

Holley Dennison

From: Amy Zanuzoski <amyz@scpsak.org>
Sent: Thursday, August 19, 2021 11:09 AM
To: Holley Dennison
Cc: Loyd Platson; Kerry Tomlinson
Subject: Annual grant application
Attachments: CBS grant app SC FY22.pdf

Holley,
Please find our non profit grant application for Sitka Counseling.

Regards,
Amy

Amy Zanuzoski
Executive Director



Sitka Counseling

113 Metlakatla St.
Sitka, AK 99835
907-966-8237 Direct line
907-747-3636 Main
907-747-2702 Fax

www.sitkacounseling.org

Like us on [Facebook](#)

Follow us on [Instagram](#)

'Promoting Wellness in our Community'



I acknowledge that I am working on the ancestral land of Sheet'-Ká K'waan, home of the L'ingit people

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

Name of Organization: Sitka Counseling
Alaska State Business License Number (if applicable): _____
Name of Contact Person: Amy Zanuzoski
Phone: 907-966-8237 Email: amyz@scpsak.org
Mailing address: 113 Metlakatla St, Sitka, AK 99835

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

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

Dollars Requested: \$7,600.00
Match Dollars Committed: \$7,600.00 Percentage: 100%
Sources of Matched Dollars: Medicaid

Brief Description of the Purpose of the Grant: _____
The grant will fund a professional development program which assists
community members affected by the covid-19 pandemic to return to work.
Help with resumes, mock interviewing and clothing vouchers for business wear.

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

Name: Amy Zanuzoski

Title: Executive Director Date: 8/19/2021



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752257577
Mar. 08, 2019 LTR 4168C 0
000000 00

00023814

BODC: TE

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

021970

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

Dear Taxpayer:

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

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

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

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

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

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

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

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

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

0752257577
Mar. 08, 2019 LTR 4168C 0
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SITKA COUNSELING & PREVENTION
SERVICES INC
113 METLAKATLA ST
SITKA AK 99835-7666

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

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3

Alaska Department of Commerce, Community, and Economic Development

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

This is to certify that

SITKA COUNSELING AND PREVENTION SERVICES, INC

113 METLAKATLA ST, SITKA, AK 99835

owned by

SITKA COUNSELING AND PREVENTION SERVICES, INC.

is licensed by the department to conduct business for the period

October 8, 2019 to December 31, 2021
for the following line(s) of business:

62 - Health Care and Social Assistance



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

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

Julie Anderson
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2022

CBS Liabilities Form

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

Organization Name: Sitka Counseling & Prevention Services

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Erica Stocker
Erica Stocker, Utility/Harbor Billing Clerk
747-1843

- Loan/Promissory Note

Denise Salter 8/18/21
Denise Salter, Controller
747-1836

- Utilities

Erica Stocker
Erica Stocker, Utility/Harbor Billing Clerk
747-1843

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

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

The grant will fund a professional development program which assists community members affected by the covid-19 pandemic to return to work. The program includes resume development assistance, mock interviewing workshops, and vouchers for business wear.

According to Alaska Department of Labor and Workforce Development, Research and Analysis Section, in 2019 Sitka had an unemployment rate of 3.6 and then in 2020 with the Covid19 pandemic that statistic jumped to 6.9%. During the same time the city and borough of Sitka had a 13% reduction in the amount of jobs available. As the pandemic is lifting up, community members are going to need assistance finding employment in a career path that may look different than before Covid-19. The employment program will also reach out to traditionally seasonal workers to offer employment services in hopes of maintaining them in the city of Sitka over the winter season.

With regard to prevention, most Federal and State grants require documented local governmental support and involvement. Receiving this grant would help meet that requirement. We also use the CBS grant to leverage funding from state and national sources based on local support. Since 2016 we have received the Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Grant which allowed us to address prescription opioid and heroin related issues/misuse in our community. We partnered with several community organizations to develop and distribute pamphlets and posters to raise awareness of the proper storage and disposal of prescription medications and have distributed over 380 opioid/heroin overdose response kits (@N\$130.00/kit) as well as 260 medication disposal bags (@ N\$6.00/bag). This grant ended in 2020.

In 2017 we received a Federal Drug Free Communities Grant with funding being shared with community partners to address youth tobacco, alcohol and marijuana misuse through the coalition structure. The DFC grant is a 5-year non-competitive grant with a potential competitive grant application process for an additional 5 years. Utilizing this grant, we purchased two medication disposal boxes and placed them at the Sitka Police Department and Whites Pharmacy/AC Lakeside. We also purchased a portable incinerator to destroy unused medications locally, a task which our partner, the Sitka Police Department, has agreed to take on. Since the incinerator was purchased, the Police Department has destroyed over 115 pounds of unused and/or expired medications and helped keep these medications out of the wrong hands, out of our landfill and out of our waterways. We have also partnered with SPD and Public Health to provide twice a year prescription drug take back days to help reduce access to medications. The number one place youth and others get non-prescribed medications is from their home.

In July, 2019 we were awarded the Comprehensive Behavioral Health Prevention and Early Intervention Services (CBHPEIS) Grant through the State of Alaska. The focus of this grant and overall goal is "To Promote a Healthy Community Utilizing Effective Practices and

Partnership." The grant will be used to identify strategies and achieve outcomes related to: 1. All Alaskan communities, families and individuals are free from the harmful effects of substance use/ misuse, dependency and addiction. 2. Alaska children, youth and adults are mentally healthy and living successfully. 3. All community members are connected, resilient and have basic life skills. Much of this grant is "flow through" dollars which go to community partners. Key partners in this grant are the Sitka High School and the Sitka Tribe of Alaska.

Administration of the grant award will be done through Sitka Counseling in conjunction with HOPE Coalition members and partners. Staff will perform the "day to day" work necessary to achieve desired outcomes. The Finance Director of Sitka Counseling will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

It is often said "an ounce of prevention is worth a pound of cure" Investing in prevention and community support, now more than ever, makes sense. Keeping people healthy instead of responding to disability is key to keeping our community healthy and it is cost effective. Multiple studies indicate for every dollar spent on prevention, an average of \$10.00 is saved in long-term spending.

The CBS Grant will be used to support the costs of the workshops such as food, space rent, and education material. Also clothing vouchers will be made available for the participants through the White Elephant to purchases business attire if necessary.

Sitka Counseling received previous CBS grants in Fiscal Year 2005(\$23,449.00), 2006(\$15,000.00), 2007(\$15,000.00), 2008(\$5,000.00), 2009(\$20,000.00), 2010(\$7,000.00), 2011(\$5,000.00), 2012(\$3,000.00) then in 2015(\$7,000.00), 2016 (\$7,581.00), 2017 (\$4,692.00), 2018 (\$4,638.00), and 2019 (\$4,714.00).

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

- Develop two handouts on resume development and interviewing
- Hold a monthly walk-in resume assistance hour
- Host at least 4 public mock interview days

According to the latest CBS Technical Plan, the following sections pertain to the need for employment support:

- ED 3.1 Participate in career technical training and mentoring opportunities
- ED 4.3 Participate in small business and entrepreneurship networking, events, and education.

- ED 7.1 Monitor economic conditions and respond accordingly to remain flexible, adaptable, and resilient.
- BFS 8.8 Facilitate and partner to achieve the following prevention and early intervention programs in order to reduce social problems in the community.
- BFS 9.2
- Continue to provide diverse and strong educational offerings through partnerships among the Sitka School
- District, Mt. Edgecumbe School District, Sitka Arts Council, Sitka Fine Arts Camp, Sitka Sound Science Center, Sitka Tribe of Alaska, UAS, and others.

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

Sitka Counseling-HOPE Coalition leverages other funding sources such as the Drug Free Communities and the Comprehensive Behavioral Health Prevention, Early Intervention Services Grants as well as the local White E grant to support multiple community programs. Funds from these grants will support this grant as well in the form of providing additional staff time to develop and implement the resources and structure to provide employment support services as described previously. These leveraged funds will also support an ongoing employment resource center at our offices. Sitka Counseling also provides office space, administrative support and utility support (internet, phones, computers, etc.).

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 39 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. Three additional staff members have been hired to assist in prevention activities. Sitka Counseling, through the HOPE Coalition is committed to

establishing and coordinating community wide partnerships and processes which address substance use/misuse across the lifespan.

Community Support:

As mentioned above, Sitka Counselling (in one form or another) has been around for over 39 years. The HOPE Coalition has been in existence for over five years and has had a consistent membership of between 10-24 people representing 12 sectors of the community and good diversity. The Health Needs and Human Services Commission supports the coalition as has the City and Borough of Sitka in the past. Strong partnerships exist with SEARHC, Youth Advocates of Sitka, St. Peters Episcopal Church, Brave Heart Volunteers, Sitka Counseling, Lakeside-Milam Recovery Centers, Sitka Police Department, Sitka School District and Student Government, Sitka Public Health Department, Sitka Health Summit and other community and state organizations and businesses.

Board Attendance/ Board Members and Officers

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

12:06 PM
08/18/21
Accrual Basis

SITKA COUNSELING AND PREV
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1115 • 1st Bank Operating	
4111 • Gathering of Cultures B & B	5,984.34
4112 • Baranof School Name Change	1,000.00
4113 • Children's Cemetery Memorial	2,000.00
4115 • Sitka PRIDE	-228.61
1115 • 1st Bank Operating - Other	249,839.13
Total 1115 • 1st Bank Operating	258,594.86
1116 • 1st Bank SBA PPP funds	150,000.01
1120 • 1st Bank SC Operating Reserve	260,109.42
1121 • 1st Bank - Sitka Health Summit	21,565.35
1131 • FNBA Checking	44,431.48
1137 • 1st Bank - USDA Loan SJC Rsrv	68,271.47
1145 • First Bank - USDA Loan IRR Rsrv	27,979.40
1150 • Endowment Fund/Charles Schwab	5,062.92
1160 • Petty Cash	200.00
Total Checking/Savings	836,214.91
Accounts Receivable	
1200 • Accounts Receivable	102,050.70
Total Accounts Receivable	102,050.70
Other Current Assets	
1201 • Payment unposted	-2,443.23
1225 • Client Fee Receivables	747,919.18
1226 • Payments unapplied	-22,986.89
1227 • Allowance For Doubtful Accts	-627,421.30
1228 • Interim A/R payments	58,523.43
1230 • Grants Receivable	77,310.40
1240 • Other Receivable	-8,655.02
1241 • Exparte Receivables	15,162.77
1245 • Employee Advances	-13,283.00
1250 • Prepaid Expenses	85,665.00
Total Other Current Assets	309,791.34
Total Current Assets	1,248,056.95
Fixed Assets	
1310 • Building Indian River Road	752,346.97
1315 • Property & Equipment	103,371.98
1330 • Land - Sitka Recovery Campus	408,868.10
1331 • Land Improvements	10,300.00
1335 • Building-Sitka Recovery Campus	1,694,206.97
1340 • Parking Lot-Sitka Recov Campus	32,683.00
1360 • Accumulated Depreciation	-1,033,655.60
Total Fixed Assets	1,968,121.42
TOTAL ASSETS	3,216,178.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 • Accounts Payable	34,697.24
Total Accounts Payable	34,697.24

12:06 PM

08/18/21

Accrual Basis

SITKA COUNSELING AND PREV

Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>
Other Current Liabilities	
2120 • Payroll Liabilities	
2130 • ESC Payable	6,834.32
2141 • Health Insurance Payable	6,060.36
2120 • Payroll Liabilities - Other	22.60
Total 2120 • Payroll Liabilities	<u>12,917.28</u>
2220 • Security Deposits	9,870.00
2241 • SBA Paycheck Protection Program	584,312.30
Total Other Current Liabilities	<u>607,099.58</u>
Total Current Liabilities	<u>641,796.82</u>
Long Term Liabilities	
2337 • Note Payable - Rural Developmen	8,731.14
2339 • Note Payable Sitka Recovery Cam	1,127,832.94
Total Long Term Liabilities	<u>1,136,564.08</u>
Total Liabilities	<u>1,778,360.90</u>
Equity	
3100 • Unrestricted Net Assets	1,804,164.30
3110 • Endowment Fund Balance	5,000.00
Net Income	<u>-371,346.83</u>
Total Equity	<u>1,437,817.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,216,178.37</u></u>

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

Attachment - Detailed Budget for the Project FY2022

		CBS	MATCH	PROJECT
Cost Category	FTE	AWARD	CASH	TOTAL
Personnel				
Program Coordinator	1.00	\$3,000	\$2,000	\$5,000
Fringe Benefits at 26%			\$2,600	\$2,600
Total Personnel	1.00	\$3,000	\$4,600	\$7,600
Facility Rent		\$ -	\$3,000	\$3,000
Total Facility			\$3,000	\$3,000
Supplies				
Program Supplies		\$1,000		\$1,000
Clothing Vouchers		\$1,000		\$1,000
Educational Materials		\$ 600		\$ 600
Total Supplies		\$2,600		\$2,600
Other				
Printing/Advertising		\$2,000		\$2,000
Total Other		\$2,000		\$2,000
TOTAL DIRECT COSTS		\$7,600	\$7,600	\$15,200

Itemized list of grants:

Department of Behavioral Health CBHTR – Outpatient Treatment \$705,889.95

Department of Behavioral Health CBHTR – Residential Substance \$303,200.60

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

SAMSHA, Drug Free Communities Support Program \$125,000.00

Department of Health and Social Services, Comprehensive Behavioral Health Prevention and Early Intervention Services Grant \$150,000.00