED BY EXPIRING TIME AND PURPOSE RESTRICTIONS						
	60,734	(60,734)	-	162,255	(162,255)	-
Total Contributions and Revenue	2,844,580	(762)	2,843,818	3,324,523	(101,521)	3,223,002
EXPENSES						
Program Services - Independent Living	2,390,344	-	2,390,344	2,259,598	-	2,259,598
Supporting Services:						
Management and general	396,099	-	396,099	370,145	-	370,145
Fundraising	39,117	-	39,117	26,415	-	26,415
Total Expenses	2,825,560	-	2,825,560	2,656,158	-	2,656,158
Change in Net Assets	19,020	(762)	18,258	668,365	(101,521)	566,844
NET ASSETS, beginning of year	2,054,270	60,734	2,115,004	1,385,905	162,255	1,548,160
NET ASSETS, end of year	\$ 2,073,290	\$ 59,972	\$ 2,133,262	\$ 2,054,270	\$ 60,734	\$ 2,115,004

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.
Sitka City Grant Proposal - July 1, 2023 to June 30, 2024

Detailed Sitka Program Budget FY24

EXPENDITURES	FTE	This Request	Other Funds	TOTAL Budget FY 2024
A. 100 Personnel Services				
Sitka staff	3.10	\$14,380	\$219,725	\$234,105
Jesuit Volunteer	1.00		\$21,500	\$21,500
Fringe Benefits/Payroll taxes		\$4,200	\$78,439	\$82,639
<i>TOTAL Personnel Services</i>		\$18,580	\$319,664	\$338,244
B 200 Travel				
Staff travel		\$0	\$0	
Auto gas		\$0	\$1,000	\$1,000
<i>TOTAL Travel</i>		\$0	\$1,000	\$1,000
C. 300 Facility				
Office rental		\$750	\$11,250	\$12,000
Postage		\$20	\$480	\$500
Telephone		\$300	\$4,700	\$5,000
<i>TOTAL Facility</i>		\$1,070	\$16,430	\$17,500
D. 400 Supplies				
Office supplies		\$150	\$850	\$1,000
Program supplies		\$500	\$7,000	\$7,500
<i>TOTAL Supplies</i>		\$650	\$7,850	\$8,500
E. 500 Equipment				
Vehicle		\$0	\$1,000	\$1,000
<i>TOTAL Equipment</i>		\$0	\$1,000	\$1,000
F. 600 Other Operating Expense				
Accounting		\$0	\$0	\$0
Agency liability insurance		\$0	\$0	\$0
Advertising		\$0	\$0	\$0
Dues, fees, and licenses		\$0	\$0	\$0
Consumer Service Fund		\$0	\$0	\$0
Education & Training		\$0	\$0	\$0
Scholarships		\$0	\$0	\$0
Tech Support		\$0	\$0	\$0
Audit		\$0	\$0	\$0
Fundraising expense		\$0	\$2,000	\$2,000
Indirect Cost Rate		\$3,700	\$63,300	\$67,000
<i>TOTAL Other Expense</i>		\$3,700	\$65,300	\$69,000
TOTAL PROJECT COSTS		\$24,000	\$411,244	\$435,244
REVENUE				
		Project Request	Other Funds	TOTAL Project Budget
<i>Local, State, Federal grants</i>				
Sitka City grant		\$24,000		\$24,000
DHSS DDRRC, ADRC, CIMG AND IL			\$200,000	\$200,000
HHS-ACL			\$66,744	\$66,744
DHSS OBA grant			\$25,000	\$25,000
<i>Fundraising and Support</i>				
White Elephant			\$2,000	\$2,000
Sitka Charitable Trust			\$6,500	\$6,500
Donations			\$7,000	\$7,000
Fundraising			\$4,000	\$4,000
Fees for service			\$100,000	\$100,000
TOTAL PROJECT REVENUE		\$24,000	\$411,244	\$435,244

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.
List of FY23 Program Funding Sources

REVENUE	Project Request	Other Funds	TOTAL Project Budget
<i>Local, State, Federal grants</i>			
Sitka City grant		\$0	\$0
DHSS STAR, ADRC, CIMG AND IL		\$125,000	\$125,000
HHS-ACL		\$94,731	\$94,731
DHSS OBA grant		\$15,550	\$15,550
<i>Fundraising and Support</i>			
White Elephant		\$3,000	\$3,000
Sitka Charitable Trust		\$6,845	\$6,845
Donations		\$27,000	\$27,000
Fundraising		\$4,000	\$4,000
Fees for service		\$40,000	\$40,000
TOTAL PROJECT REVENUE	\$0	\$316,126	\$316,126

* In FY23 SAIL recieved a one-time \$20,000 donation. We do not aniticipate our individual doantion line item to be so high in FY24.

* Fee for service includes contract work from the State of Alaska Vocational Rehabilitation and the Alaska Veterans Administration .



Department of the Treasury
Internal Revenue Service

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

In reply refer to: [REDACTED]
Mar. 28, 2016 LTR [REDACTED] 0

[REDACTED] 000000 00

[REDACTED]
BODC: TE

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

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

Dear Taxpayer:

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

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

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

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

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

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

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

054989

Mar. 28, 2016 LTR [REDACTED] 0

[REDACTED] 000000 00
[REDACTED]

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

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

SAIL

3225 HOSPITAL DR UNIT 300, JUNEAU, AK 99801-7863

owned by

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

is licensed by the department to conduct business for the period

October 29, 2021 to December 31, 2023
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.

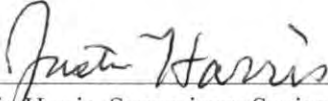
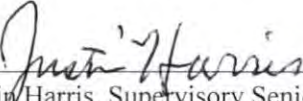

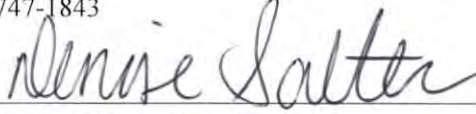
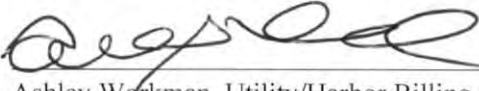
Julie Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Southeast Alaska Independent Living

- Property Tax

Justin Harris, Supervisory Senior Accountant
747-1853
- Sales Tax

Justin Harris, Supervisory Senior Accountant
747-1853
- Municipal Leases

Ashley Workman, Utility/Harbor Billing Clerk
747-1843
- Loan/Promissory Note

Denise Salter, Controller
747-1836
- Utilities

Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

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 Administrative Coordinator, Holley Dennison, at holley.dennison@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: Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp

Alaska State Business License Number (if applicable):

Name of Contact Person: Roger Schmidt

Phone: 907-747-3085 Email: rschmidt@fineartscamp.org

Mailing address: 110 College Drive, Suite 111, 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: \$10,000

Match Dollars Committed: \$30,000 Percentage: 67%

Sources of Matched Dollars: Grants, Contributions, Earned Income

Brief Description of the Purpose of the Grant: To provide need-based financial aid for Sitka students
to attend Sitka Fine Arts Camp.

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

Name: 

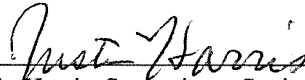
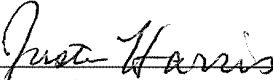
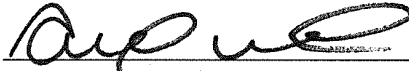
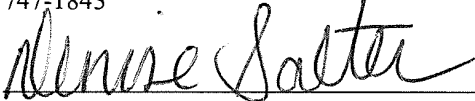

Title: Executive Director Date: 8/16/23

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp

- Property Tax

Justin Harris, Supervisory Senior Accountant
747-1853
- Sales Tax

Justin Harris, Supervisory Senior Accountant
747-1853
- Municipal Leases

Ashley Workman, Utility/Harbor Billing Clerk
747-1843
- Loan/Promissory Note

Denise Salter, Controller
747-1836
- Utilities

Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

PROJECT OVERVIEW

Sitka Fine Arts Camp (SFAC) is seeking an annual Cultural and Educational Services Grant, to provide need-based financial aid for Sitka students to attend our summer programs.

During Summer 2023, our 50th season, the Sitka Fine Arts Camp welcomed 777 students from 47 Alaskan communities and 23 states. 29% of our students in summer 2023 were from Sitka. Thanks to grants like the one from the City of Sitka, our programs continue to be need-blind for Sitka students and we awarded over 80 need-based scholarships to Sitka students.

Our financial aid program directly targets high-risk students in the Sitka community who need highly engaging, healthy, and meaningful educational experiences in order to succeed. Evaluations show that students who attend our programs see increased self-confidence and improved performance in school. We have seen that the arts can be one of the most effective ways for kids to feel included in a community and grow skills in teamwork, empathy, and inclusion.

"I used to think SFAC was a special event in the middle of the summer - a reward after a grueling school year. But I've begun to see it as more of a fuel to last me all year long. SFAC motivates me to create and connect with others. It is a place where I am allowed to be confident in my abilities and learn by leaps and bounds at the same time."

Sitka Fine Arts Camp and the City of Sitka have a mutually beneficial partnership. SFAC is a driving educational and economic force in the Sitka community. Every summer SFAC brings over 1500 visitors to Sitka through our programs. Parents of campers spend significant amounts of money in the local community each summer while visiting. Large funders look at City support when evaluating their contribution. Through these grants, SFAC is able to complete large capital projects on our campus using local contractors and vendors.

In addition to the financial benefits that our organization brings to the community, Sitka Fine Arts Camp's mission contributes to the quality of life in Sitka and the education of its youth. SFAC's multidisciplinary program offers high-quality arts education to students of all ages. During the summer, we provide over 140 classes in the disciplines of dance, theater, creative writing, Alaska Native Arts, visual arts, and music. Our classes are taught by over 70 nationally recognized teaching artists from around the country and Alaska. Many of the faculty, staff, and counselors are from Alaska, allowing students to be exposed to and build ties with local artists from around the state and from their own community. 34% of our students identify as non-white or bi-racial and 19% of our students identify as Alaska Native, mirroring the State population. The Camp is proud of its role in developing community among Alaska's youth by bringing together students from all over Alaska. Our program has national and state recognition including the 2015 Governor's Award of Arts Organization of the Year Award, and a 2007 Coming Up Taller Award from the White House.

Sitka Fine Arts Camp will use funds from the City grant to continue to provide need-based financial aid to Sitka students. This summer, we awarded financial aid to 89 Sitka students to attend the Sitka Fine Arts Camp. In the summer of 2023, 24% of our students received need-based financial aid amounting to over \$151,000 in distributed funds.

EXPECTED OUTCOMES

Students who attend our programs will see enormous personal growth, increased self-confidence, and improved performance in school.

Since 2005 SFAC has rigorously evaluated the impact of the camp on our students measuring student growth in knowledge and skills in alignment with national and state arts standards through pre and post testing, classroom observations, surveys, focus groups, and rubrics. Additionally we have studied the social emotional growth of our students. Our campers have reported that camp increases their confidence, gives them opportunities they don't have at home, and that they'd come back given the opportunity. *This year we have learned first-hand from our students and parents that camp provides a space for self-expression and community that has rescued many students from a year of depression.*

STATEMENT OF NEED

This project aligns directly with the Culture and Educational Services funding category by increasing access to high quality arts education for Sitka students of lesser economic status.

Sitka Fine Arts Camp directly addresses needs from the Sitka School District Strategic Plan for Sitka students to have quality educational experiences at all levels as well as culturally diverse opportunities and healthy after school activities. SFAC adds to the diversity and quality of education available to the young people in our community. Over 20% of Sitka School District students participate in our Camp. In addition to our summer programming, SFAC provides year-round arts programming and artist-in-the-schools residencies during the school year, which further increases the impact of this funding.

The Camp also meets economic goals described in City and SEDA planning documents, by providing an economic return to Sitka through local wages, revenue from out of town Camp fees, and the City sales tax revenue from Camp visitors. Financial support from the City demonstrates to other grantors the importance the City places on having the Sitka Fine Arts Camp in our community. The City's contribution is an important indicator of local support for the Camp's programs and mission.

SFAC covers 100% of need based financial aid to all families participating. This summer we awarded over \$40,000 in financial aid to 89 Sitka families. The negative effects of the pandemic on youth have been enormous and Sitka's students, particularly those from low-income households, need high-quality educational programming more than ever. A grant from the City of Sitka will expand our ability to support these students.

ORGANIZATIONAL CAPACITY

SFAC has a great track record of city, state, and national recognition for its work. In the last twenty-three years, Camp has successfully transformed itself from a virtually bankrupt camp serving 60 kids, to an organization with a three million dollar budget that manages and oversees a variety of programs including the Sitka Fine Arts Camp, teacher training opportunities, artist residency programs, management of the Sitka Performing Arts Center, the Hames Center, and a Performing Arts Series. In addition, our organization has developed strong partnerships and working relationships with many other organizations in our community, especially with the Sitka School District. These partnerships have allowed us to expand our reach and impact more students within the Sitka community.

Our staff and board has worked hard to focus on organizational resiliency and sustainability. Each year, our board has raised and added money to our Operating Reserve. At the end of FY21, we reached the goal of \$745,000 in our reserve fund to use in the case of unexpected emergencies around the liabilities of running a summer camp and managing a historical campus with 20 buildings, many over 100 years in age.

Community Support: Since January 2011 we have had over 1000 individual volunteers contribute over 45,000 volunteer hours. We have raised over 5 million dollars in individual and business donations. Our organization is fortunate to have amazing community support that has attracted national coverage amongst national funders like ArtPlace America and the National Endowment for the Arts. Our financial aid program for students is currently supported by individual donors, arts councils, businesses, and organizations all over Alaska including the Greater Sitka Legacy Fund, ALPS Credit Union, the White Elephant, the Atwood Foundation, Juneau Arts and Humanities Council, Ocean Wave Quilters, Sitka Charitable Trust, the Ketchikan Arts and Humanities Council, GCI, ConocoPhillips, Alaska Airlines, Shee Atika, Northrim Bank, and First Bank.

Sitka Fine Arts Camp has a highly engaged board:

Marya Pillifant, President

Mollie Kabler, Vice President

Sue Litman, Treasurer

Martha Pearson, Secretary

Rachel DiNardo

Caroline Goodwin

Jule LeBlanc

James Poulson

Amy Rhyneer

Blossom Teal-Olsen

Oskar Yao

Board Emeritus (retired from board but still active in our organization): Wendy Alderson, Lauren Allen, Peter Apathy, Thor Christianson, Kris Fulton, Mary Goddard, Karen Grussendorf, Mary Hames, Kathryn Snelling, Sam Skaggs

Itemized list of major grantors this year:

Alaska Airlines: \$25,000 in kind (received)

Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (received)

Alaska State Council on the Arts: \$22,300 (received)

Atwood Foundation: \$25,000 (received)

ConocoPhillips: \$62,500 (received)

City of Sitka: \$8,750 (received)

Crossett Fund: \$19,238 (received)

GCI: \$22,000 in kind (received)

MJ Murdock Charitable Trust: \$372,000 (received)

National Endowment for the Arts: \$35,000 (received)

Shee Atika: \$8,000 (received)

Sitka Charitable Trust: \$6,750 (received)

State of Alaska: \$24,000 (received)

White Elephant: \$5,000 (received)

Internal Revenue Service

Date: October 17, 2001

Alaska Arts Southeast, Inc.
P. O. Box 3086
Sitka, AK 99835-3086

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1975 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Alaska Arts Southeast, Inc.
[REDACTED]

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

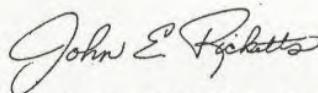
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

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 Fine Arts Camp

110 College Drive, Suite 111, Sitka, AK 99835

owned by

ALASKA ARTS SOUTHEAST, INC.

is licensed by the department to conduct business for the period

October 22, 2021 to December 31, 2023
for the following line(s) of business:

53 - Real Estate, Rental and Leasing; 61 - Educational Services; 71 - Arts, Entertainment and Recreation

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 Anderson
Commissioner



List of Grants Received and Pending:

FY23:

Alaska Airlines: \$25,000 in kind (received)
Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (received)
Alaska State Council on the Arts: \$22,300 (received)
Atwood Foundation: \$25,000 (received)
ConocoPhillips: \$55,000 (received)
ConocoPhillips: \$7,500 (received)
City of Sitka: \$8,750 (received)
Crossett Fund: \$19,238 (received)
GCI: \$22,000 in kind (received)
Greater Sitka Legacy Fund: \$2,000 (received)
MJ Murdock Charitable Trust: \$372,000 (received)
National Endowment for the Arts: \$35,000 (received)
Shee Atika: \$8,000 (received)
Sitka Charitable Trust: \$6,750 (received)
State of Alaska: \$24,000 (received)
White Elephant: \$5,000 (received)

FY24:

Alaska Airlines: \$25,000 in kind (pending)
Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (pending)
Alaska State Council on the Arts: \$22,300 (received)
Atwood Foundation: \$25,000 (pending)
ConocoPhillips: \$30,000 (pending)
ConocoPhillips: \$10,000 (pending)
City of Sitka: \$10,000 (pending)
GCI: \$22,000 in kind (received)
Greater Sitka Legacy Fund: \$5,000 (pending)
National Endowment for the Arts: \$75,000 (pending)
White Elephant: \$5,000 (pending)

Alaska Arts Southeast, Inc. Financials			
	FY 23 Budget	FY 23 Actuals (as of 6/30/23)	FY 24 Budget (Tentative)
Revenue			
Federal Grant Revenue	\$160,000	\$160,305	\$75,000
State Grant Revenue	\$37,300	\$60,220	\$60,000
City Grant Revenue	\$8,750	\$8,750	\$10,000
School District Revenue	\$15,000	\$15,000	\$15,000
Foundation Grant Revenue	\$230,000	\$66,484	\$172,000
Individual Donations	\$289,348	\$155,824	\$275,000
Corporate Donations	\$20,000	\$89,533	\$50,000
Tuition	\$957,856	\$1,106,035	\$1,000,000
Tickets	\$90,500	\$95,735	\$75,000
Concessions Sales	\$24,000	\$17,676	\$25,000
Membership Revenue	\$286,500	\$240,340	\$285,000
Event Service Revenue	\$167,985	\$105,622	\$125,999
Event Space Revenue	\$117,390	\$148,756	\$175,000
Longterm Rental Revenue	\$368,213	\$275,464	\$345,000
Miscellaneous Income	\$0	\$6,304	\$0
Investment Income	\$20,000	\$108,181	\$75,000
Total Support and Revenue	\$2,792,842	\$2,660,229	\$2,687,999
Expenses			
Salaries and Wages	\$1,188,143	\$795,884	\$1,000,000
Payroll Taxes	\$118,811	\$72,649	\$100,000
Employee Benefits	\$87,336	\$58,597	\$95,000
Travel	\$41,700	\$33,080	\$55,000
Office Expenses	\$69,402	\$58,931	\$75,000
Supplies	\$254,845	\$222,771	\$285,000
Professional Services	\$94,079	\$81,631	\$90,000
Marketing	\$22,250	\$15,065	\$25,000
Meals & Entertainment	\$5,000	\$6,159	\$5,000
Insurance	\$125,340	\$73,455	\$115,999
Facility Rental	\$12,000	\$15,097	\$15,000
Utilities	\$314,400	\$267,788	\$320,000
Maintenance	\$65,760	\$63,374	\$75,000
Equipment Purchases	\$3,400	\$25,135	\$25,000
Capital Construction	\$337,476	\$533,180	\$352,500
Miscellaneous Expense	\$5,000	\$0	\$2,000
Property Taxes	\$7,500	\$0	\$7,500
Bank Fees	\$40,400	\$30,136	\$45,000
Total Expenses	\$2,792,842	\$2,352,931	\$2,687,999
Change in Net Assets	\$0	\$307,298	\$0

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

Name of Organization: Outer Coast

Alaska State Business License Number (if applicable): [REDACTED]

Name of Contact Person: Rachel Thomson

Phone: (907) 623-8470 Email: rachel@outercoast.org

Mailing address: PO Box 6573, 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: \$10,000

Match Dollars Committed: \$10,000 Percentage: 100%

Sources of Matched Dollars: Hames Corporation

Brief Description of the Purpose of the Grant: We seek support from the City and Borough of Sitka to fund the Service pillar during our 2023-2024 programs. Through the Outer Coast Service pillar, we will add 5,000 hours of volunteer capacity to community projects and indirectly serve hundreds of Sitkans across a wide range of services and contexts.

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

Name: Rachel Thomson

Title: Chief Operating Officer Date: 08/18/23

Project Description Overview

Outer Coast is an institution of higher education based in Sitka. Since 2015, we have been methodically laying the foundation to launch a two-year liberal arts college. We currently run programs for high school and college-aged students from across Alaska and around the world and plan to open the two-year college in fall 2024. Outer Coast focuses on interweaving Indigenous and European ways of knowing and creating opportunities for cultural education and Alaska Native language revitalization across Lingít Aaní.

Our model is founded on the pillars of academics, service & labor, and self-governance. Each pillar is a core component of our programs and defines specific responsibilities that students maintain while in Sitka. We seek support from the City and Borough of Sitka to fund the Service pillar during our 2023-2024 programs (running late August 2023 - early August 2024). Through the Outer Coast Service pillar, we anticipate supporting at least 15 Sitka community organizations, including the Herring Protectors, the Sitka Sound Science Center, and Southeast Alaska Independent Living. Through this work, we will add 5,000 hours of volunteer capacity to community projects and indirectly serve hundreds of Sitkans of all ages across a wide range of services and contexts.

The objectives of the Outer Coast Service pillar are: 1) to aid the work of Sitka nonprofits and community organizations in pursuing their missions and 2) to support students in developing the skills and mindsets needed to effect meaningful change in their communities and the broader world throughout their lives.

The full budget for 2023-2024 programs (the Outer Coast Year and Summer Seminar) is \$705,378. We respectfully request \$10,000 from the City and Borough of Sitka's Cultural and Educational Services Annual Grants fund to support the 2023-2024 Outer Coast Year Service pillar. We have not previously received CBS General Fund Grant funding.

The requested funds will be allocated to the salary of our Service Coordinator, Lucas Opgenorth, for the 2023-2024 Outer Coast Year. Over the course of the year, Lucas will spend half of his time (20 hours per week, totalling \$31,250 in compensation) building and maintaining critical structures, systems, and relationships to support students, service projects, and partnerships in the Sitka community.

In the upcoming 2023-2024 year, Lucas will oversee the Service pillar and ensure its success for both current and future student cohorts. Lucas will scaffold and lead a consistent service support structure, student mentoring program, and intentional service curriculum through which students engage in broader conversations about what we owe to our communities and to each other. In addition, Lucas will maintain dozens of long-term relationships and also build new partnerships with a wide variety of organizations in Sitka in order to coordinate shared service projects in support of Sitka community needs.

Lucas's work as the Outer Coast Service Coordinator to scaffold and support the Service pillar is crucial in allowing us to broaden and strengthen our impact on local Sitka nonprofits, such that partnerships run smoothly and students add even more capacity to organizations. In doing so, we hope to continue supporting the work of diverse organizations across Sitka.

Expected Outcomes

Through the Outer Coast Service pillar, we seek to support Sitka by adding capacity to meet the needs of our community and uplifting our collective cultural diversity. Outer Coast service projects range from local conservation work and domestic violence prevention to supporting revitalization of Indigenous cultures and hosting opportunities for Tlingit language learning. Over the coming year, we will be responsive to the needs of local nonprofits and community members in guiding our service projects. Our past service partners have included Sitka Sound Science Center, Sitka Fine Arts Camp, Sitkans Against Family Violence, Brave Heart Volunteers, Southeast Alaska Independent Living, the Sitka Animal Shelter, Sitka Trail Works, Bob Sam in the Alaska Native Brotherhood cemetery, and the Herring Protectors, among many others.

Examples of past projects have included students working with the Sitka Sound Science Center to maintain critical duties at the salmon hatchery, perform necessary maintenance at the aquarium, and educate visitors of all ages about Sitka's local ecosystems. With Bob Sam, students have helped restore local Native cemeteries by unearthing and righting headstones, building paths, and maintaining the grounds. And with the Herring Protectors, students have made hundreds of gifts for the Herring *Koo.éex'*, set up event spaces, and provided all-day volunteer capacity to serve meals and support guests at events. We expect to support similar types of projects with our ongoing and new community partners over the coming year.

We also serve as the volunteer institution for the biennial Sharing Our Knowledge (SOK) Conference, which will be held in Sitka in 2024. SOK is a four-day event that brings together hundreds of elders, tradition-bearers, researchers, and community members from Southeast Alaska and across the state. It provides a crucial forum for connection, language revitalization, and cultural practice across the Tlingit, Haida, and Tsimshian communities, and Outer Coast will play a key role in SOK preparations in the year to come.

To measure the success of the Service pillar during the 2023-2024 Year and 2024 Summer Seminar, we will use service partner feedback surveys and student service reflection surveys to assess the broad impact that Outer Coast service partnerships have on both students and partner organizations.

We will also track numbers of service hours and projects across the following quantifiable targets:

1. At the 2023-2024 Outer Coast Year and 2024 Summer Seminar, every student will devote at least 10 hours per week to supporting partner organizations over the course of the programs.
2. The full Outer Coast Student Body will complete at least ten cohort-wide group service projects: four per semester of the Outer Coast Year and two during the Summer Seminar.
3. In total, Outer Coast students will devote at least 5,000 hours cumulatively over the course of the year to supporting the Sitka community.

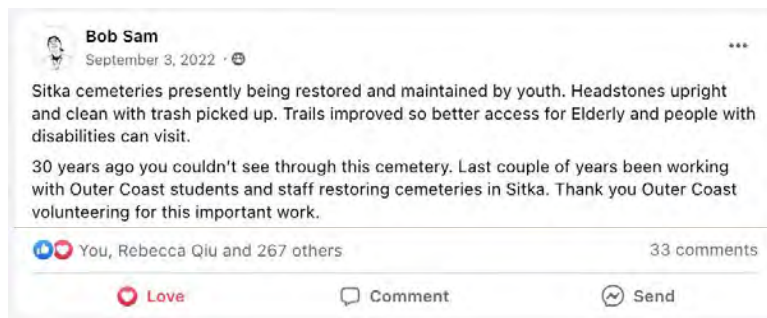
In addition to the quantifiable targets listed above, another important benchmark that will indicate whether the project is headed in the right direction is Sitka community feedback, delivered through Facebook, word-of-mouth, or other community channels. See the "Statement of Need" and "Organizational Capacity" sections for examples of the community feedback we have received thus far.

Statement of Need

The Outer Coast Service pillar supports a wide range of documented needs in the Sitka community and also adds needed high-quality educational opportunities for students from Southeast Alaska and beyond. We are applying for the Cultural and Educational Services funding category because our work most centrally focuses on increasing opportunities for education and cultural revitalization in Sitka. The funding we seek from CBS to support this work will be leveraged with other funds from across the community, including past grants from Shee Atika, the Sitka Charitable Trust, and the Sitka Legacy Fund, as well as a recent three-year commitment from the Hames Corporation to support the growth of Outer Coast.

Specifically, Outer Coast's efforts align with several documented needs and goals in the Comprehensive Plan. Outer Coast students have dedicated thousands of hours of service time to protecting and restoring sacred sites, supporting performing arts and visual arts, and integrating Tlingit place names into local services and places, all of which are opportunities listed in the Comprehensive Plan's Historic, Cultural, and Arts Resources focus area. Additionally, our students dedicate hundreds of hours every year to trail maintenance, which is the first goal listed under the Plan's section on Parks, Trails, and Recreation.

Following our work with Bob Sam restoring the Alaska Native Brotherhood Cemetery, he has shared thoughtful sentiments about the collaboration on the Sitka Chatters Facebook page. In one post, he said, "the cemetery is sacred ground and beautiful," and in another, he shared the below:



Another example of Outer Coast's alignment with the Historical, Cultural, and Arts Resources focus area is our recent collaboration with Sitka Tells Tales:



Organizational Capacity

We are so grateful to collaborate with a wide range of Sitka service partners. Over the past six years of running Outer Coast programs, we have built up a strong set of relationships and partnerships across Sitka and have contributed upwards of 16,000 cumulative hours to service work in the Sitka community. Here is what a few of our service partners this past year had to say about working with Outer Coast students:

"Outer Coast student volunteers have allowed the Alaska Way of Life 4-H project to improve the quality of its offerings through increasing our staff capacity. We have appreciated the new ideas and perspectives that Outer Coast students bring to our program, as well as their willingness to thoughtfully engage with youth in the community."

- Anna Schumacher, Sitka Conservation Society

"In this season of Girls on the Run (GOTR), the two Outer Coast student volunteers contributed as positive and safe mentors for the elementary school aged kids as coaches. As coordinator, I can see the impact of having young adult mentors to engage in social emotional curriculum with youth as they gain confidence and emotional competence. Since service is an important aspect of Outer Coast, these volunteers made a great fit for showing up consistently and making the experience overall more joyful and smooth. It would be so impactful to continue having Outer Coast students volunteer as coaches for the Social-Emotional Learning running programs, as I saw the students grow in their confidence in facilitation skills and saw the youth grow in relationship with the students. We will definitely be reaching out to Outer Coast again in the fall/spring to recruit for Boys Run I toowú klatseen and GOTR."

- Katie Niedermeyer, Sitkans Against Family Violence

Outer Coast is led by a Board of Trustees and Board of Advisors based in Alaska and across the Lower 48. Our Trustees include: Joe Nelson (Chairman of Sealaska; Juneau, AK), Jonathan Kreiss-Tomkins (Outer Coast Founder; Sitka, AK), Alana Peterson (Executive Director of Spruce Root; Sitka, AK), Roger Schmidt (Executive Director of Sitka Fine Arts Camp; Sitka, AK); Bryden Sweeney-Taylor (Executive Director of Outer Coast), Jeffrey Clifford, Derek Schrier, Christian Correa, Shanik Morales-Tapia (former Outer Coast student), and Luc Diaz (former Outer Coast student).

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. [redacted]
2021
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2021 calendar year, or tax year beginning 07/01/21, and ending 06/30/22

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: **OUTER COAST**
 Doing business as: _____
 Number and street (or P.O. box if mail is not delivered to street address): **PO BOX 6573** Room/suite: _____
 City or town, state or province, country, and ZIP or foreign postal code: **SITKA AK 99835**

D Employer identification number: [redacted]
E Telephone number: [redacted]
G Gross receipts\$ **1,281,021**

F Name and address of principal officer:
(PATRICK) BRYDEN SWEENEY-TAYLOR
SAME AS ABOVE

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ **OUTERCOAST.ORG** **H(c)** Group exemption number ▶ _____

K Form of organization: Corporation Trust Association Other ▶ **L** Year of formation: **2017** **M** State of legal domicile: **AK**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: See Schedule O		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	9
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	9
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	15
	6 Total number of volunteers (estimate if necessary)	6	21
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	666,704	776,046
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	489,921	504,975
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	151	0
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,156,776	1,281,021
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	57,713	284,890
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	471,332	578,213
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 62,282		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	570,507	415,531
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,099,552	1,278,634
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12	57,224	2,387
	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	370,951	222,092
	22 Net assets or fund balances. Subtract line 21 from line 20	133,165	84,264
		237,786	137,828

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer: **(PATRICK) BRYDEN SWEENEY-TAYLOR** Date: _____
 Type or print name and title: **EXECUTIVE DIRECTOR**

Paid Preparer Use Only Print/Type preparer's name: **DAVID PORTER** Preparer's signature: **DAVID PORTER** Date: **05/12/23** Check if self-employed PTIN: *********
 Firm's name: **PORTER & ALLISON, INC.** Firm's EIN: _____
 Firm's address: **18701 Denmark Cir Anchorage, AK 99516** Phone no.: **907-770-2727**

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

OUTER COAST SEEKS TO TEACH AND INSPIRE PROMISING YOUNG PEOPLE TO CREATE VIRTUOUS CHANGE IN THE WORLD AND THEIR OWN LIVES. SEE SCHEDULE O FOR DETAILS ON HOW OUTER COAST ACCOMPLISHES THIS MISSION.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 706,684 including grants of \$ 9,000) (Revenue \$ 97,777)

OUTER COAST RUNS ACADEMIC PROGRAMS AND SUMMER SEMINARS FOR HIGH SCHOOLERS AND HIGH SCHOOL GRADUATES IN SITKA, ALASKA. OUTER COAST CREATES PATHWAYS TO UPWARD MOBILITY FOR STUDENTS HISTORICALLY UNABLE TO ACCESS THE PROMISE OF HIGHER EDUCATION BY BRIDGING THE GAP BETWEEN HIGH SCHOOL AND FOUR-YEAR INSTITUTIONS THAT MATCH STUDENTS' POTENTIAL, AS WELL AS SERVING AS A LAUNCHPAD FOR THEIR EDUCATIONAL AND CAREER ASPIRATIONS AND GIVING THEM THE TOOLS AND PURPOSE TO TRANSFORM THEIR COMMUNITIES AND THEIR OWN LIVES. OUTER COAST INVEST SPECIAL EFFORT TO RECRUIT ALASKA NATIVES, RURAL ALASKANS, AND HIGH-POTENTIAL STUDENTS FROM OTHER UNDERREPRESENTED BACKGROUNDS.

4b (Code:) (Expenses \$ 382,762 including grants of \$ 275,890) (Revenue \$ 407,198)

AFP - THE ALASKA FELLOWS PROGRAM IS A NINE-MONTH POSTGRADUATE FELLOWSHIP PROGRAM THAT PLACES RECENT COLLEGE GRADUATES WITH ORGANIZATIONS ACROSS ALASKA, IN LOCATIONS SUCH AS SITKA, ANCHORAGE, AND JUNEAU. THE OUTER COAST FELLOWS ARE BASED IN SITKA, WHERE THEY LIVE IN A COMMUNITY WITH OTHER FELLOWS WHO SERVE A VARIETY OF ORGANIZATIONS IN THE SITKA COMMUNITY.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

N/A

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 1,089,446

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	X	
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	15		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b		X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1b	Enter the number of voting members included on line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	X	
15b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		X
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **None**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **▶**

(PATRICK) BRYDEN SWEENEY-TAYLOR PO BOX 6573

SITKA

AK 99835

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) (PATRICK) BRYDEN SWEENEY-TAYLOR	40.00									
EXECUTIVE DIRECTOR	0.00			X			79,167	0	0	
(2) JOE NELSON	1.00									
BOARD CHAIR	0.00	X		X			0	0	0	
(3) JEFFERY CLIFFORD	1.00									
SECRETARY	0.00	X		X			0	0	0	
(4) JOHNATHAN KREISS-TOMKINS	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(5) CHRISTIAN CORREA	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(6) LUC DIAZ	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(7) LUCY KIM	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(8) ALEXANDRA MCKAY	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(9) ALANA PETERSON	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(10) ROGER SCHMIDT	1.00									
BOARD MEMBER	0.00	X					0	0	0	
(11) DEREK SCHRIER	1.00									
BOARD MEMBER	0.00	X					0	0	0	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) RICHARD SHAW BOARD MEMBER	1.00 0.00	X						0	0	0
1b Subtotal								79,167		
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								79,167		

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	776,046				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			776,046			
Program Service Revenue	2a AFP PROGRAM FEES	Business Code	611600	407,198	407,198		
	b TUITION	Business Code	611600	97,777	97,777		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			504,975			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	(i) Real					
		(ii) Personal					
		6a					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other					
		7a					
		b Less: cost or other basis and sales exps.	7b				
	c Gain or (loss)	7c					
	d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a						
	b Less: direct expenses	8b					
c Net income or (loss) from fundraising events							
9a Gross income from gaming activities. See Part IV, line 19	9a						
	b Less: direct expenses	9b					
c Net income or (loss) from gaming activities							
10a Gross sales of inventory, less returns and allowances	10a						
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions			1,281,021	504,975	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	284,890	284,890		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	73,564	36,782	18,391	18,391
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	351,852	294,025	27,793	30,034
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	5,950		5,950	
10 Payroll taxes	146,847	123,110	9,880	13,857
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	9,520		9,520	
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	68,637	46,325	22,312	
12 Advertising and promotion	5,035	297	4,738	
13 Office expenses	15,300	9,610	5,690	
14 Information technology	6,615	873	5,742	
15 Royalties				
16 Occupancy	208,190	205,304	2,886	
17 Travel	32,643	30,401	2,242	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	23,048	23,048		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	347	347		
23 Insurance	19,682	9,841	9,841	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM SUPPLIES	17,859	17,839	20	
b MISCELLANEOUS	8,655	6,754	1,901	
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,278,634	1,089,446	126,906	62,282
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	337,390	1	199,869
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	17,611	4	1,493
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 5,200		
	b Less: accumulated depreciation	10b 920	10c	4,280
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	15,950	15	16,450
16 Total assets. Add lines 1 through 15 (must equal line 33)	370,951	16	222,092	
Liabilities	17 Accounts payable and accrued expenses	145	17	10,364
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	63,800	22	73,900
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	69,220	25	
	26 Total liabilities. Add lines 17 through 25	133,165	26	84,264
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	237,786	27	137,828
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	237,786	32	137,828
33 Total liabilities and net assets/fund balances	370,951	33	222,092	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,281,021
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,278,634
3	Revenue less expenses. Subtract line 2 from line 1	3	2,387
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	237,786
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-102,345
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	137,828

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

Outer Coast Organizational Budget FY2024

Wages and Benefits

FT staff salaries	\$369,000.00
AFP stipends (9 mo) *not including travel stipend	\$10,350.00
AFP housing	\$5,975.00
AFP housing security deposit	\$500.00
Payroll taxes	\$37,000.00
Retirement	\$0.00
Health Insurance	\$15,000.00
Dental	\$0.00
Workers' comp	\$4,500.00

Total \$442,325.00

Office Space

Rent	\$4,200.00
Internet	\$1,480.00

Total \$5,680.00

Subscriptions and Supplies

Other subscriptions	\$2,500.00
Office supplies	\$2,500.00
Recruitment materials	\$5,000.00
Office phone	\$385.00

Total \$10,385.00

Travel

AFP travel stipend	\$500.00
Recruitment Travel	\$5,000.00
Other travel	\$4,500.00

Total \$10,000.00

Development

Fundraising materials	\$2,500.00
Swag	\$1,000.00

Total \$3,500.00

Administration

AFP fee	\$6,175.00
---------	------------

Intern fee	\$4,250.00
Insurance	\$30,000.00
Accounting fees	\$12,500.00
Business permits	\$200.00
Tech support	\$2,500.00
Misc	\$2,500.00
Total	\$58,125.00

Summer Seminar 2023, costs post July 1, 2023	
Administration and Wages	\$61,750.00
Food	\$37,683.00
Housing	\$8,700.00
Facilities	\$2,405.00
Materials and Supplies	\$20,685.00
Logistics	\$13,000.00
Total	\$144,223.00

Summer Seminar 2024, costs prior to July 1, 2024	
Administration and Wages	\$0.00
Food	\$0.00
Housing	\$7,500.00
Facilities	\$0.00
Materials and Supplies	\$0.00
Logistics	\$2,500.00
Total	\$10,000.00

Outer Coast Year 2023-2024	
Administration and Wages*	\$302,000.00
Food	\$90,000.00
Housing	\$97,500.00
Facilities	\$28,200.00
Materials and Supplies	\$20,000.00
Logistics	\$13,455.00
Total	\$551,155.00

Grand Total Expenditures	\$1,235,393.00
---------------------------------	-----------------------

*Administration and Wages include Service Coordinator compensation (salary and benefits) for the year of \$62,500, half of whose time (\$31,250 in compensation) will be dedicated exclusively to oversight of the Outer Coast Service pillar.

List of Grants Received and Pending

Outer Coast | 2023

Major Grants Received 2017-2023

Cameron Schrier Foundation	\$850,000
M.J. Murdock Charitable Trust	\$235,000
Hewlett Foundation	\$150,000
Greg and Laura Spivy	\$150,000
Joan Kreiss and Roger Perlmutter	\$150,000
Christian Correa	\$126,000
Alaska Community Foundation	\$119,000
Sealaska Heritage Institute	\$50,000
City and Borough of Sitka CARES Funding	\$48,000
CIRI Foundation	\$44,000
Rasmuson Foundation	\$33,000
SEARHC	\$25,500
Henry Luce Foundation	\$25,000
Sealaska	\$22,000
Sitka Charitable Trust	\$19,940
Hames Corporation	\$15,000
VELA Education Fund	\$10,000
Shee Atika	\$7,000
Sitka Rotary	\$6,300
Sitka Legacy Foundation	\$4,500

Major Grants Pending

M.J. Murdock Charitable Trust	\$1,728,937
Henry Luce Foundation	\$75,000

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

DEPARTMENT OF THE TREASURY

Date: **AUG 28 2018**

OUTER COAST
PO BOX 6573
SITKA, AK 99835

Employer Identification Number:
[REDACTED]

DLN:
[REDACTED]

Contact Person:
[REDACTED]

Contact Telephone Number:
[REDACTED]

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(ii)

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

Yes

Effective Date of Exemption:

July 6, 2017

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.

OUTER COAST

We sent a copy of this letter to your representative as indicated in your power of attorney.

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

Outer Coast

P.O. Box 6573, Sitka, AK 99835

owned by

Outer Coast

is licensed by the department to conduct business for the period

October 27, 2021 to December 31, 2023
for the following line(s) of business:

61 - Educational Services



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 Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Outer Coast

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter
Denise Salter, Controller
747-1836

- Utilities

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

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

Name of Organization: Sitka Music Festival

Alaska State Business License Number (if applicable): ██████████

Name of Contact Person: Alexander Serio

Phone: 907-747-6774 Email: director@sitkamusicalfestival.org

Mailing address: 104 Jeff Davis Street, Sitka, Alaska 99835

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

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

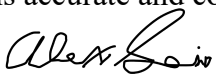
Dollars Requested: \$9,000

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: The Sitka Music Festival is applying for an annual grant under the cultural and educational services category in the amount of \$9,000 to help fund our general operating budget for expanded fall and winter programming and to bolster our existing summer festival.

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

Name:  Alexander Serio

Title: Executive Director Date: 08/18/2023

Project Description

The Sitka Music Festival (SMF) was founded in 1972 by violinist Paul Rosenthal. In the 52 years since then, the Sitka Music Festival has brought over 250 of the world's finest classical musicians to Sitka, Alaska. SMF has been featured in the New York Times as a "junior Chamber Music Society of Lincoln Center" and "perhaps the best played music in Alaska." In 2011, Rosenthal retired and personally selected Grammy-winning cellist Zuill Bailey to lead the festival. Since then, the festival has grown and expanded its outreach throughout the state to include performances in over 42 Alaskan communities. In 2022, the SMF closed out a capital campaign that covered the purchase and restoration of our home, the Miner Music Center at Stevenson Hall, located on the historic Sheldon Jackson Campus. The renovation of this space will allow the festival to program concerts, educational events, and community engagement in Sitka for residents in the fall and winter months. Prior to the renovation, the festival only operated in the summer months in Sitka as our building where we house musicians did not have heat. We started programming fall and winter events in the 2022-2023 Season and are now hoping to make it a yearly offering that will continue to expand. **SMF is applying for an annual grant under the cultural and educational services category in the amount of \$9,000 to help fund our general operating budget for expanded fall and winter programming in Sitka as well as to bolster our existing summer festival.**

The funds from the grant will directly help make world-class musical artists and performances accessible to local Sitka residents of all ages and provide educational opportunities for local Sitka students. The Autumn Classics series will present two concerts in Sitka. On September 12, at Harrigan Centennial Hall the GRAMMY-winning Catalyst String Quartet will perform a concert at Harrigan Centennial Hall together with our GRAMMY-winning Artistic Director, Zuill Bailey. In addition to this concert, they will conduct a radio interview, and will visit at least one Sitka school to present an educational performance for students. On October 3, SMF will present the Mike Block Trio at the Odess Theater. The trio will also visit at least one school and the visit will include a free performance for residents of the Sitka Pioneer Home. The Mike Block Trio has been hailed as "one of the bravest, most intriguing musicians on the American fusion scene" by Gramophone Magazine. The trio fertilizes American roots music with contemporary and international influences, bringing an exciting and personal perspective to the acoustic music scene. The Winter Classics series will present a Winter Soiree on February 13 featuring Soprano Danielle Talamantes at Stevenson Hall. Talamantes' has appeared as a soloist with the Washington National Opera, Jacksonville Symphony, and National Philharmonic. Her recordings include At That Hour: Art Songs by Henry Dehlinger on the Avie Record Label; Canciones españolas and Heaven and Earth: A Duke Ellington Songbook on the MSR Classics label. Talamantes will visit a Sitka school as well. **Additionally, the Sitka Music Festival will present over 26 events, of which at least 7 will be free and open to the public during the 53rd Summer Music Festival from May 27 – June 23, 2024.**

The SMF has not previously received CBS funding. In addition to the above, a particular goal of added funding is to make free tickets available to any Sitka School Student who would like to attend one of our concerts. In 2022-2023 we were able to provide over 100 free tickets to Sitka School Students to attend the Sitka performance of Simply Three, a YouTube sensation with over 1.4 million subscribers. In 2023-2024 we would like to make 250 total tickets available to any Sitka School Student who would like to attend one of our concerts. Our student tickets are usually \$22.50 in advance or \$25 at the door. After processing fees, we usually make about \$20 per ticket and \$9,000 would directly allow us to provide these free tickets as well as support our growing programming in Sitka.

Expected Outcomes

“Art matters because it is the one true great connector in a world that seems to be very unconnected, and it’s important now more than ever to shine a huge light on that connectivity that we have, that we often forget.”—Josh Groban, singer and composer

“Cortisol is a hormone that contributes to stress, but it is decreased in the brain when people...listen to music together in groups.” – Psychology Today

The SMF has a vision of inspiring connections through the best in Chamber Music throughout Alaska. Additionally, we have a core value of community that is diverse, equitable, and inclusive. Through providing performances by world class artists, we connect the community of volunteers, donors, patrons, artists, and staff. We also create equitable connections and experience through providing free events at centers like the Pioneer Home, free “Bach’s Lunch” Concerts during the summer festival, free classroom visits in Sitka Schools, free tickets for school students (as budget allows) and free tickets to volunteers. Additionally, we provide free community connecting experiences such as fall 2022 when GRAMMY-winning cellist, Zuill Bailey played the complete Bach Cello Suites during Trick-or-Treat on Lincoln Street.

In the 2023-2024 season, we are aiming to serve over 5,000 people through our events and concerts in Sitka. The majority of these will take place during the summer music festival, but we will have updated program service numbers after our fall and winter series with a complete count following our 53rd Summer Festival and Cello Seminar Concert Series which ends in mid-July of 2024. We will also institute audience surveys in the 2023-2024 season to directly hear how audience members and students were impacted by our programs.

A measure of success will be that we have reached our designated number of services but more importantly to hear through our surveys that people felt directly impacted and more connected as a community through hearing world class artists in Sitka. We will also survey teachers whose classrooms they visit to hear the impact of our artists educational visits on the students.

Benchmarks during the project will include the successful completion of each concert series with continued attendance and community support and staying in a strong fiscal position to allow us to continue to expand our programming in Sitka and Southeast Alaska.

Statement of Need

Sitka is a remote island only accessible by air or boat. The closest professional chamber music series is the Seattle Chamber Music Society in Seattle, Washington. Their ticket price is at \$30 but for a Sitka resident to attend they would need to purchase plane or ferry tickets in addition to lodging and meals. Through bringing world-renowned classical and crossover artists including GRAMMY-winning artists and what the New York Times described as a "junior Chamber Music Society of Lincoln Center" and "perhaps the best played music in Alaska," we are making world-class chamber accessible to all Sitka residents. With the aforementioned free concert opportunities and educational outreach, we are ensuring that our programming is equitable as well.

"There is a connection, hard to explain logically but easy to feel, between achievement in public life and progress in the arts. The age of Pericles was also the age of Phidias. The age of Lorenzo de Medici was also the age of Leonardo da Vinci. The age of Elizabeth was also the age of Shakespeare. And the New Frontier for which I campaign in public life, can also be a New Frontier for American art." – President John F. Kennedy

For 52 years, Sitka Music Festival has remained one of the prominent presenters of chamber music in the United States. It is remarkable for Sitka, with a population of just over 8,000 to have such world-class artists. The Sitka Music Festival is truly Alaska's Premier Chamber Music Presenter and we need continued our mission of providing the finest classical music experience in Alaska. Many communities in which we perform would not have access to the caliber of performances we present if we did not provided our programming in Alaska.

While funding from City and Borough of Sitka would not directly leverage a specific gift or grant, our existing, potential, and past funders require us to show multiple sources of funding when applying. These include the National Endowment for the Arts, Alaska State Council on the Arts, Atwood Foundation, Rasmuson Foundation, Murdock Charitable Trust, National Philanthropic Trust, and more. It will be very meaningful to SMF to show local support from our home in Sitka.

Organizational Capacity

The Sitka Music Festival has successfully produced 52 years of summer festivals and concerts in Sitka and throughout Alaska. Through the pandemic, when we could not offer live performances, we offered digital performances and were able to continue fundraising to finish our building project at 104 Jeff Davis Street. While we are still re-building our audience capacity in a post-Covid era as most performing arts organizations across the country, our 52nd Summer Festival showed a 62% increase, year over year, in ticket sales for all events including fundraiser. Our budget shows that we have almost met our concert revenue goal at the end of Summer prior to producing Autumn Classics. We are also expanding to offer concerts in Ketchikan for the first time ever in our 23-24 season. We have a strong fiscal accounting procedure with a yearly audit, and we have broad community support throughout Sitka and Alaska. We have over 100 individual donors from Sitka, alone. Additionally, we have a separate Sitka Music Festival Foundation in Sitka with a 1.2 million dollar endowment that exists to fund the Sitka Music Festival in perpetuity. The Foundation is currently closing out a \$50,000 matching gift from an anonymous donor to kickstart its goal of growing the endowment to \$10 million over the next 10 years.

The board of directors meets 6 times a year, and in 2023 will open its annual meeting to the public. All board meetings have quorum, and the board represents Sitka and Anchorage, our primary two performance locations.

Board Members and Officers

Kari Lundgren, President, Sitka

Dr. Elliot Bruhl, Vice President, Sitka

Dr. Petra Illig, MD, Secretary, Anchorage

Jim "Stef" Steffen, Treasurer, Sitka

Casey Carruth-Hinchey, Anchorage

Russellyn Carruth, Anchorage

Dr. Pam Steffes, Sitka

Rev. Robert Hattle, RN, Sitka

June Takagi, Anchorage

Budget

- Attached to this application are our last complete fiscal year's Income and Expense statement as well as our balance sheet.
- Attached to this application is our current complete budget to actual for the FY 23 year. The largest expenses associated with producing concerts in Sitka are artist fees and per diem and airfare. We receive 12 roundtrip vouchers from Alaska Airlines each year but they are not enough to cover the immense amount of travel it takes to have musicians fly to Sitka and other Alaskan communities. Each time Zuill comes, we have to buy a separate plane ticket for this 1693 Matteo Goffriller Cello valued at over \$5 million as it cannot be checked underneath the plane. Similarly, whenever we bring a guest cellist, we have to buy two tickets. This past summer, we presented over 12 artists in addition to Zuill and we presented 20 other artists during the year. Additionally, approximately 1/3 of our building expenses and utilities go towards the months we house musicians in our facility to produce programming.

The following numbers come from our June 30, 2023 Budget to Actual which is attached.

- Our total budgeted production expenses for FY 23 including artist fees are \$87,005.00
 - Our total budgeted travel expenses for FY 23 are \$29,000 and we are currently \$2,000 over that with rising airfares. We are projecting about \$10,000 more in expense to finish autumn classics.
 - Our total budgeted ticket revenue for FY 23 is \$81,275 and we are currently at \$76,259
 - We have received \$57,600 of \$107,088 budgeted for grants.
 - We have received \$41,000, \$2,000 over budgeted foundation support
 - ****Not all of the National Philanthropic Trust noted above has gone into Grants Received as of the end of June as it has not all been received yet.**
- Below is an outline of grants received and/or pending for FY 23 and FY 22.

**Sitka Music Festival
Current and Past Grants FY 23 & 22
*Unless marked pending, grants are received**

FY 23

National Endowment for the Arts - \$10,000
Alaska State Council on the Arts - \$12,440
Atwood Foundation - \$40,000 (pending)
National Philanthropic Trust - \$70,000
White Elephant - \$1500 (pending)

FY 22

National Endowment for the Arts - \$10,000
Alaska State Council on the Arts - \$12,440
Atwood Foundation - \$20,000
National Philanthropic Trust - \$70,000
White Elephant - \$1300
Murdock Charitable Trust (capital campaign) - \$200,000
Shee Atika Corporation - \$1000

Other Attached Documentation

- IRS 501(c)(3) Designation Letter
- Business License
- CBS Liabilites Form

Sitka Music Festival
Balance Sheet
 As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · First Bank Capital Account 1730	7,199.27
1007 · First Bank Op Savings 1740	37,039.28
1008 · First Bank Operating 0440	5,258.20
1010 · Cash	400.00
Total Checking/Savings	49,896.75
Accounts Receivable	0.00
Other Current Assets	
Loan Fees	3,416.30
1200 · Prepaid Expenses	8,387.08
1300 · Concessions Inventory	8,157.69
Total Other Current Assets	19,961.07
Total Current Assets	69,857.82
Fixed Assets	
1400 · Furniture and Equipment	109,280.54
1403 · Buildings	181,729.17
1404 · Building Improvements	3,822,779.27
1450 · Accumulated Depreciation	-230,003.81
1500 · Land	250,959.33
Total Fixed Assets	4,134,744.50
Other Assets	
1401 · Tech Equipment	6,091.00
1402 · Instruments	140,340.45
Total Other Assets	146,431.45
TOTAL ASSETS	4,351,033.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	12,864.36
Total Accounts Payable	12,864.36
Credit Cards	
2001 · BOA AkAir Visa	6,918.83
Total Credit Cards	6,918.83
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-6,896.05
2200 · Payroll Tax Liabilities	-90.91
Total Other Current Liabilities	-6,986.96
Total Current Liabilities	12,796.23
Long Term Liabilities	
2250 · Construction Loan 1	-110.00
2275 · First Bank Commercial Prop Loan	-1,360.90
Total Long Term Liabilities	-1,470.90
Total Liabilities	11,325.33

2:58 PM

11/15/22

Accrual Basis

Sitka Music Festival
Balance Sheet
As of August 31, 2022

	<u>Aug 31, 22</u>
Equity	
Sitka Music Festival Foundation	-255.93
3000 · Opening Balance Equity	35,149.87
32000 · Unrestricted Net Assets	4,303,673.29
Net Income	1,141.21
	<hr/>
Total Equity	4,339,708.44
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>4,351,033.77</u></u>

Internal Revenue Service**Department of the Treasury****Date: March 14, 2001****Sitka Summer Music Festival, Inc.
PO Box 3333
Sitka, AK 99835-3333****P. O. Box 2508
Cincinnati, OH 45201****Person to Contact:****Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 9:00 p.m. EST
877-829-5500****Fax Number:
613-263-3756****Federal Identification Number:****Dear Sir or Madam:**

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1980 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

-2-

Sitka Summer Music Festival, Inc.
[REDACTED]

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

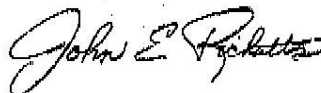
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

Sitka Music Festival
Profit & Loss
 September 2021 through August 2022

	Sep '21 - Aug 22
Ordinary Income/Expense	
Income	
DONATIONS RECEIVED	
4100 · Corporate Donations	72,150.00
4110 · Individual Donations	272,917.54
Total DONATIONS RECEIVED	345,067.54
4200 · Merchandise Sales	2,107.00
4204 · Concert & Festival Income	66,715.37
4205 · Cello Seminar	50,000.00
4206 · Concert & Event Sponsors	2,000.00
4210 · Outreach Concert	1,135.00
4400 · Grants Received	78,088.00
Total Income	545,112.91
Cost of Goods Sold	
5000 · Merchandise Purchases	3,040.76
5020 · Merchant Credit Card Fees	4,514.44
Total COGS	7,555.20
Gross Profit	537,557.71
Expense	
ADMINISTRATIVE OPERATING EXP	
5100 · Bank Service Charges	-0.01
5101 · Interest Expense	525.89
5104 · Dues, Fees, Licenses	5,496.54
5105 · Supplies & Equipment	3,341.56
5106 · Insurance Expense	33,758.29
5300 · Advertising and Promotion	14,725.19
5301 · Automobile Expense	2,975.58
5302 · Computer and Internet Expenses	591.43
5305 · Office Supplies	1,943.19
5306 · Repairs and Maintenance	2,237.04
5310 · Professional Fees	53,951.42
5400 · Merchandise & Tickets Sales Tax	1,991.04
Total ADMINISTRATIVE OPERATING EXP	121,537.16
PERSONNEL EXPENSES	
5200 · Payroll Tax Expense	18,885.78
5203 · Wages & Salaries	178,794.67
5204 · Worker's Comp Insurance	663.00
5205 · Direct Deposits Fees	120.09
PERSONNEL EXPENSES - Other	21,691.95
Total PERSONNEL EXPENSES	220,155.49
PRODUCTION EXPENSES	
5500 · Musician Stipend/Per Diem	18,640.00
5501 · Musician Contract Prof Fees	24,999.99
5504 · Instruments	25,794.07
5506 · Special Event/Fundraising Exp	8,054.10
5509 · Venue Rent	1,234.50
5510 · Tech Equipment Purchase	369.08
Total PRODUCTION EXPENSES	79,091.74

3:00 PM

11/15/22

Accrual Basis

Sitka Music Festival
Profit & Loss
September 2021 through August 2022

	<u>Sep '21 - Aug 22</u>
STEVENSON HALL FACILITY	
5901 · Telecommunications	2,922.68
5902 · Housekeeping	4,593.66
5903 · Stevenson Hall Improvements	45,141.62
5904 · Utilities	15,714.57
5905 · Furnishings & Fixtures	2,071.26
5907 · Property Taxes	2,751.00
5909 · Building Loan Interest	1,337.47
Total STEVENSON HALL FACILITY	<u>74,532.26</u>
TRAVEL EXPENSES	
5700 · Travel Expense	26,825.18
5703 · Per Diem	5,800.00
Total TRAVEL EXPENSES	<u>32,625.18</u>
5311 · Hospitality	8,588.31
Total Expense	<u>536,530.14</u>
Net Ordinary Income	1,027.57
Other Income/Expense	
Other Income	
4000 · Interest Income	113.64
Total Other Income	<u>113.64</u>
Net Other Income	113.64
Net Income	<u><u>1,141.21</u></u>

**Sitka Music Festival
Budget to Actual
January through June 2023**

	Jan - Jun 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
DONATIONS RECEIVED			
4100 · Corporate Donations	1,750.00	13,950.00	-12,200.00
4110 · Individual Donations	107,720.82	214,197.50	-106,476.68
4111 · Restricted Donation	200.00		
Total DONATIONS RECEIVED	109,670.82	228,147.50	-118,476.68
4200 · Merchandise Sales	585.00	3,000.00	-2,415.00
4204 · Concert & Festival Income	76,259.03	81,275.00	-5,015.97
4206 · Concert & Event Sponsors	10,000.00	25,500.00	-15,500.00
4400 · Grants Received	57,600.00	107,088.00	-49,488.00
4401 · Foundation/Trust Contributions	41,000.00	38,000.00	3,000.00
4500 · Rental Income	5,590.00	50,000.00	-44,410.00
Total Income	300,704.85	533,010.50	-232,305.65
Cost of Goods Sold			
5000 · Merchandise Purchases	446.34	600.00	-153.66
5020 · Merchant Credit Card Fees	3,864.84	4,974.00	-1,109.16
Total COGS	4,311.18	5,574.00	-1,262.82
Gross Profit	296,393.67	527,436.50	-231,042.83
Expense			
ADMINISTRATIVE OPERATING EXP			
5100 · Bank Service Charges	95.00	200.00	-105.00
5104 · Dues, Fees, Licenses	6,230.64	6,500.00	-269.36
5105 · Supplies & Equipment	0.00	1,500.00	-1,500.00
5106 · Insurance Expense	1,314.00		
5108 · Postage and Delivery	220.10	2,500.00	-2,279.90
5300 · Advertising and Promotion	2,521.66	20,000.00	-17,478.34
5301 · Automobile Expense	2,915.28	255.00	2,660.28
5302 · Computer and Internet Expenses	0.00	2,447.00	-2,447.00
5305 · Office Supplies	88.07	1,950.00	-1,861.93
5310 · Professional Fees	4,846.32	26,900.00	-22,053.68
5311 · Hospitality Expense	3,167.98	6,000.00	-2,832.02
5400 · Merchandise & Tickets Sales Tax	0.00	2,190.00	-2,190.00
Total ADMINISTRATIVE OPERATING EXP	21,399.05	70,442.00	-49,042.95
PERSONNEL EXPENSES			
5200 · Payroll Tax Expense	9,895.73	15,631.50	-5,735.77
5203 · Wages & Salaries	107,444.74	230,420.00	-122,975.26
5204 · Worker's Comp Insurance	-135.00	663.00	-798.00
5205 · Direct Deposit Fees	57.37	130.00	-72.63
5206 · Per Diem	900.00	2,500.00	-1,600.00
5207 · Health Stipend	3,000.01	6,000.00	-2,999.99
5208 · Relocation	2,074.41	9,600.00	-7,525.59
5209 · Hospitality Stipend	1,874.99	3,750.00	-1,875.01
Total PERSONNEL EXPENSES	125,112.25	268,694.50	-143,582.25
PRODUCTION EXPENSES			
5500 · Musician Stipend/Per Diem	11,550.00	18,640.00	-7,090.00
5501 · Musician Contract Prof Fees	14,000.00	42,000.00	-28,000.00
5505 · Programs	2,109.80	4,000.00	-1,890.20
5506 · Special Event/Fundraising Exp	8,819.21	14,865.00	-6,045.79
5508 · Stage/House Manager	931.00	3,000.00	-2,069.00
5509 · Venue Rent	0.00	4,500.00	-4,500.00
Total PRODUCTION EXPENSES	37,410.01	87,005.00	-49,594.99
STEVENSON HALL FACILITY			
5900 · Repairs & Maintenance	281.19	2,000.00	-1,718.81
5901 · Telecommunications	2,629.00	3,000.00	-371.00
5902 · Housekeeping	1,026.08	8,000.00	-6,973.92
5903 · Stevenson Hall Supplies	663.70	3,745.00	-3,081.30
5904 · Utilities	8,710.54	21,000.00	-12,289.46
5907 · Property Taxes	0.00	18,550.00	-18,550.00
5908 · Building Insurance	0.00	16,000.00	-16,000.00
Total STEVENSON HALL FACILITY	13,310.51	72,295.00	-58,984.49
TRAVEL EXPENSES			
5700 · Travel Expense	31,440.41	29,000.00	2,440.41
Total TRAVEL EXPENSES	31,440.41	29,000.00	2,440.41
Total Expense	228,672.23	527,436.50	-298,764.27
Net Ordinary Income	67,721.44	0.00	67,721.44
Other Income/Expense			
Other Income			
4000 · Interest Income	31.24		
Total Other Income	31.24		
Net Other Income	31.24		
Net Income	67,752.68	0.00	67,752.68

Internal Revenue Service**Department of the Treasury****Date: March 14, 2001****Sitka Summer Music Festival, Inc.
PO Box 3333
Sitka, AK 99835-3333****P. O. Box 2508
Cincinnati, OH 45201****Person to Contact:****Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 9:00 p.m. EST
877-829-5500****Fax Number:
613-263-3756****Federal Identification Number:****Dear Sir or Madam:**

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1980 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

-2-

Sitka Summer Music Festival, Inc.
[REDACTED]

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

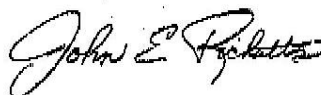
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

Sitka Music Festival
Balance Sheet
 As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · First Bank Capital Account 1730	7,199.27
1007 · First Bank Op Savings 1740	37,039.28
1008 · First Bank Operating 0440	5,258.20
1010 · Cash	400.00
Total Checking/Savings	49,896.75
Accounts Receivable	0.00
Other Current Assets	
Loan Fees	3,416.30
1200 · Prepaid Expenses	8,387.08
1300 · Concessions Inventory	8,157.69
Total Other Current Assets	19,961.07
Total Current Assets	69,857.82
Fixed Assets	
1400 · Furniture and Equipment	109,280.54
1403 · Buildings	181,729.17
1404 · Building Improvements	3,822,779.27
1450 · Accumulated Depreciation	-230,003.81
1500 · Land	250,959.33
Total Fixed Assets	4,134,744.50
Other Assets	
1401 · Tech Equipment	6,091.00
1402 · Instruments	140,340.45
Total Other Assets	146,431.45
TOTAL ASSETS	4,351,033.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	12,864.36
Total Accounts Payable	12,864.36
Credit Cards	
2001 · BOA AkAir Visa	6,918.83
Total Credit Cards	6,918.83
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-6,896.05
2200 · Payroll Tax Liabilities	-90.91
Total Other Current Liabilities	-6,986.96
Total Current Liabilities	12,796.23
Long Term Liabilities	
2250 · Construction Loan 1	-110.00
2275 · First Bank Commercial Prop Loan	-1,360.90
Total Long Term Liabilities	-1,470.90
Total Liabilities	11,325.33

2:58 PM

11/15/22

Accrual Basis

Sitka Music Festival
Balance Sheet
As of August 31, 2022

	<u>Aug 31, 22</u>
Equity	
Sitka Music Festival Foundation	-255.93
3000 · Opening Balance Equity	35,149.87
32000 · Unrestricted Net Assets	4,303,673.29
Net Income	1,141.21
	<hr/>
Total Equity	4,339,708.44
	<hr/>
TOTAL LIABILITIES & EQUITY	4,351,033.77
	<hr/> <hr/>

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Sitka Music Festival

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter
Denise Salter, Controller
747-1836

- Utilities

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

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 SUMMER MUSIC FESTIVAL

104 Jeff Davis St, SITKA, AK 99835

owned by

SITKA SUMMER MUSIC FESTIVAL, INC.

is licensed by the department to conduct business for the period

March 18, 2023 to December 31, 2023
for the following line(s) of business:

71 - Arts, Entertainment and Recreation



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 SUMMER MUSIC FESTIVAL
104 Jeff Davis St
SITKA, AK 99835

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

Name of Organization: The Greater Sitka Chamber of Commerce

Alaska State Business License Number (if applicable):

Name of Contact Person: Rachel Roy

Phone: 907 747-8604 Email: director@sitkachamber.com

Mailing address: 104 Lake 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 or~~
 - Community Development ** per email 8/28/23 attached.*
- Special Emergency Grant

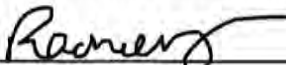
Dollars Requested: \$5,000.00

Match Dollars Committed: \$5,000.00 Percentage: 100%

Sources of Matched Dollars: Sitka Chamber funds, business support, and sponsorships

Brief Description of the Purpose of the Grant: This grant will support Sitka Chamber's new program Sitka's Emerging Leaders. The program promotes career development and professional networks for young professionals in the Sitka community.

I, Rachel Roy, 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: 8/18/23

Holley Dennison

From: Chase Coleman <membership@sitkachamber.com>
Sent: Monday, August 28, 2023 11:46 AM
To: Holley Dennison
Cc: Rachel Roy
Subject: Re: Application for Annual General Fund Grants for Non-Profit Organizations

You don't often get email from membership@sitkachamber.com. [Learn why this is important](#)

Hi Holley,

Thank you for the clarification! We'd like to submit our application under the **Community Development** category.

Let me know if you need anything else from us - thanks!
Chase

On Fri, Aug 25, 2023 at 4:26 PM Holley Dennison <holley.dennison@cityofsitka.org> wrote:

Hello Chase,

In reviewing the Greater Sitka Chamber of Commerce non-profit grant application, both "Cultural and Education Services" and "Community Development" were selected. The directions on the summary sheet need to be clearer as it does say to check "type of services" which implies more than one, and I will make that change for next year, I apologize for the confusion. The instructions note on the application to only chose one category please for the annual grant. If you would please select just one category and email me a written response that will work great.

I apologize for the confusion and thank you for your help!

~Holley

From: Chase Coleman <membership@sitkachamber.com>
Sent: Friday, August 18, 2023 4:17 PM
To: Holley Dennison <holley.dennison@cityofsitka.org>
Cc: Rachel Roy <director@sitkachamber.com>
Subject: Application for Annual General Fund Grants for Non-Profit Organizations

Hi Holley,

General Fund Grants for Non-profit Organizations
Grant Category: Community Development Annual Grant
Applicant: Greater Sitka Chamber of Commerce
Grant request amount: \$5,000



Detailed Project Description Overview – 10 points

Sitka's Emerging Leaders

The Greater Sitka Chamber of Commerce (known further as the Sitka Chamber) recently established a professional development program, Sitka's Emerging Leaders, targeted at Sitka's workforce ages 21-40. The purpose of Sitka's Emerging Leaders is to promote career development and professional networks for young professionals in the Sitka community. The program began in the summer of 2023 and includes reoccurring monthly meetings, trainings, and networking events. Each event is centered around a specific topic such as retirement planning, marketing your company on social media, leadership and management, public speaking, and more.

This is the first time that Sitka Chamber has applied for a CBS General Fund Grant for this program. Once awarded, funds from this grant would be used to support Sitka's Emerging Leaders' trainings, meetings, and events during Fall '23 and Winter '24. Additionally, the funding will go toward hosting subject matter experts and respected figures in the professional community to speak to and teach Sitka's young professionals. Funds will also be used to provide young professionals with valuable experiences and assets, such as group outings, career-building workshops, professional headshots, and other career-oriented resources.

Overall, the program is designed to create a safe and comfortable environment for young professionals in Sitka to connect and be given the tools to grow. Young professionals in Sitka who are interested in exploring career development opportunities, entrepreneurship, and expanding their professional network. The program is promoted on all Sitka Chamber channels, including websites, weekly email newsletters, with local media, and social media. The City of Sitka's support will be included in these messages and in printed program collateral.

Expected Outcomes – 10 points

The success of Sitka's Emerging Leaders will be measured by consistency, participation, and feedback. Sitka's Emerging Leaders' goal is to provide opportunities for young professionals in Sitka to grow and expand their connections throughout the year. Successful program implementation means hosting a Monthly Meet-ups, trainings and other gatherings each month to foster connection and community within the group. Successful participation for this program

means retaining current attendees and continuing to grow the group over time. Sitka's Emerging Leaders tracks attendance and encourages attendees to spread the word about the program.

Successful feedback for this program means that the people who participate feel they are benefiting by doing so. Sitka's Emerging Leaders distributes surveys at each meeting to ensure our events are relevant and useful. The survey responses provide us with direct input on how to improve future events.

Sitka's Emerging Leaders supports local businesses and organizations as it creates a platform for employers to encourage current employees to enhance their skills and in-turn, enhance the viability and success of those said businesses. Key indicators that tell us that Sitka's Emerging Leaders are moving in the right direction are consistent attendance, guest speaking opportunities, and the total number of meetings.

The program has already seen some great success in its first two months. In June, Sitka's Emerging Leaders had 40 young professionals in attendance, and 25 at its July meeting. We aim for a 75% retention rate for our average attendance at each meeting and even during summer, we have seen this goal met and anticipate this to continue as schedules ease in the fall and winter months.

Hosting a guest speaker, with a focus on career development, during each Monthly Meet-up is a top priority for Sitka's Emerging Leaders. Whether it's a young professional in the community with an important topic, or someone from the region with a unique career story to share. We strive to provide as many opportunities for young professionals to meet and develop as possible and aim to host one meeting each month, along with two separate events or group outings each quarter.

Statement of Need – 10 points

Sitka's Emerging Leaders aligns with both Cultural and Educational Services and Community Development as it seeks to educate and build community within Sitka's workforce. Roughly one-third of Sitka's total population falls between the ages of 18-40 and this is the most active age group in the job market. Sitka's Emerging Leaders prioritizes this age group's career development and synchronously supports Sitka's workforce development.

The Sitka Chamber understands that an overarching goal of the City & Borough of Sitka's [2030 Comprehensive Plan](#) is to "promote the community vision of a small town atmosphere, with a high quality of life and sustained economic opportunity". In the plan, Developing Sitka's Workforce is listed as an economic chapter objective to accomplish that goal. Further, promoting innovation, entrepreneurship, and partnerships are highlighted as ways to develop Sitka's workforce. Sitka Chamber and its Sitka's Emerging Leaders program can help the City

towards its goal and the community's need to develop their workforce and improve its economic health.

The State of Alaska has a well-documented concern with the working-age population decline. According to the Alaska Department of Labor and Workforce Development, the size of Alaska's working-age population has been in decline for the last nine years. Sitka Economic Development Association's The State of Sitka's Economy report dated April 20, 2023 states that Sitka has seen a 7% decline in overall population, and specifically a 13% drop in working-age population (20-64) since 2013. This data, collected by McKinley Research Group (formerly McDowell) demonstrates the increased need to retain and attract working-age individuals in our community to sustain the future of our workforce. One approach that can be taken is to invest in young professionals and support their development in order to engage them in the professional arena of our community.

Partnerships with UAS-Sitka, businesses such as Aspen Suites Hotel Sitka, and organizations such as Sitka Trail Works enhance and sustain the program. Sitka's Emerging Leaders offers sponsorship opportunities for the business community in Sitka and encourage employers to compensate their employees when they attend. Businesses and organizations can sponsor the program on an annual basis or sponsor individual meetings and events. Grant funds will be used alongside program sponsors and partners. This all helps fund program administration and support, trainer stipends, and cover logistical costs associated with workshops and gatherings.

Organizational Capacity – 10 points

The Greater Sitka Chamber of Commerce (Sitka Chamber) was founded in 1903 and continues today with its mission as a voluntary organization of business and community leaders who promote, support, and facilitate commerce and economic growth in our great community. The Sitka Chamber is a nonprofit 501(c)6 organization representing 260+ businesses and non-profit organizations. It is managed by a volunteer board of nine local business and community leaders serving the rural community of Sitka and surrounding Baranof Island.

The Sitka Chamber is fortunate to have a large and active community network and has seen great support since launching Sitka's Emerging Leaders in June 2023. As mentioned in the Expected Outcomes section, the program has had 40 young professionals join the group, with many of those interested in greater roles within the program. Additionally, the business community has been very receptive of the program with many of them seeking involvement and ways to support.

The Board of Directors is the governing and policy-making body of the Greater Sitka Chamber of Commerce. It authorizes the program of work, approves the budget, controls its property, receives, and acts on committee and staff recommendations and directs the general operations

of the Sitka Chamber. The Board members serve two-year terms and meet quarterly in addition to an annual retreat to set priorities for the following year. The dedication of Chamber staff and funds towards Sitka's Emerging Leaders was the result of the board retreat this spring.

Board members include:

Paul Kraft, President

Holly Reeder, Vice-President

Christine McGraw, Secretary

Tamara Nedens, Treasurer

Sara Hadad-Dembs

Tim Fulton

Loren Olsen

Michael Jones

Noah Rogers

The Sitka Chamber has a long-standing relationship with the City and Borough of Sitka providing its convention and visitors services by contract since 2015. In addition, the Sitka Chamber has received and successfully completed several grants in recent years including the Alaska Chamber and DHSS Vaccine Incentive Grant, COVID-Safe Travel Grant and Local Alaska Grant Support Program.

Sitka's businesses and organizations are overwhelmingly supportive of the program. August's Meet-up is hosted by Sitka Trail Works and will have the topic of nonprofit leadership and a group hike will follow. September is an exciting month for Sitka's Emerging Leaders with many industry partners in town. The program will partner with Holland America to host a Monthly Meet-up and tour onboard one of their cruise ships. Additionally, Sitka will be hosting Southeast Conference, and in partnership with the conference we'll be offering free registration to a select group of young professionals giving them the opportunity to learn and connect with leaders from the top economic sectors of our region.

Budget – 10 points

The programmatic budget for Sitka's Emerging Leaders is detailed below. The program kicked off in the Summer of 2023 and will continue to be developed over the fall and winter months. The Sitka Chamber utilizes Foraker for its bookkeeping and the 2022 Statement of Financial Position and end of year financial statements for the Chamber are provided following the narrative. The program has a revenue goal of \$10,000 with revenues from the Sitka Chamber, sponsorships, and grants as applicable over the course of the year. Expenses include personnel, event related costs, speaker fees and promotion of events.

The itemized budget is on the following page.

Category	Workforce Development Sitka's Emerging Leaders
Revenue	Amount
Chamber Support	\$2,500
Sponsorships	\$2,500
Grants	\$5,000
Total Revenue	\$10,000
Expenses	Amount
Labor	\$4,500
Sitka Chamber staff	\$4,500
Contractual	\$5,200
Catering	\$1,500
Advertising	\$500
Contracted Services	\$2,000
Space Rental	\$1,200
Supplies/Materials	\$300
Printing & copying	\$200
Decorations	\$100
Total Expenses	\$10,000

Required Documentation – 10 points

The following required documentation has been attached in the pages to follow.

Copy of nonprofit documentation such as IRS 501(c)3 designation.

Determination Letter from IRS dated April 9, 2011

Current State of Alaska nonprofit organization business license

Alaska Business License [REDACTED]

CBS Liabilities Form

Signed Liabilities Form dated August 17, 2023

Greater Sitka Chamber of Commerce & Visit Sitka
Comparative Statement of Financial Position
As of December 31, 2022

	<u>December 31, 2022</u>	<u>Un-Audited December 31, 2021</u>
ASSETS		
Current Assets		
Unrestricted cash & equivalents	370,156	356,660
Total Cash & Equivalents	<u>370,156</u>	<u>356,660</u>
Accounts receivable	5,173	21,261
Prepaid Expenses	14,231	8,336
Total Current Assets	<u>389,560</u>	<u>386,257</u>
Non-current Assets		
Security Deposit	2,500	2,500
ROU Asset - Operating Lease	74,263	-
Total Non-Current Assets	<u>76,763</u>	<u>2,500</u>
TOTAL ASSETS	<u>466,323</u>	<u>388,757</u>
LIABILITIES		
Current Liabilities		
Accounts payable	10,290	13,341
Unearned revenue	28,728	33,903
Payroll liabilities	13,441	5,949
ROU Operating Lease Liab ST	34,501	-
Total Current Liabilities	<u>86,960</u>	<u>53,193</u>
Long Term Liabilities		
ROU Operating Lease Liab LT	40,484	-
Total Long Term Liabilities	<u>40,484</u>	<u>-</u>
TOTAL LIABILITIES	<u>127,444</u>	<u>53,193</u>
Current Ratio ¹	4.48 to 1	7.26 to 1
NET ASSETS		
Without Donor Restrictions	338,879	335,564
Total Net Assets	<u>338,879</u>	<u>335,564</u>
TOTAL LIABILITIES & NET ASSETS	<u>466,323</u>	<u>388,757</u>

¹ The current ratio is indicative of an organization's liquidity. 4.48 is a fair current ratio.
--

Greater Sitka Chamber of Commerce
Statement of Activities Budget vs. Actual
January through December 2022

Sitka Chamber				
	Jan - Dec 2022	Budget	\$ Over (Under) Budget	% of Budget
Operating Revenue				
Auction Revenue	10,550.00	10,000.00	550.00	105.5%
Sponsorship	30,000.00	31,500.00	(1,500.00)	95.24%
Ticket Sales	7,445.00	6,700.00	745.00	111.12%
Membership Dues	51,745.00	50,000.00	1,745.00	103.49%
Items/Products	6,300.00	3,700.00	2,600.00	170.27%
Advertising Revenue	-	5,800.00	(5,800.00)	0.0%
Contract Revenue	-	-	-	0.0%
Interest	0.60	-	0.60	0.0%
Total Income	106,307.01	107,700.00	(1,392.99)	98.71%
Operating Expense				
Personnel Expenses	36,603.85	28,088.00	(8,515.85)	130.32%
Promotion	1,197.00	1,200.00	3.00	99.75%
Occupancy	13,371.54	14,400.00	1,028.46	92.86%
Professional Services	9,236.12	12,300.00	3,063.88	75.09%
Supplies	11,693.13	8,450.00	(3,243.13)	138.38%
Insurance	1,656.66	1,600.00	(56.66)	103.54%
Dues & Subscriptions	4,415.00	2,200.00	(2,215.00)	200.68%
Professional Development	2,270.20	2,000.00	(270.20)	113.51%
Catering	11,531.53	14,350.00	2,818.47	80.36%
Media & PR	-	500.00	500.00	0.0%
Bank Fees	2,987.53	2,000.00	(987.53)	149.38%
Miscellaneous Expense	(63.92)	-	63.92	0.0%
Total Operating Expense	94,898.64	87,088.00	(7,810.64)	108.97%
Net Operating Income	11,408.37	20,612.00	(9,203.63)	55.35%
Other Expenses				
Bad Debt Expense	3,375.00	-	-	
Total Other Expenses	3,375.00	-	-	
Net Income	8,033.37	20,612.00	(12,578.63)	38.97%



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

GREATER SITKA CHAMBER OF COMMERCE
104 LAKE ST
SITKA, AK 99835

Date:
April 9, 2021
Employer ID number:
[REDACTED]
Form 990 required:
990, YES
Person to contact:
Name: [REDACTED]
ID number: [REDACTED]

Dear Sir or Madam:

We're responding to your request dated November 12, 2020, about your tax-exempt status.

We issued you a determination letter in April 1970, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(6).

Because you're not an organization described in IRC Section 170(c), donors can't deduct contributions they make to you. You should advise your contributors that their contributions to you aren't deductible.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

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

Thank you for your cooperation.

Sincerely,

Stephen A. Martin

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

GREATER SITKA CHAMBER OF COMMERCE

104 LAKE STREET, SITKA, AK 99835

owned by

GREATER SITKA CHAMBER OF COMMERCE

is licensed by the department to conduct business for the period

October 14, 2021 to December 31, 2023
for the following line(s) of business:

81 - Services



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 Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Greater Sitka Chamber of Commerce

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter
Denise Salter, Controller
747-1836

- Utilities

Denise Salter for Ashley
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-119 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 9/20/2023 In control: City and Borough Assembly

On agenda: 9/26/2023 Final action:

Title: Discussion / Direction / Decision of the Municipal Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and PISF memo](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Step 1

Discussion / Direction / Decision
of the Municipal Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund.

Step 2

I MOVE TO transfer \$4,500,000 to the Public Infrastructure Sinking Fund and make this transfer effective June 30, 2023.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: September 21, 2023

Subject: Recommendation for transfer to the Public Infrastructure Sinking Fund

Background

Per the Sitka General Code 4.45.020 the Administrator must make a recommendation to the assembly on an amount to transfer to the Public Infrastructure Sinking fund for future appropriation to infrastructure projects:

Within ninety days after the start of each fiscal year, the administrator shall prepare an analysis of the general fund balance with an accompanying recommendation as to an amount of the general fund balance available for potential transfer to the public infrastructure sinking fund. This analysis shall first take into account any portions of the general fund restricted by Chapter 4.44A before recommending any further amounts for potential transfer to the public infrastructure sinking fund. (Ord. 12-30 § 4 (part), 2012.).

Analysis

June 30 of each year normally represents the cyclical period of lowest cash balances for the General Fund. For this reason, we base the recommendation for transfer to the Public Infrastructure Sinking fund on our financial position as of June 30.

As of June 30th, 2023, the preliminary undesignated fund balance of the General Fund was at a similar level as the prior year (prior to the June 30, 2022 transfer to the Public Infrastructure Sinking Fund. This is due to a number of factors, including:

- Continued pandemic relief funding (ARPA/LATCF) that was able to be dedicated to revenue replacement (allowing for the flexibility to use surpluses for capital without the federal funding restrictions).
- Sales tax revenues continue to exceed historic highs, which will be a critical resource to fund both operations and infrastructure as pandemic relief funding is fully expended.

Ultimately the fact that we have carefully monitored the growth of our fund balance,

while prioritizing investment in our town's infrastructure means that we have been able to maintain required liquidity while providing the core services expected of the municipality during a major economic downturn. With the FY22 transfer to the PISF allowing for stronger than in prior years infrastructure investment in FY24 we are hopeful that we will be able to get on track with projects that had been delayed during the pandemic. While the funding we have available is higher than in previous years, it is important to keep in mind that the cost of construction is increasing significantly, so the funding will not go as far.

Fiscal Note

The proposed transfer of \$4.5M would bring the unassigned balance of the General Fund to \$7.9M, allowing flexibility to appropriate funds early in FY2024 to provide critical matches for federal funding (which, if appropriated, would impact the unassigned fund balance at the end of FY24). The attached table shows the full analysis of the fund balance at the end of FY23.

Recommendation

Approve the transfer of \$4.5 million to the Public Infrastructure Sinking Fund effective June 30, 2023.

Calculation of cash/equivalent required liquidity balance per SCG 4.44A.010		
	Budgeted Expenditures FY23 (less Transfers)	Divided by 4 = min. required liquidity
Total Budgeted Expenses:	\$ 41,040,437	
Encumbrances rolling to FY24	\$ (526,124)	
Less Interfund Transfers	\$ (9,326,436)	
	\$ 31,187,877	\$ 7,796,969
Total General Fund analysis of adjusted net assets		Preliminary FY23
Total Assets		\$ 30,418,478
Liabilities		\$ (4,924,491)
Preliminary 6/30/2023 total Net Assets/Fund Balance		\$ 25,493,987
Fund balance committed-liquidity		\$ 7,796,969
Non spendable (advances to other funds)		\$ 3,279,840
Fund balance made up of receivables		\$ 6,051,351
Fund balance committed for emergency purposes		\$ 2,000,000
Assets available for potential transfer into PISF		\$ 6,365,827
Fund Balance June 30, 2022		\$ 20,239,873
Change June 30, 2022 to June 30, 2023		\$ 5,254,114
Unassigned fund balance June 30, 2019		\$ 5,716,004
Unassigned fund balance June 30, 2020		\$ 3,827,823
Unassigned fund balance June 30, 2021		\$ 7,893,414
Unassigned fund balance June 30, 2022		\$ 6,502,122
Preliminary unassigned fund balance June 30, 2023 (prior to PISF transfer)		\$ 12,417,178
Other considerations:		
Matching funds for grants in FY24 (Safe Streets, others yet to be determined)		\$ 500,000
Recommended transfer to Public Infrastructure Sinking Fund 6/30/2023:		\$ 4,500,000
Preliminary unassigned fund balance at 6/30/2023 after transfer		\$ 7,917,178



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-115 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 9/6/2023 In control: City and Borough Assembly

On agenda: 9/26/2023 Final action:

Title: Authorize the Municipal Administrator to pursue a funding opportunity and advocate to the Department of Energy for Advanced District Energy Heating from Renewable Resources and expanded supervisory control of the electrical system

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[Assembly memo NREL grant FOA-2573 District Heating - 2023 Sept 20](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO authorize the Municipal Administrator to pursue a funding opportunity and advocate to the Department of Energy for Advanced District Energy Heating from Renewable Resources and expanded supervisory control of the electrical system.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Scott Elder, Electric Utility Director / Grant Turner, I.T. Director

Date: September 20, 2023

Subject: Grant funding opportunity through NREL for the advancement of renewable energy, grid controls for existing and future community heating systems (interruptible loads), uses, new renewable resources, and communications.

Background

This opportunity is through the Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy (EERE) Funding Opportunity Announcement (FOA) Number: DE-FOA-0002573 Topic Area 1 Advanced Technology Demonstration in a Renewable Supplied District Energy System.

A previous candidate has withdrawn from the funding opportunity which has afforded the city the possibility of receiving the funding source. The city of Sitka was contacted by NREL to receive these funds as Sitka is an "equivalent" city with needs and ambitions that mirror the original applicant's submission. If the assembly supports pursuing this funding, NREL will petition DOE for the transferal of the grant to the CBS. Upon DOE approval, the matter would be brought to the assembly for consideration through a resolution.

Sitka's historical background:

After the Blue Lake dam was raised, the electric department pursued methods to sell excess power. This resulted in the installation of interruptible electric boilers at our public schools. Power for these interruptible electric boilers has been sold at a reduced rate to incentivize their use over the cost of using the existing fuel oil boilers. In 2022 the electric department received over \$748,000 in interruptible sales while saving the school system money and reducing fuel use by more than 250,000 gallons.

The installation and use of these boilers has been a success, however the department has yet to install a needed control system for effective remote operation. Expanding this

control system could provide the city a path to further reduce fuel oil consumption by 40,000 gallons per year at other municipal buildings.

Analysis

This funding source is in alignment with current efforts to expand supervisory control of the electrical system and allow for remote operation and optimization of interruptible boilers that currently require on-site personnel to manage. The result will be greater efficiency of the system, reduced outage times and financial savings through reduced fuel oil consumption for the municipal facilities including the schools. The expansion of the control system would also provide for the control of future renewable generation and utilization expansion.

This also provides an opportunity for the city to utilize the expansion of the electric department's fiber-optic control system to augment Internet service to municipal buildings. Municipal departments have experienced extremely low Internet connectivity speeds due to the recent high levels of cruise ship traffic. The limiting factor for communications between CBS buildings is due to the leased communications lines that the city currently has through a contract for \$140,000 annually. Funding to remedy this issue is available through the commercial passenger vessel excise tax. By joining these two efforts, CPV funds can be used to help meet the grant match requirement while the department can help expedite the project.

The cost for installing a fiber-optic cable connection between city buildings has not been developed. However, it is expected to be a significant portion of the matching fund requirement. Speeds between city buildings would increase from 100 to 1000 times the current speeds.

The electric department has plans to replace radio-controlled switches in the system. This will help meet some of the funding match requirements as the new equipment will be operated by the fiber optic control system. Expected replacement costs are around \$700,000.

The additional \$3M of federal funding can be used for additional electric heating conversions, continued expansion of the control system and efficiency gains.

By combining projects plans and pursuing Federal and CPV funding, improvements could be realized without impacting firm rate payers. The expansion can further reduce the city's fuel consumption and provide added interruptible revenues to the electric department.

Fiscal Note

This opportunity has a 33% cost match required by the city. The total federal funds available are \$2.99M. Sitka's portion to attain the full grant value of approximately \$4.4M is about \$1.5M.

A reduction of \$140,000 annually would be realized to the city through the abandonment of leased lines. The city could realize a federal investment of \$3M above its current plan.

Matching funds may be made through "in kind" contribution and synergies with previously dedicated projects that have not been realized. These funds would come from the electric capital fund, and CPV commercial passenger vessel excise tax. Future costs would result through owning and maintaining the added infrastructure; however, the fiscal benefits are expected to include a cost reduction through the abandonment of leased communication lines and reduced fuel oil consumption.

Recommendation

Recommend that the City and Borough of Sitka pursue the funding opportunity.