

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

Name of Organization: Sitka Counseling and Prevention Services, Inc.

Alaska State Business License Number (if applicable): 298434

Name of Contact Person: Amy Zanuzoski

Phone: 907-747-3636 x237

Email: amyz@scpsak.org

Mailing address: 113 Metlakatla St. Sitka, Ak 99835

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

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

Dollars Requested: \$8,000.00

Match Dollars Committed: \$15,600.00

Percentage: 66%

Sources of Matched Dollars: Unrestricted Income

Brief Description of the Purpose of the Grant: The CBS Grant will allow us to demonstrate community support to leverage more prevention funding (Last years grant was leveraged to attain a state grant for precription opioid and heroin prevention in the amount of \$150,000.00 per year for up to four years.) We are looking to receive a Drug Free Communities Grant in late September (\$125,000.00/yr for 10 years). Specifically, these funds would help pay for needed materials, services and supplies the grants will not cover. It will help develop data gathering systems within the community to establish need for the larger grants and provide for ongoing evaluation of whether or not we are being effective in the prevention efforts.

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

Name: \_\_\_\_\_

Title: Executive Director

Date: 07-29-2016

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

### Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Sitka Counseling and Prevention Services, Inc. is applying for the annual grant in the Human Services category.

The grant will be utilized to further behavioral health related prevention efforts within Sitka. Awarding of this grant will demonstrate community and City and Borough of Sitka support, allowing us to leverage additional funding from state and national sources. Last year's grant helped develop a coalition of community members/organizations which allowed us to apply for and receive a state grant to address prescription opioid and heroin use/abuse in the amount of \$150,000.00 per year for up to four years. This money will be shared with other community partners who wish to collaborate as a coalition to address these issues. We also applied for a Federal Drug Free Communities Grant which will be announced in late September. Again the funding will be shared with other community partners to address tobacco, alcohol and marijuana substance use, misuse and abuse in youth through the coalition based structure.

Specifically, the CBS Grant will be used to offset costs for materials, services and supplies which are not covered under the state and federal grants. The grant will also help develop a community wide data gathering system and process to help establish the need for behavioral health related prevention efforts; then evaluate the prevention efforts to see if we are having an impact. At this point no consistent and reliable system for data gathering exists.

The administering of the grant monies will be done through Sitka Counseling and Prevention Services, Inc. under the direction of the HOPE Coalition members and partners. Coalition staff will perform the "day to day" work necessary to achieve the desired outcomes. The Financial Director of Sitka Counseling and Prevention Services, Inc. will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

The target population for the prevention efforts is youth and young adults ages twelve to twenty-four, although the collective impact should reach across the lifespan and create positive changes community wide. This will contribute to the overall health and wellness of our community.

Prevention efforts have already been initiated with the help of previous CBS grant funding, Sitka Counseling and Prevention Services, Inc. funds and most recently the State of Alaska SPF-PFS Grant. A core group of 10-24 community members of the HOPE Coalition have been meeting regularly for a year and have delivered several prevention programs. The coalition has been involved in a number of community initiatives such as Kick Butts Day, Sitka Health Summit, Town Hall on Underage Drinking, Mt. Edgecumbe High School Health Fair, prevention displays at local schools and providing Mental Health First Aid Training. With this CBS Grant and the state grant just received, the prevention efforts will be expanded, better coordinated and more effective.

Sitka Counseling and Prevention received previous CBS grants in 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(\$7,714.00) and 2016 (\$7,581.00).

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

### Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

The ultimate success will be measured by a reduction in the number of people indicting current use of the targeted substances, and increases in the perception of risk and harm, parental disapproval and peer disapproval measured either through the Youth Risk Behavior Survey or a locally developed survey.

Additional data which would indicate success would be reduced ER visits for the targeted substances, less citations for public intoxication/minor consumption, driving under the influence, reduced incidents of prescription drug involvement by police and substance related deaths.

Other process related outcomes would be linked to the number of presentations, workshops and community education events which occurred as well as documented involvement in the HOPE Coalition. Each state and federal grant has additional outcome requirements which would also need to be met. These outcome measures would be documented through coalition meeting sign-in sheets and an "Outputs Log" maintained by coalition staff.

The immediate tangible benefit to the community would be a reduction in public intoxication, reduced citations for minor consumption, fewer DUI's and fewer community disruptions. This would then lead to less law enforcement time being devoted to these areas.

Indirect benefits would be less medical emergencies and strain on medical/emergency services. Since substance use, misuse and abuse is related to community disorganization, domestic violence and adverse childhood experiences, these would also be long range benefits. Long term, our community would be a healthier and safer place to live.

Some of the benchmarks which would indicate things are going in the right direction are as follows:  
Assessment Related:

- Establish a committee to develop data gathering and evaluation instruments (by 9-30-2016)
- Assessment of organizational, fiscal, and leadership capacity (by 9-30-2016)
- Analysis of resources: programs, facilities, key individuals and leaders, potential partnerships, gaps (by 10-24-2016)
- Conducting a community readiness assessment (by 11-28-2016)
- Collecting relevant local data (by 4-30- 2017)
- Coalition-led prioritization process of intervening variables (by 6-30- 2017)
- Coalition review and analysis of needs, resources, and readiness as it relates to the priority areas (by 6-30-2017)

Programmatic related

- Increase in HOPE Coalition membership (by 10-31-2016)
- Presentations for community organizations (three by 12-31-2016)
- Develop two PSA's (by 12-31-2016)
- Place four resource material displays around community with stocked resource materials (by 12-31-2016)
- Establish one policy change to reduce youth access to one of the targeted substances (by 12-31-2016)
- Partner with a minimum of three partners on their projects/programs (by 5-28-2017)
- Establish one policy change to reduce access (over prescribing) to prescription opioids (by 6-31-2017)

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

## Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

The development of an Alcohol, Tobacco and Other Drug Coalition is in alignment with the Human Services category, by establishing a mechanism to promote a drug free community and the communities focus on health and wellness. The focus on alcohol, tobacco and other drug prevention would increase both individual and community health. Discussions with the Chief of Police indicate prescription drugs and heroin use/abuse are rising in the community. By addressing the issues surrounding these two substances early on, the community can reduce the negative impact.

According to the latest CBS Comprehensive Plan found (2007), the following sections pertain to the need for substance use/abuse prevention and education activities:

- 2.2.5. Protect the health and well-being of local people and their surroundings;
- 2.10.1. To actively promote and seek funding for services and activities which facilitate the well-being of the community and all its members,
- 2.10.5. To commit to the following prevention and early intervention programs which will reduce social problems in the community:
  - E. Community wide substance-abuse awareness education.
- 2.11. The City and Borough Assembly encourages healthy lifestyles and activities within the community, and will strive to work towards the provision of human services for all members of the community. Health needs and community services may include but not be limited to the items listed below:
  - A. Health and social services, Behavioral health services
    - 2. Substance abuse services – alcohol, other drugs, and tobacco products
    - 3. Other behavioral health services
  - C. Healthy youth and elder activities and services
  - D. Educational and community forums and programs to promote healthy activities and recreational opportunities, safety, and healthy nutrition options in schools and in the community

When combined with the Sitka School District 2015 Youth Risk Behavior Survey results related to current use and key predictors for increased use and abuse of substances, there appears to be a high need (see data below). (KEY: Numbers are percentages. ASA=Above State Average, BSA= Below State Average, UF=Up From, DF=Down From, NC=No Change)

	Alcohol	Tobacco	Marijuana	Prescription drugs
Current use: (used substance at least once in past 30 days)	24.9 ASA	20.4	18.4 UF 2013	8 ASA
Binge drank (Significantly above state average) —————→	17.2 ASA			
Percentage of students who think using the substance has great risk of harm	33.8 DF 2013	63.3 DF 2013 (cigs only)	16.2 UF 2013	57.2
Percentage of students who think there is no chance of being seen as cool if they use the substance	57.4 UF 2013	81.3 UF 2013	51.1 DF 2013	
Percentage of students whose parents consider it very wrong for them to use the substance	54 DF 2013, BSA	81.3 DF 2013 ASA	53 DF 2013 BSA	79.7 ASA

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

Yes, it already has. By leveraging last year's funds, we were able to apply for and receive an Alaska State grant in the amount of \$150,000.00 per year for up to four years to respond to prescription drug and heroin use/abuse. Continued documented support for prevention efforts also allowed us to apply for a \$125,000.00 per year for up to ten years DFC grant which we will find out about at the end of September. Continued support will allow us to apply for additional grants. In addition Sitka Counseling and Prevention Services, Inc. contributed significant funding for prevention efforts and will continue this support.

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

### Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Sitka Counseling, formed through the merger of services of Sitka Prevention & Treatment Services and Sitka Mental Health Clinic, dba Islands Counseling Services, Sitka Counseling has provided behavioral health prevention, treatment and counseling services to Sitka for over 26 years, and has proven itself capable of delivering and managing grants for the community's prevention, treatment and counseling needs. Sound financial practices are in place of which several outside audits have confirmed. The Coalition Director has a Masters Degree in guidance and counseling with concentrations in substance abuse and family systems counseling. He was a Prevention Fellow through the Substance Abuse and Mental Health Services Administration/US Department of Health and Human Services for three years and was trained extensively in coalition building, community assessment, prevention strategies and evaluation techniques. He worked for and helped grow a highly successful community coalition in the State of Nevada and while there developed a social norm campaign which has been adopted state wide and is still being utilized.

**Community Support:** The HOPE Coalition has been in existence for over a year, with consistent membership 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. Strong partnerships exist with the Sitka Community Hospital, 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 and other community organizations and businesses. Signed Coalition Involvement Agreements are on file.

#### Board Attendance/ Board Members and Officers

Sitka Counseling's board members include Stan Filler– President, Dave Miller – Vice President, Vicki Keele Secretary/Treasurer, Margret Andrews, Ken Davis, 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.

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

Budget

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

Attachment - Detailed Budget for the Project FY2017

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
<b>Personnel</b>				
Program Coordinator	1.00	\$ 5,000.00	\$10,000	\$ 15,000.00
Fringe Benefits at 26%			\$ 2,600	\$ 2,600.00
<b>Total Personnel</b>	1.00	<b>\$ 5,000.00</b>	<b>\$12,600</b>	<b>\$ 17,600.00</b>
<b>Facility Rent</b>		\$ -	\$ 3,000.00	\$ 3,000.00
<b>Total Facility</b>			<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
<b>Supplies</b>				
Office Supplies		\$ 600.00		\$ 600.00
Food		\$ 400.00		\$ 400.00
<b>Total Supplies</b>		<b>\$ 1,000.00</b>		<b>\$ 1,000.00</b>
<b>Equipment</b>				
Equip. Maintenance		\$ 500.00		\$ 500.00
<b>Total Equipment</b>		<b>\$ 500.00</b>		<b>\$ 500.00</b>
<b>Other</b>				
Printing/Advertising		\$ 1,500.00		\$ 1,500.00
<b>Total Other</b>		<b>\$ 1,500.00</b>		<b>\$ 1,500.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$ 8,000.00</b>	<b>\$ 15,600.00</b>	<b>\$23,600.00</b>

**Itemized list of grants:**

Department of Behavioral Health Treatment and Recovery Comprehensive \$836,995.00

Department of Behavioral Health Rural Human Services \$65,000.00

Department of Health and Social Services, Strategic Prevention \$150,000.00

SAMSHA, Drug Free Communities Support Program \$125,000.00 (pending)

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Accrual Basis

# SITKA COUNSELING AND PREV

## Profit & Loss Budget vs. Actual

### July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4100 • Grant Revenue	1,118,470.00	1,110,889.00	7,581.00	100.7%
4101 • Mini-Grants Revenue	200.00	50.00	150.00	400.0%
4105 • Contract Revenue	19,352.70	2,778.00	16,574.70	696.6%
4114 • Parenting Class Fees	75.00	75.00	0.00	100.0%
4200 • Client Fees	2,292,671.36	1,601,120.32	691,551.04	143.2%
4250 • Other Fees	6,302.13	5,000.00	1,302.13	126.0%
4270 • Food	22,797.91	25,000.00	-2,202.09	91.2%
4271 • AW Room Fees	58.55	0.00	58.55	100.0%
4300 • In-Kind Services	0.00	0.00	0.00	0.0%
4400 • Unrestricted Income				
4410 • Interest Income	297.26	0.00	297.26	100.0%
4420 • Donations - Local	8,600.00	2,000.00	6,600.00	430.0%
4422 • Donations - Board Member	40.00			
4424 • Donations - Harbor Lights	3,030.00	0.00	3,030.00	100.0%
4426 • Donations - Family Center	3,000.00	0.00	3,000.00	100.0%
4428 • Donations - Christmas Bazaar	4,062.99	4,000.00	62.99	101.6%
4440 • United Way	148.49	0.00	148.49	100.0%
4445 • Miscellaneous Income	150.00	0.00	150.00	100.0%
4450 • Recovery Of Bad Debt	2,155.13	0.00	2,155.13	100.0%
4455 • AW Social Rec Fund	360.00	0.00	360.00	100.0%
4460 • Facility Rental	79,746.07	84,000.00	-4,253.93	94.9%
<b>Total 4400 • Unrestricted Income</b>	<b>101,589.94</b>	<b>90,000.00</b>	<b>11,589.94</b>	<b>112.9%</b>
4491 • Flume Circle Reimbursements	20,901.40	25,920.00	-5,018.60	80.6%
4492 • Rep Mgmt Fee	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>3,582,418.99</b>	<b>2,860,832.32</b>	<b>721,586.67</b>	<b>125.2%</b>
<b>Cost of Goods Sold</b>				
4600 • Adjustments				
4601 • Silding Fee W/O	121,172.45	50,000.00	71,172.45	242.3%
4607 • Medical W/O	236,147.91	100,000.00	136,147.91	236.1%
4609 • Client Fees/Write Offs	155,199.90	41,000.00	114,199.90	378.5%
4610 • Bad Debt Write Off	22.00	0.00	22.00	100.0%
4612 • Miscellaneous Adjustments	5,334.50	6,500.00	-1,165.50	82.1%
<b>Total 4600 • Adjustments</b>	<b>517,876.76</b>	<b>197,500.00</b>	<b>320,376.76</b>	<b>262.2%</b>
<b>Total COGS</b>	<b>517,876.76</b>	<b>197,500.00</b>	<b>320,376.76</b>	<b>262.2%</b>
<b>Gross Profit</b>	<b>3,064,542.23</b>	<b>2,663,332.32</b>	<b>401,209.91</b>	<b>115.1%</b>
<b>Expense</b>				
5100 • Personal Services				
5101 • Wages	1,649,204.35	1,776,176.00	-126,971.65	92.9%
5175 • Payroll Taxes	133,260.30	196,403.00	-63,142.70	67.9%
5176 • Retirement	21,058.71	52,290.00	-31,231.29	40.3%
5177 • Health Insurance	154,417.20	213,112.00	-58,694.80	72.5%
<b>Total 5100 • Personal Services</b>	<b>1,957,940.56</b>	<b>2,237,981.00</b>	<b>-280,040.44</b>	<b>87.5%</b>
5200 • Travel				
5210 • Local Mileage	6,425.49	6,180.00	245.49	104.0%
5215 • Travel - Training	26,582.06	25,605.00	977.06	103.8%
5220 • Travel - Business	923.00	6,743.00	-5,820.00	13.7%
5230 • Training/Tuition	31,291.14	24,201.00	7,090.14	129.3%
<b>Total 5200 • Travel</b>	<b>65,221.69</b>	<b>62,729.00</b>	<b>2,492.69</b>	<b>104.0%</b>
5300 • Facility				
5310 • Rent	200.00	74,513.00	-74,313.00	0.3%
5312 • Facility Depreciation	0.00	70,743.00	-70,743.00	0.0%
5313 • Interest - USDA	0.00	5,500.00	-5,500.00	0.0%
5314 • Interest - FNBA	0.00	3,000.00	-3,000.00	0.0%
5315 • Interest-Sitka Recovery Campu	0.00	66,200.00	-66,200.00	0.0%
5320 • Telephone	24,557.37	30,112.00	-5,554.63	81.6%
5325 • Utilities	48,627.32	48,000.00	627.32	101.3%
5330 • Maintenance & Repairs	13,526.62	9,029.00	4,497.62	149.8%
<b>Total 5300 • Facility</b>	<b>86,911.31</b>	<b>307,097.00</b>	<b>-220,185.69</b>	<b>28.3%</b>
5400 • Supplies				
5410 • Office Supplies	7,720.42	5,350.00	2,370.42	144.3%
5415 • Program Supplies	7,014.22	7,608.00	-593.78	92.2%
5425 • Household Supplies	5,271.39	6,550.00	-1,278.61	80.5%
5430 • Food Supplies	29,438.44	29,300.00	138.44	100.5%
5431 • Food Residential Programs	0.00	0.00	0.00	0.0%
5440 • Postage	2,842.17	2,746.00	96.17	103.5%
<b>Total 5400 • Supplies</b>	<b>52,286.64</b>	<b>51,554.00</b>	<b>732.64</b>	<b>101.4%</b>



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Accrual Basis

# SITKA COUNSELING AND PREV

## Profit & Loss Budget vs. Actual

July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>5500 • Equipment</b>				
5510 • Equipment Purchases/Rental	17,973.84	16,719.00	1,254.84	107.5%
5516 • Equipment Maintenance	11,826.33	6,330.00	5,496.33	186.8%
<b>Total 5500 • Equipment</b>	<b>29,800.17</b>	<b>23,049.00</b>	<b>6,751.17</b>	<b>129.3%</b>
<b>5600 • Other</b>				
5610 • Audit	16,468.09	16,362.00	106.09	100.6%
5613 • UA Testing	1,313.10	2,876.00	-1,562.90	45.7%
5616 • Professional Fees/Licenses	3,375.99	1,030.00	2,345.99	327.8%
5618 • CARF Accreditation Fees	0.00	10,000.00	-10,000.00	0.0%
5619 • Dues/Subscriptions	1,103.00	1,000.00	103.00	110.3%
5628 • Individualized Services	586.19	970.00	-383.81	60.4%
5633 • Advertising/Printing	8,139.79	4,670.00	3,469.79	174.3%
5635 • Insurance	72,322.30	102,155.00	-29,832.70	70.8%
5647 • Background Checks	1,630.99	2,200.00	-569.01	74.1%
5660 • Pre Employment Screening	2,632.00	2,121.00	511.00	124.1%
5653 • Administrative Costs	425.00	675.00	-250.00	63.0%
5654 • Impementation Funds	0.00	0.00	0.00	0.0%
5656 • Recruitment Costs	2,000.00	3,400.00	-1,400.00	58.8%
5670 • Contracted Services	57,418.00	24,583.00	32,835.00	233.6%
5675 • Cont Services - Nurse	30,695.54	30,218.00	477.54	101.6%
5680 • Cont Services - Med Director	37,705.12	35,000.00	2,705.12	107.7%
<b>Total 5600 • Other</b>	<b>235,815.11</b>	<b>237,260.00</b>	<b>-1,444.89</b>	<b>99.4%</b>
<b>5800 • Miscellaneous</b>				
5810 • Bank Charges	2,649.85	2,200.00	449.85	120.4%
5816 • Finance Charges	235.67	3,000.00	-2,764.33	7.9%
5825 • Interest - Line Of Credit	0.00	2,000.00	-2,000.00	0.0%
5840 • Reimbursable Expenses	-1,828.85	0.00	-1,828.85	100.0%
5860 • Christmas Bazaar	610.20	750.00	-139.80	81.4%
5880 • Miscellaneous Expense	12.33	0.00	12.33	100.0%
5800 • Miscellaneous - Other	0.00	0.00	0.00	0.0%
<b>Total 5800 • Miscellaneous</b>	<b>1,679.20</b>	<b>7,950.00</b>	<b>-6,270.80</b>	<b>21.1%</b>
<b>6000 • Room to Grow</b>				
6016 • Sitka Recov Renovation • South	0.00	0.00	0.00	0.0%
<b>Total 6000 • Room to Grow</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>66900 • Reconciliation Discrepancies</b>	<b>-268.19</b>	<b>0.00</b>	<b>-268.19</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>2,429,386.49</b>	<b>2,927,620.00</b>	<b>-498,233.51</b>	<b>83.0%</b>
<b>Net Income</b>	<b>635,155.74</b>	<b>-264,287.68</b>	<b>899,443.42</b>	<b>-240.3%</b>

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Accrual Basis

**SITKA COUNSELING AND PREV**  
**Balance Sheet**  
As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115 · 1st Bank Operating	190,742.29
1120 · 1st Bank Food Stamp Checking	1,833.74
1130 · FNBA Savings	1,560.06
1137 · 1st Bank - USDA Loan SJC Rsrv	36,059.53
1145 · First Bank - USDA Loan IRR Rsrv	27,791.20
1150 · Endowment Fund/Charles Schwab	5,000.09
1160 · Petty Cash	200.00
<b>Total Checking/Savings</b>	263,186.91
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	8,694.50
<b>Total Accounts Receivable</b>	8,694.50
<b>Other Current Assets</b>	
12000 · Undeposited Funds	51,573.00
1225 · Client Fee Receivables	797,319.68
1227 · Allowance For Doubtful Accts	-481,599.12
1241 · Exparte Receivables	12,963.92
1245 · Employee Advances	-300.00
1250 · Prepaid Expenses	119,102.70
<b>Total Other Current Assets</b>	499,060.18
<b>Total Current Assets</b>	770,941.59
<b>Fixed Assets</b>	
1310 · Building Indian River Road	752,346.97
1315 · Property & Equipment	68,362.98
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	-731,831.60
4900 · Sale of Assets	-39,692.43
<b>Total Fixed Assets</b>	2,195,243.99
<b>TOTAL ASSETS</b>	<b>2,966,185.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2110 · Accounts Payable	4,744.70
<b>Total Accounts Payable</b>	4,744.70
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	
2121 · 941 Payable	1,040.80
2130 · ESC Payable	6,074.23
2141 · Health Insurance Payable	15,672.42
2120 · Payroll Liabilities - Other	74.24
<b>Total 2120 · Payroll Liabilities</b>	22,861.69
2220 · Security Deposits	8,545.00
2230 · Medicaid Advance	86,239.00
<b>Total Other Current Liabilities</b>	117,645.69
<b>Total Current Liabilities</b>	122,390.39

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08/22/16  
Accrual Basis

SITKA COUNSELING AND PREV  
**Balance Sheet**  
As of June 30, 2016

	Jun 30, 16
Long Term Liabilities	
2337 · Note Payable - Rural Developmen	106,836.20
2338 · Note Payable - FNBA	58,450.72
2339 · Note Payable Sitka Recovery Cam	1,380,354.19
Total Long Term Liabilities	1,545,641.11
Total Liabilities	1,668,031.50
Equity	
3100 · Unrestricted Net Assets	657,998.34
3110 · Endowment Fund Balance	5,000.00
Net Income	635,155.74
Total Equity	1,298,154.08
TOTAL LIABILITIES & EQUITY	2,966,185.58

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations  
Applicant: Sitka Counseling and Prevention Services, Inc./HOPE Coalition

Required Documentation

**CBS Liabilities Form**

**Copy of nonprofit documentation**

**Current State of Alaska nonprofit organization business license.**



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248162362  
Feb. 17, 2016 LTR 4168C 0  
91-1833550 000000 00

00016576

BODC: TE

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



038248

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

Dear Taxpayer:

This is in response to your request dated Feb. 05, 2016, regarding your tax-exempt status.

We issued you a determination letter in April 2004, 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](http://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).

0248162362  
Feb. 17, 2016 LTR 4168C 0  
91-1833550 000000 00  
00016577

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

Sincerely yours,

*Doris P. Kenwright*

Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1

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

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**SITKA COUNSELING AND PREVENTION SERVICES, INC**

113 METLAKATLA ST SITKA AK 99835

owned by

SITKA COUNSELING AND PREVENTION SERVICES, INC.

is licensed by the department to conduct business for the period

December 18, 2015 through December 31, 2017  
for the following line of business:

62 - Health Care and Social Assistance




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

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


Chris Hladick

Sitka Counseling and Prevention Services, Inc.  
113 Metlakatla Street Sitka, AK 99835  
907-747-3636  
**CBS Liabilities Form**

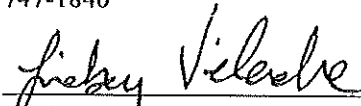
- Property Tax

  
Hannah Nelson, Tax Accountant Kristy CREWS  
747-1853

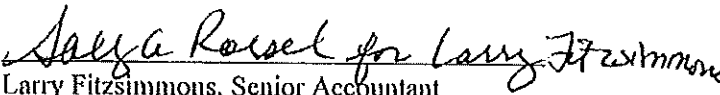
- Sales Tax

  
Kristy Crews, Accounting/Sales Tax Clerk  
747-1840

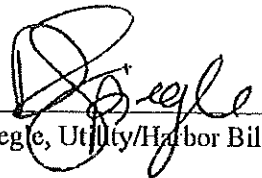
- Municipal Leases

  
Lindsey Viandre, Payroll Specialist  
747-1825

- Loan/Promissory Note

  
Larry Fitzsimmons, Senior Accountant  
747-1801

- Utilities

  
Diana Spiegle, Utility/Harbor Billing Clerk  
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.