

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Counseling

Alaska State Business License Number (if applicable): 298434

Name of Contact Person: Amy Zanuzoski

Phone: 747-3636 Email: amyz@sepsak.org

Mailing address: 113 Metlakatla St.

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

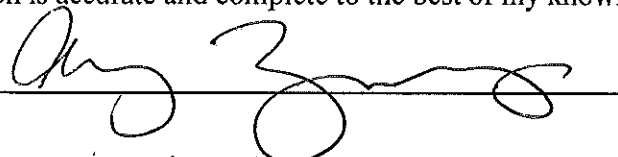
Dollars Requested: \$10,000

Match Dollars Committed: \$5,000 Percentage: 50%

Sources of Matched Dollars: Medical

Brief Description of the Purpose of the Grant: Prevention

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

Name: 

Title: Executive Director

Date: 8/22/17

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

Applicant: Sitka Counseling/HOPE Coalition

Sitka Counseling is applying for the annual grant in the Human Services category.

The grant will contribute to behavioral health related prevention efforts within Sitka and demonstrate ongoing community and City and Borough of Sitka support. This support allowed us to leverage funding from state and national sources. The Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Grant which we received last year allowed us to begin addressing prescription opioid and heroin related issues in our community. We partnered with Sitka Community Hospital, SEARHC, Public Health and Harry Race & Whites Pharmacies to develop and distribute pamphlets and posters to raise awareness of the proper disposal of prescription medications as well as the use of opioid/heroin overdose response kits (NARCAN). This four year grant, bringing \$150,000.00 per year, is now in its second year and will allow for continued efforts to address the opioid/heroin epidemic through the coalition/partnership building process.

We also resubmitted an application for a Federal Drug Free Communities Grant (\$125,000.00 per year for up to ten years) which will be announced in late September. As with the SPF-PFS grant, the funding will be shared with other community partners to address youth tobacco, alcohol and marijuana substance use, misuse and abuse through the coalition based structure.

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.

Specifically, the CBS Grant will be used to offset costs of staffing, materials, services and supplies which are not covered under the state and federal grants. The grant will also expand/sustain the community wide data gathering and evaluation system developed this past year.

Administering of the grant monies will be done through Sitka Counseling in conjunction with the HOPE Coalition members and partners. Coalition staff will perform the “day to day” work necessary to achieve desired outcomes. The Financial Director of Sitka Counseling will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

Prevention efforts have already been initiated with the help of previous CBS grant funding, Sitka Counseling funds and most recently the State of Alaska SPF-PFS Grant. A core group of 10-24 community members of the HOPE Coalition has met regularly for the last two years and 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 Youth and Adult Mental Health First Aid Training. With this CBS Grant and the state SPF-PFS grant, the prevention efforts in our community will be expanded, better coordinated and more effective.

Sitka Counseling 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), 2016 (\$7,581.00) and 2017 (\$4,692.00).

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

Applicant: Sitka Counseling/HOPE Coalition

The ultimate success will be measured by a reduction in the number of people indicating 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 indicates 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. 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.

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.

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:

- Ongoing committee attendance/involvement for data gathering and evaluation implementation
- Increased capacity (ongoing)
- Establishment of a "real-time" Substances of Abuse Task Force. (by 9-24-2017)
- Specific evaluation process established with partnering agencies. (by 12-01-2017)
- Prevention related programmatic tracking system set up and utilized. (by 10-1-2017)

Programmatic related

- Increase in HOPE Coalition membership (by 12-31-2017)
- Presentations for community organizations (three by 12-31-2017)
- Develop two PSA's (by 12-31-2017)
- Place four resource material displays around community with stocked resource materials (by 12-31-2017)
- Establish one policy change to reduce youth access to one of the targeted substances (by 12-31-2018)
- Partner with a minimum of three partners on their projects/programs (by 5-28-2018)
- Establish one policy change to reduce access (over prescribing) to prescription opioids (by 6-31-2018)
- Increased distribution of medication disposal brochures and bags
- Increased distribution of Anti-overdose (NARCAN) kits.

The continued growth 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 long term negative impact.

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

Applicant: Sitka Counseling/HOPE Coalition

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 applied and were granted 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 re-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 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/HOPE Coalition

Organizational Capacity

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, confirmed by outside audits. The Coalition Director has a Master's 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. He also was one of 32 individuals selected nationally to participate in a yearlong "Addressing Health Disparities Leadership Program" sponsored by the National Council for Behavioral Health. A second staff member has been hired to assist in prevention activities. Sitka Counseling, through the HOPE Coalition is committed to establishing community wide partnerships and processes which address substance use, misuse and abuse across the lifespan.

Community Support:

The HOPE Coalition has been in existence for over two years, 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, Sitka Public Health Department 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, Ken Davis-Vice President, Vicki Keele-Secretary/Treasurer, Antonio Rosas, Nathaniel Bean, 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.

Required Documentation

CBS Liabilities Form

Copy of nonprofit documentation

Current State of Alaska nonprofit organization business license.

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

Attachment - Detailed Budget for the Project FY2018

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
Personnel				
Program Coordinator	1.00	\$ 7,000.00	\$10,000	\$ 17,000.00
Fringe Benefits at 26%			\$ 2,600	\$ 2,600.00
Total Personnel	1.00	\$ 7,000.00	\$12,600	\$ 19,600.00
Facility Rent		\$ -	\$ 3,000.00	\$ 3,000.00
Total Facility			\$ 3,000.00	\$ 3,000.00
Supplies				
Office Supplies		\$ 600.00		\$ 600.00
Food		\$ 400.00		\$ 400.00
Total Supplies		\$ 1000.00		\$ 1,000.00
Equipment				
Equip. Maintenance		\$ 500.00		\$ 500.00
Total Equipment		\$ 500.00		\$ 500.00
Other				
Printing/Advertising		\$ 1,500.00		\$ 1,500.00
Total Other		\$ 1,500.00		\$ 1,500.00
TOTAL DIRECT COSTS		\$ 10,000.00	\$ 15,600.00	\$25,600.00

Itemized list of grants:

Department of Behavioral Health Treatment and Recovery Comprehensive \$768,071.00
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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08/14/17

Accrual Basis

SITKA COUNSELING AND PREV Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
4100 · Grant Revenue	1,061,687.00	1,083,368.00	-21,681.00	98.0%
4101 · Mini-Grants Revenue	100.00	50.00	50.00	200.0%
4105 · Contract Revenue	14,160.00	6,000.00	8,160.00	236.0%
4114 · Parenting Class Fees	675.00	75.00	600.00	900.0%
4200 · Client Fees	2,227,953.75	1,900,517.90	327,435.85	117.2%
4250 · Other Fees	1,307.50	5,000.00	-3,692.50	26.2%
4270 · Food	15,056.38	25,000.00	-9,943.64	60.2%
4271 · AW Room Fees	0.00	0.00	0.00	0.0%
4300 · In-Kind Services	0.00	0.00	0.00	0.0%
4400 · Unrestricted Income				
4410 · Interest Income	594.31	0.00	594.31	100.0%
4420 · Donations - Local	7,375.18	2,000.00	5,375.18	368.8%
4422 · Donations - Board Member	545.00			
4424 · Donations - Harbor Lights	3,000.00			
4425 · Donations - Family Center	3,200.00			
4428 · Donations - Christmas Bazaar	7,437.61	4,000.00	3,437.61	185.9%
4440 · United Way	115.43			
4445 · Miscellaneous Income	30.00	0.00	30.00	100.0%
4450 · Recovery Of Bad Debt	4,504.82			
4455 · AW Social Rec Fund	-305.00			
4460 · Facility Rental	68,071.80	84,000.00	-15,928.20	81.0%
Total 4400 · Unrestricted Income	94,569.15	90,000.00	4,569.15	105.1%
4491 · Flume Circle Reimbursements	17,947.88	25,920.00	-7,972.12	69.2%
4492 · Rep Mgmt Fee	3,726.00			
Total Income	3,437,182.64	3,135,930.90	301,251.74	109.6%
Cost of Goods Sold				
4600 · Adjustments				
4601 · Sliding Fee W/O	1,567.07	50,000.00	-48,432.93	3.1%
4607 · Medicaid W/O	409,005.02	102,915.90	306,089.12	397.4%
4609 · Client Fees/Write Offs	92,721.18	41,000.00	51,721.18	226.1%
4610 · Bad Debt Write Off	0.00	0.00	0.00	0.0%
4612 · Miscellaneous Adjustments	570.74	6,500.00	-5,929.26	8.8%
Total 4600 · Adjustments	503,864.01	200,415.90	303,448.11	251.4%
Total COGS	503,864.01	200,415.90	303,448.11	251.4%
Gross Profit	2,933,318.63	2,935,515.00	-2,196.37	99.9%
Expense				
5100 · Personal Services				
5101 · Wages	1,662,170.29	1,775,678.00	-113,507.71	93.6%
5175 · Payroll Taxes	136,250.05	176,664.77	-40,414.72	77.1%
5176 · Retirement	19,760.10	48,173.51	-28,413.41	41.0%
5177 · Health Insurance	128,546.34	192,641.72	-66,095.38	65.7%
Total 5100 · Personal Services	1,944,726.78	2,193,158.00	-248,431.22	88.7%
5200 · Travel				
5210 · Local Mileage	4,183.46	6,540.00	-2,356.54	64.0%
5215 · Travel - Training	47,836.66	36,707.00	11,129.66	130.3%
5220 · Travel - Business	5,597.37	3,884.00	1,713.37	144.1%
5230 · Training/Tuition	32,797.79	22,797.00	10,000.79	143.9%
Total 5200 · Travel	90,415.28	69,928.00	20,487.28	129.3%
5300 · Facility				
5310 · Rent	0.00	54,233.00	-54,233.00	0.0%
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	21,753.85	27,688.00	-5,932.15	78.6%
5325 · Utilities	54,410.23	48,726.00	5,684.23	111.7%
5330 · Maintenance & Repairs	46,224.15	14,789.00	31,435.15	312.6%
Total 5300 · Facility	122,388.23	290,877.00	-168,488.77	42.1%

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Accrual Basis

SITKA COUNSELING AND PREV Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5400 • Supplies				
5410 • Office Supplies	10,574.27	6,842.00	3,732.27	154.5%
5415 • Program Supplies	6,392.50	11,208.00	-4,815.50	57.0%
5425 • Household Supplies	6,326.17	7,150.00	-823.83	88.5%
5430 • Food Supplies	23,981.68	29,807.00	-5,825.32	80.5%
5440 • Postage	1,871.62	3,106.00	-1,234.38	60.3%
Total 5400 • Supplies	49,146.24	58,113.00	-8,966.76	84.6%
5500 • Equipment				
5510 • Equipment Purchases/Rental	23,717.25	39,441.00	-15,723.75	60.1%
5515 • Equipment Maintenance	15,239.17	6,992.00	8,247.17	218.0%
Total 5500 • Equipment	38,956.42	46,433.00	-7,476.58	83.9%
5600 • Other				
5610 • Audit	16,463.95	16,536.00	-72.05	99.6%
5613 • UA Testing	857.10	2,876.00	-2,018.90	29.8%
5616 • Professional Fees/Licenses	992.04	2,000.00	-1,007.96	49.6%
5618 • CARF Accreditation Fees	9,780.00	0.00	9,780.00	100.0%
5619 • Dues/Subscriptions	3,994.00	1,000.00	2,994.00	399.4%
5628 • Individualized Services	945.75	970.00	-24.25	97.5%
5633 • Advertising/Printing	43,824.10	7,170.00	36,654.10	611.2%
5635 • Insurance	89,793.83	77,746.00	12,047.83	115.5%
5647 • Background Checks	1,858.50	2,470.00	-611.50	75.2%
5650 • Pre Employment Screening	3,688.00	2,221.00	1,467.00	166.1%
5654 • Impementation Funds	4,028.00	47,397.00	-43,369.00	8.5%
5656 • Recruitment Costs	4,511.20	5,000.00	-488.80	90.2%
5670 • Contracted Services	66,499.50	34,868.00	31,631.50	190.7%
5676 • Cont Services - Nurse	55,948.62	30,968.00	24,980.62	180.7%
5680 • Cont Services - Med Director	38,842.03	37,842.00	1,000.03	102.6%
Total 5600 • Other	342,026.62	269,064.00	72,962.62	127.1%
5800 • Miscellaneous				
5810 • Bank Charges	4,301.26	2,650.00	1,651.26	162.3%
5815 • Finance Charges	264.71	3,000.00	-2,735.29	8.8%
5825 • Interest - Line Of Credit	0.00	1,542.00	-1,542.00	0.0%
5840 • Reimbursable Expenses	2,095.53	0.00	2,095.53	100.0%
5860 • Christmas Bazaar	1,393.60	750.00	643.60	185.8%
5880 • Miscellaneous Expense	20.00	0.00	20.00	100.0%
Total 5800 • Miscellaneous	8,075.10	7,942.00	133.10	101.7%
66900 • Reconciliation Discrepancies	51.71			
Total Expense	2,595,786.38	2,935,515.00	-339,728.62	88.4%
Net Income	337,532.25	0.00	337,532.25	100.0%

SITKA COUNSELING AND PREV
Balance Sheet
As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1115 · 1st Bank Operating	227,993.29
1120 · 1st Bank Food Stamp Checking	3,526.59
1121 · 1st Bank - Sitka Health Summit	3,302.97
1130 · FNBA Savings	3,074.02
1131 · FNBA Checking	97,843.34
1137 · 1st Bank - USDA Loan SJC Rsrv	45,290.29
1145 · First Bank - USDA Loan IRR Rsrv	27,822.44
1150 · Endowment Fund/Charles Schwab	5,000.09
1160 · Petty Cash	200.00
Total Checking/Savings	414,053.03
Accounts Receivable	
1200 · Accounts Receivable	55,560.80
Total Accounts Receivable	55,560.80
Other Current Assets	
1225 · Client Fee Receivables	675,696.99
1227 · Allowance For Doubtful Accts	-516,132.12
1240 · Other Receivable	-9,264.22
1241 · Exparte Receivables	10,380.63
1245 · Employee Advances	-606.00
1250 · Prepaid Expenses	74,147.17
Total Other Current Assets	234,222.45
Total Current Assets	703,836.28
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	-805,412.60
Total Fixed Assets	2,196,364.42
TOTAL ASSETS	2,900,200.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 · Accounts Payable	18,253.51
Total Accounts Payable	18,253.51
Other Current Liabilities	
2120 · Payroll Liabilities	
2130 · ESC Payable	-1.07
2141 · Health Insurance Payable	-38,803.49
2120 · Payroll Liabilities - Other	38.35
Total 2120 · Payroll Liabilities	-38,766.21
2220 · Security Deposits	10,720.00
Total Other Current Liabilities	-28,046.21
Total Current Liabilities	-9,792.70

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08/14/17

Accrual Basis

SITKA COUNSELING AND PREV

Balance Sheet

As of June 30, 2017

	Jun 30, 17
Long Term Liabilities	
2337 · Note Payable - Rural Developmen	85,357.29
2338 · Note Payable - FNBA	51,771.49
2339 · Note Payable Sitka Recovery Cam	1,334,866.73
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Total Long Term Liabilities	1,471,995.51
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Total Liabilities	1,462,202.81
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Equity	
3100 · Unrestricted Net Assets	1,095,465.64
3110 · Endowment Fund Balance	5,000.00
Net Income	337,532.25
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Total Equity	1,437,997.89
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TOTAL LIABILITIES & EQUITY	2,900,200.70
	<hr/>



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

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 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).

Feb. 17, 2016 LTR 4168C 0

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

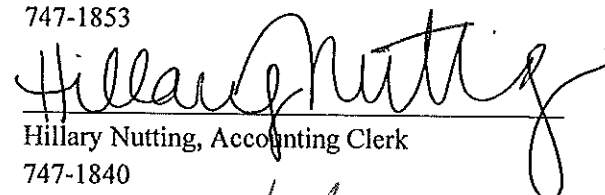
Organization Name: Sitka Counseling

CBS Liabilities Form

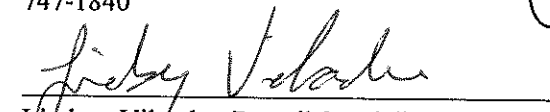
- Property Tax


Hannah Nelson, Tax Accountant
747-1853


- Sales Tax


Hillary Nutting, Accounting Clerk
747-1840

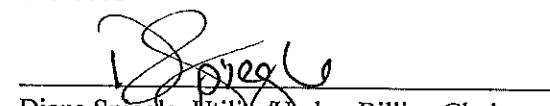
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spiegler, 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.