


★ Right now, the official U.S. time is:

**09:28:35 a.m.**

12-hr 24-hr

Thursday, August 23, 2018  
Alaska Time (DST)  
Corrected for network delay 257 m

---



Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Recd by: Renee Wheat

Date: 8-23-18

Time: 9:28am

From: Sitka Counseling

For: FY19 Non-profit Grant

City and Borough of Sitka  
ANNUAL GRANTS FROM GENERAL FUND

**SUMMARY SHEET**

Name of Organization: Sitka Counseling

Alaska State Business License Number (if applicable): 098434

Name of Contact Person: Amy Zanuzoski

Phone: 747-3636 Email: amyz@spsak.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 or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$10,000

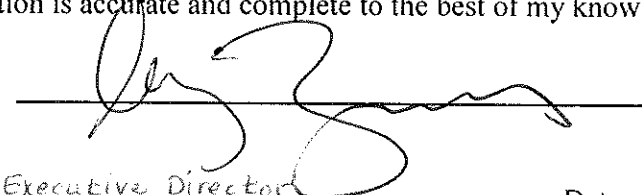
Match Dollars Committed: \$15,000 Percentage: 150%

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: 8/22/2018

## 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 in 2016 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 five year grant, bringing \$150,000.00 per year, is now in its third year and will allow for continued efforts to address the opioid/heroin epidemic through the coalition/partnership building process.

We also received a Federal Drug Free Communities Grant (\$125,000.00 per year for up to ten years) in October 2017. As with the SPF-PFS grant, the funding is shared with other community partners to address youth tobacco, alcohol and marijuana substance use, misuse and abuse through the coalition based structure. With this grant, we have purchased two medication disposal boxes and placed one at the Sitka Police Department with a second one to be placed at the Sitka Community Hospital. We also have purchased a portable incinerator to destroy those unused medications locally, a task that our partners at the Police Department has agreed to take on.

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 city grant will also expand/sustain the community wide data gathering and evaluation system developed this past few years.

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 and DFC Healthier Communities Grants. A core group of 10-24 community members of the HOPE Coalition has met regularly for the last three 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, Town Hall on Misuse and Abuse of Prescription Medications, Mt. Edgecumbe High School Health Fair, prevention displays at local schools and throughout the community, providing Youth and Adult Mental Health First Aid Training, and Friday Teen Nights at the Hames Center. With this CBS Grant, the state SPF-PFS grant and the DFC 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), 2017 (\$4,692.00) and 2018 (\$4,638.00).

## 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, safer, trauma informed 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)

#### Programmatic related

- Increase in HOPE Coalition membership (by 12-31-2018)
- Presentations for community organizations (three by 12-31-2018)
- Develop two PSA's (by 12-31-2018)
- 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 5-28-2019)
- Establish one policy change to reduce access (over prescribing) to prescription opioids (by 6-31-2019)
- 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 2017 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)                               | 37.5 ASA               | 18.2<br>DF 2015        | 20.3<br>UF 2015        |                        |
| Binge drank (Significantly above state average) →   | 28.8 ASA               | BSA                    | BSA                    |                        |
| Percentage of students who think using the substance has great risk of harm               | 33.5<br>DF 2015<br>BSA | 68.1<br>UF 2015<br>ASA | 19.5<br>UF 2015<br>ASA | 50.8<br>DF 2015<br>ASA |
| Percentage of students whose parents consider it very wrong for them to use the substance | 66.1 BSA<br>DF 2015    | 78.5 ABA<br>DF 2015    | 51.2 BSA<br>DF 2015    | 68.9 ASA<br>DF 2017    |

### 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 were awarded in October 2017. 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 annual 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 FY2019

| Cost Category             | FTE         | CBS<br>AWARD     | MATCH<br>CASH    | PROJECT<br>TOTAL |
|---------------------------|-------------|------------------|------------------|------------------|
| <b>Personnel</b>          |             |                  |                  |                  |
| Program Coordinator       | 1.00        | \$ 7,000         | \$10,000         | \$ 17,000        |
| Fringe Benefits at 26%    |             |                  | \$ 2,600         | \$ 2,600         |
| <b>Total Personnel</b>    | <b>1.00</b> | <b>\$ 7,000</b>  | <b>\$12,600</b>  | <b>\$ 19,600</b> |
| <b>Facility</b>           |             |                  |                  |                  |
| Facility Rent             |             | \$ -             | \$ 3,000         | \$ 3,000         |
| <b>Total Facility</b>     |             |                  | <b>\$ 3,000</b>  | <b>\$ 3,000</b>  |
| <b>Supplies</b>           |             |                  |                  |                  |
| Office Supplies           |             | \$ 600           |                  | \$ 600           |
| Food                      |             | \$ 400           |                  | \$ 400           |
| <b>Total Supplies</b>     |             | <b>\$ 1,000</b>  |                  | <b>\$ 1,000</b>  |
| <b>Equipment</b>          |             |                  |                  |                  |
| Equip. Maintenance        |             | \$ 500           |                  | \$ 500           |
| <b>Total Equipment</b>    |             | <b>\$ 500</b>    |                  | <b>\$ 500</b>    |
| <b>Other</b>              |             |                  |                  |                  |
| Printing/Advertising      |             | \$ 1,500         |                  | \$ 1,500         |
| <b>Total Other</b>        |             | <b>\$ 1,500</b>  |                  | <b>\$ 1,500</b>  |
| <b>TOTAL DIRECT COSTS</b> |             | <b>\$ 10,000</b> | <b>\$ 15,600</b> | <b>\$25,600</b>  |

**Itemized list of grants:**

Department of Behavioral Health Treatment and Recovery Comprehensive \$940,862.00  
 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

9:49 AM

08/22/18

Accrual Basis

# SITKA COUNSELING AND PREV

## Profit & Loss Budget vs. Actual

July 2017 through June 2018

|   | Jul '17 - Jun 18    | Budget              | \$ Over Budget     | % of Budget   |
|---|---------------------|---------------------|--------------------|---------------|
| <b>Income</b>                           |                     |                     |                    |               |
| 4100 · Grant Revenue                    | 1,258,257.89        | 1,326,492.00        | -68,234.11         | 94.9%         |
| 4101 · Mini-Grants Revenue              | 100.00              | 100.00              | 0.00               | 100.0%        |
| 4105 · Contract Revenue                 | 0.00                | 0.00                | 0.00               | 0.0%          |
| 4200 · Client Fees                      | 2,008,795.78        | 1,900,517.90        | 108,278.88         | 105.7%        |
| 4250 · Other Fees                       | 1,000.00            |                     |                    |               |
| 4270 · Food                             | 19,174.39           | 41,472.00           | -22,297.61         | 46.2%         |
| 4400 · Unrestricted Income              |                     |                     |                    |               |
| 4410 · Interest Income                  | 878.37              | 0.00                | 878.37             | 100.0%        |
| 4420 · Donations - Local                | 13,725.00           | 0.00                | 13,725.00          | 100.0%        |
| 4422 · Donations - Board Member         | 220.00              |                     |                    |               |
| 4428 · Donations - Christmas Bazaar     | 9,545.22            | 8,000.00            | 1,545.22           | 119.3%        |
| 4440 · United Way                       | 89.65               |                     |                    |               |
| 4445 · Miscellaneous Income             | 498.61              | 54,303.00           | -53,804.39         | 0.9%          |
| 4450 · Recovery Of Bad Debt             | 1,092.03            |                     |                    |               |
| 4460 · Facility Rental                  | 78,216.20           | 84,000.00           | -5,783.80          | 93.1%         |
| <b>Total 4400 · Unrestricted Income</b> | <b>104,265.08</b>   | <b>146,303.00</b>   | <b>-42,037.92</b>  | <b>71.3%</b>  |
| 4491 · Flume Circle Reimbursements      | 35,311.73           | 25,920.00           | 9,391.73           | 136.2%        |
| 4492 · Rep Mgmt Fee                     | 7,452.00            | 4,968.00            | 2,484.00           | 150.0%        |
| <b>Total Income</b>                     | <b>3,434,357.87</b> | <b>3,445,772.90</b> | <b>-11,415.03</b>  | <b>99.7%</b>  |
| <b>Cost of Goods Sold</b>               |                     |                     |                    |               |
| 4600 · Adjustments                      |                     |                     |                    |               |
| 4601 · Sliding Fee W/O                  | 5,196.90            | 10,000.00           | -4,803.10          | 52.0%         |
| 4607 · Medicaid W/O                     | 200,588.94          | 63,303.00           | 137,285.94         | 316.9%        |
| 4609 · Client Fees/Write Offs           | 68,551.01           | 594.90              | 67,956.11          | 11,523.1%     |
| 4612 · Miscellaneous Adjustments        | 24,077.92           | 10,000.00           | 14,077.92          | 240.8%        |
| <b>Total 4600 · Adjustments</b>         | <b>298,414.77</b>   | <b>83,897.90</b>    | <b>214,516.87</b>  | <b>355.7%</b> |
| <b>Total COGS</b>                       | <b>298,414.77</b>   | <b>83,897.90</b>    | <b>214,516.87</b>  | <b>355.7%</b> |
| <b>Gross Profit</b>                     | <b>3,135,943.10</b> | <b>3,361,875.00</b> | <b>-225,931.90</b> | <b>93.3%</b>  |
| <b>Expense</b>                          |                     |                     |                    |               |
| 5100 · Personal Services                |                     |                     |                    |               |
| 5101 · Wages                            | 1,510,912.37        | 1,996,976.00        | -486,063.63        | 75.7%         |
| 5175 · Payroll Taxes                    | 131,295.57          | 217,832.00          | -86,536.43         | 60.3%         |
| 5176 · Retirement                       | 24,673.18           | 55,229.00           | -30,555.82         | 44.7%         |
| 5177 · Health Insurance                 | 154,252.03          | 212,922.00          | -58,669.97         | 72.4%         |
| <b>Total 5100 · Personal Services</b>   | <b>1,821,133.15</b> | <b>2,482,959.00</b> | <b>-661,825.85</b> | <b>73.3%</b>  |
| 5200 · Travel                           |                     |                     |                    |               |
| 5210 · Local Mileage                    | 4,234.13            | 5,490.00            | -1,255.87          | 77.1%         |
| 5215 · Travel - Training                | 53,563.58           | 55,379.00           | -1,815.42          | 96.7%         |
| 5220 · Travel - Business                | 0.00                | 3,959.00            | -3,959.00          | 0.0%          |
| 5230 · Training/Tuition                 | 32,352.13           | 22,322.00           | 10,030.13          | 144.9%        |
| <b>Total 5200 · Travel</b>              | <b>90,149.84</b>    | <b>87,150.00</b>    | <b>2,999.84</b>    | <b>103.4%</b> |
| 5300 · Facility                         |                     |                     |                    |               |
| 5310 · Rent                             | 18,702.12           | 20,280.00           | -1,577.88          | 92.2%         |
| 5312 · Facility Depreciation            | 0.00                | 73,581.00           | -73,581.00         | 0.0%          |
| 5313 · Interest - USDA                  | 0.00                | 6,241.00            | -6,241.00          | 0.0%          |
| 5314 · Interest - FNBA                  | 0.00                | 7,261.00            | -7,261.00          | 0.0%          |
| 5315 · Interest-Sitka Recovery Campu    | 0.00                | 54,749.00           | -54,749.00         | 0.0%          |
| 5320 · Telephone                        | 25,031.09           | 36,009.00           | -10,977.91         | 69.5%         |
| 5325 · Utilities                        | 66,247.78           | 42,686.00           | 23,561.78          | 155.2%        |
| 5330 · Maintenance & Repairs            | 13,749.00           | 14,707.00           | -958.00            | 93.5%         |
| <b>Total 5300 · Facility</b>            | <b>123,729.99</b>   | <b>255,514.00</b>   | <b>-131,784.01</b> | <b>48.4%</b>  |
| 5400 · Supplies                         |                     |                     |                    |               |
| 5410 · Office Supplies                  | 6,286.46            | 7,400.00            | -1,113.54          | 85.0%         |
| 5415 · Program Supplies                 | 8,485.33            | 16,670.00           | -10,184.67         | 45.4%         |
| 5425 · Household Supplies               | 7,033.08            | 6,000.00            | 1,033.08           | 117.2%        |
| 5430 · Food Supplies                    | 34,637.92           | 29,340.00           | 5,297.92           | 118.1%        |
| 5440 · Postage                          | 3,153.84            | 3,721.00            | -567.16            | 84.8%         |
| <b>Total 5400 · Supplies</b>            | <b>59,596.63</b>    | <b>65,131.00</b>    | <b>-5,534.37</b>   | <b>91.5%</b>  |
| 5500 · Equipment                        |                     |                     |                    |               |
| 5510 · Equipment Purchases/Rental       | 80,326.24           | 101,440.00          | -21,113.76         | 79.2%         |
| 5515 · Equipment Maintenance            | 4,510.57            | 8,987.00            | -4,476.43          | 50.2%         |
| <b>Total 5500 · Equipment</b>           | <b>84,836.81</b>    | <b>110,427.00</b>   | <b>-25,590.19</b>  | <b>76.8%</b>  |



9:49 AM

08/22/18

Accrual Basis

**SITKA COUNSELING AND PREV**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

|                                      | Jul '17 - Jun 18    | Budget              | \$ Over Budget     | % of Budget   |
|--------------------------------------|---------------------|---------------------|--------------------|---------------|
| 5600 - Other                         |                     |                     |                    |               |
| 5610 - Audit                         | 16,953.00           | 19,801.00           | -2,848.00          | 85.6%         |
| 5613 - UA Testing                    | 1,470.39            | 2,651.00            | -1,180.61          | 55.5%         |
| 5616 - Professional Fees/Licenses    | 1,841.50            | 3,550.00            | -1,708.50          | 51.9%         |
| 5618 - CARF Accreditation Fees       | 0.00                | 0.00                | 0.00               | 0.0%          |
| 5619 - Dues/Subscriptions            | 3,978.33            | 3,895.00            | 83.33              | 102.1%        |
| 5628 - Individualized Services       | 205.25              | 500.00              | -294.75            | 41.1%         |
| 5633 - Advertising/Printing          | 13,261.43           | 9,340.00            | 3,921.43           | 142.0%        |
| 5635 - Insurance                     | 81,975.17           | 77,665.00           | 4,310.17           | 105.5%        |
| 5647 - Background Checks             | 1,636.26            | 2,470.00            | -833.74            | 66.2%         |
| 5650 - Pre Employment Screening      | 3,111.00            | 3,800.00            | -689.00            | 81.9%         |
| 5653 - Administrative Costs          | 113.63              | 0.00                | 113.63             | 100.0%        |
| 5654 - Implementation Funds          | 13,598.75           | 47,397.00           | -33,798.25         | 28.7%         |
| 5656 - Recruitment Costs             | 3,655.17            | 2,900.00            | 755.17             | 126.0%        |
| 5670 - Contracted Services           | 83,040.25           | 78,311.00           | 4,729.25           | 106.0%        |
| 5675 - Cont Services - Nurse         | 55,386.13           | 52,792.00           | 2,594.13           | 104.9%        |
| 5680 - Cont Services - Med Director  | 37,503.18           | 50,092.00           | -12,588.82         | 74.9%         |
| <b>Total 5600 - Other</b>            | <b>317,729.44</b>   | <b>355,164.00</b>   | <b>-37,434.56</b>  | <b>89.5%</b>  |
| 5800 - Miscellaneous                 |                     |                     |                    |               |
| 5810 - Bank Charges                  | 4,352.18            | 3,700.00            | 652.18             | 117.6%        |
| 5815 - Finance Charges               | 66.70               | 300.00              | -233.30            | 22.2%         |
| 5840 - Reimbursable Expenses         | 11,932.64           | 0.00                | 11,932.64          | 100.0%        |
| 5860 - Christmas Bazaar              | 2,022.38            | 1,500.00            | 522.38             | 134.8%        |
| 5880 - Miscellaneous Expense         | 2.36                | 30.00               | -27.64             | 7.9%          |
| <b>Total 5800 - Miscellaneous</b>    | <b>18,376.26</b>    | <b>5,530.00</b>     | <b>12,846.26</b>   | <b>332.3%</b> |
| 66900 - Reconciliation Discrepancies | -2,056.45           | 0.00                | -2,056.45          | 100.0%        |
| <b>Total Expense</b>                 | <b>2,513,495.67</b> | <b>3,361,875.00</b> | <b>-848,379.33</b> | <b>74.8%</b>  |
| <b>Net Income</b>                    | <b>622,447.43</b>   | <b>0.00</b>         | <b>622,447.43</b>  | <b>100.0%</b> |

## SITKA COUNSELING AND PREV

08/22/18

## Balance Sheet

Accrual Basis

As of June 30, 2018

|   | Jun 30, 18          |
|---|---------------------|
| <b>ASSETS</b>                           |                     |
| <b>Current Assets</b>                   |                     |
| <b>Checking/Savings</b>                 |                     |
| 1115 · 1st Bank Operating               | 196,702.18          |
| 1120 · 1st Bank SC Operating Reserve    | 59,313.31           |
| 1121 · 1st Bank - Sitka Health Summit   | 5,163.29            |
| 1130 · FNBA Savings                     | 7,735.04            |
| 1131 · FNBA Checking                    | 48,117.66           |
| 1137 · 1st Bank - USDA Loan SJC Rsrv    | 55,397.97           |
| 1145 · First Bank - USDA Loan IRR Rsrv  | 27,864.26           |
| 1150 · Endowment Fund/Charles Schwab    | 5,005.91            |
| 1160 · Petty Cash                       | 200.00              |
| <b>Total Checking/Savings</b>           | <b>405,499.62</b>   |
| <b>Accounts Receivable</b>              |                     |
| 1200 · Accounts Receivable              | 129,267.55          |
| <b>Total Accounts Receivable</b>        | <b>129,267.55</b>   |
| <b>Other Current Assets</b>             |                     |
| 1225 · Client Fee Receivables           | 1,102,942.87        |
| 1227 · Allowance For Doubtful Accts     | -581,257.58         |
| 1240 · Other Receivable                 | -2,285.21           |
| 1241 · Exparte Receivables              | 9,388.51            |
| 1245 · Employee Advances                | -1,115.10           |
| 1250 · Prepaid Expenses                 | 80,746.00           |
| <b>Total Other Current Assets</b>       | <b>608,419.49</b>   |
| <b>Total Current Assets</b>             | <b>1,143,186.66</b> |
| <b>Fixed Assets</b>                     |                     |
| 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         | -881,493.60         |
| <b>Total Fixed Assets</b>               | <b>2,120,283.42</b> |
| <b>TOTAL ASSETS</b>                     | <b>3,263,470.08</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                     |
| <b>Liabilities</b>                      |                     |
| <b>Current Liabilities</b>              |                     |
| <b>Accounts Payable</b>                 |                     |
| 2110 · Accounts Payable                 | 17,998.29           |
| <b>Total Accounts Payable</b>           | <b>17,998.29</b>    |
| <b>Other Current Liabilities</b>        |                     |
| 2120 · Payroll Liabilities              |                     |
| 2130 · ESC Payable                      | 0.39                |
| 2141 · Health Insurance Payable         | 15,590.64           |
| <b>Total 2120 · Payroll Liabilities</b> | <b>15,591.03</b>    |
| 2220 · Security Deposits                | 11,495.00           |
| <b>Total Other Current Liabilities</b>  | <b>27,086.03</b>    |
| <b>Total Current Liabilities</b>        | <b>45,084.32</b>    |

3:18 PM

08/22/18

Accrual Basis

SITKA COUNSELING AND PREV

Balance Sheet

As of June 30, 2018

|  | Jun 30, 18   |
|--|--------------|
| Long Term Liabilities                  |              |
| 2337 · Note Payable - Rural Developmen | 62,779.51    |
| 2338 · Note Payable - FNBA             | 31,581.01    |
| 2339 · Note Payable Sitka Recovery Cam | 1,287,643.88 |
| Total Long Term Liabilities            | 1,382,004.40 |
| Total Liabilities                      | 1,427,088.72 |
| Equity                                 |              |
| 3100 · Unrestricted Net Assets         | 1,208,933.93 |
| 3110 · Endowment Fund Balance          | 5,000.00     |
| Net Income                             | 622,447.43   |
| Total Equity                           | 1,836,381.36 |
| TOTAL LIABILITIES & EQUITY             | 3,263,470.08 |



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 Business License # 298434

**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

October 10, 2017 through December 31, 2019  
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.

Mike Navarre



**DEPARTMENT OF HEALTH & SOCIAL SERVICES  
BEHAVIORAL HEALTH**

This is to certify that Department Approval is granted by the Department of Health and Social Services to:

**SITKA COUNSELING AND PREVENTION, INC**

agency's physical addresses:

**113 METLAKATLA STREET  
SITKA AK 99835**

for the provision of the following behavioral  
health services:

**Behavioral Health Clinic Services**

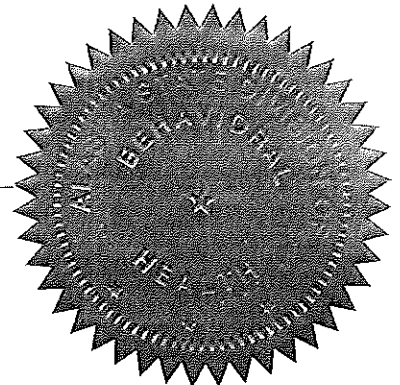
**Behavioral Health Rehabilitation**

**Residential Substance Use Treatment (Low)**

This certificate is effective **JULY 29, 2016** through **AUGUST 31, 2019** and is subject to the provisions of A.S.47.37 Uniform Alcoholism Intoxication Treatment Act, A.S. 47.30.520-47.30.620 and 7 AAC 70.010-7 AAC 990 Behavioral Health Services. This certificate shall not be transferable and shall be subject to revocation at any time by the Department of Health and Social Services for failure to comply with the laws of Alaska or rules and regulations as provided under the Alaska Administrative Code. This approval is authorized by the Department of Health and Social Services, 8 August 2016

A handwritten signature in black ink, appearing to read "Randall Burns".

**Randall Burns, Director  
Division of Behavioral Health**




This Certificate must be displayed in a prominent place visible to the public

**General Fund Grants for Non-Profit  
Organizations for Fiscal Year 2019**


**CBS Liabilities Form**

**Organization Name:** Sitka Counseling


- Property Tax

  
Hannah Nelson, Tax Accountant *Melissa Haley*  
747-1853-4050 *Controller*

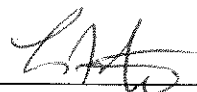
- Sales Tax

  
Hannah Nelson, Tax Accountant,  
747-1853

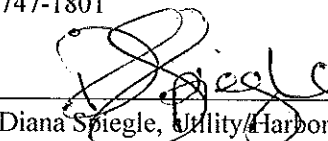
- Municipal Leases

  
Lindsey Vilandre, 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.