

Family Promise of Juneau - Juneau Affordable Housing Grant Application - 2025-2026

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Application Checklist

Check all items that you have included with this application. The total application submission length should not exceed 30 pages of supporting documentation, **excluding** the application form and table of contents. If supporting documentation exceeds 30 pages, only the first 30 pages will be considered. Please ensure all applicable items from the list below are provided. All applications are subject to a threshold review to ensure applications are complete. If information is missing, this may delay or disqualify your application from consideration for this round, depending on when the application is submitted. To ensure adequate time to cure any deficiencies, please anticipate applying at least 72 hours before the application deadline on **August 29, 2025, at 4:30pm. Note:** The items identified as Borrower Information must be provided for each applicant. **If separate entities operate and own the real property, both must be applicants/co borrowers.**

General

- ☒ Table of contents

Property information

- ☒ Location map and site description

Project Information

- ☒ Project narrative discussing **all** the following:
 - ☒ Evidence of local support for the project
 - ☒ How the project fits into CBJ plans and housing priorities
 - ☒ Approach to green building and sustainable development

Borrower Information. Provide the information below for any entity operating the project property and/or any entity who will have ownership of the project property.

1. PROJECT DESCRIPTION:

Project name	Family Promise Resource Center and Transitional Housing
Project address	2960 Glacierwood Dr, Juneau, AK 99801
Property complete legal description	Riverwood Block A Lot 27
Parcel number(s)	Parcel number: 5B2101100090
Site size	18,682 sq. ft.
Current site zoning	Zoning: D5-Sngl Fam&Dup

Type of project:

- ☒ Affordable, low-income, senior, or special needs housing
- ☐ Fair market workforce housing
- ☐ Downtown housing
- ☐ Other _____

Please identify and provide a description of the project. Include a narrative that:

- ☒ Highlights population targeted, and local support for the project, and outlines how the project fits into CBJ Housing Action Plan housing priorities and the Comprehensive Plan;
- ☒ Includes a location map, and describes the condition of housing nearby; availability of public transportation; location of schools, shopping and employment centers, and other information relevant to the site; and
- ☒ Describes how this project addresses green building technologies and encourages sustainable development.

Project Narrative: Family Promise of Juneau
Family Promise Resource Center and Transitional Housing
Potential Site: 2960 Glacierwood Dr, Juneau, AK 99801

Overview

Family Promise of Juneau (FPJ) is dedicated to addressing the pressing issue of child and family homelessness in Juneau. As the need for stable housing and supportive services continues to grow, FPJ is embarking on an innovative project to establish the Family Promise Resource Center — a dedicated property that will provide shelter, stability, and hope to families experiencing homelessness. This initiative represents a significant step forward in our mission to build a stronger, more compassionate community.

Project Description

The Family Promise of Juneau Resource Center will serve as a multi-functional space that addresses both immediate and long-term needs of homeless families. Unlike our existing rotational shelter model, which depends on local congregations and volunteers, the Family Promise Resource Center will provide a consistent location where families can access shelter, support services, and a sense of stability.

Key features include:

- **Family-Centered Shelter:** Safe, private accommodations for up to 4 families at a time.
- **Support Services Hub:** On-site case management, life skills workshops, and connections to mental health, educational, and employment resources.
- **Child-Friendly Environment:** Dedicated spaces for children to play, learn, and thrive, ensuring their needs are met while their families work toward stability.
- **Community Kitchen and Common Areas:** Promoting a sense of belonging and shared responsibility among residents.

Goals and Objectives

- **Reduce Family Homelessness:** Provide stable housing and critical support to families in need, helping them transition to permanent housing within an average of 90 days.
- **Enhance Accessibility:** Centralize resources for families, reducing barriers to essential services.
- **Build Resilience:** Equip families with tools and skills to achieve long-term stability, such as financial literacy, job readiness, and parenting support.
- **Foster Community Engagement:** Serve as a focal point for volunteerism and community support, strengthening partnerships with local organizations and individuals.

Evidence of Local Support

FPJ has cultivated strong community partnerships and has received enthusiastic backing from local stakeholders. Dozens of Juneau residents, faith communities, service providers, and civic leaders have expressed written and verbal support for a dedicated Family Promise Resource Center. The project has also received commitments of volunteer labor, donated materials, and pro bono professional services for site preparation and renovations. In addition, the Juneau Homeless Coalition and multiple congregations have publicly endorsed the project as a critical missing piece in the city's housing continuum, recognizing the urgent need for family-specific transitional housing.

Alignment with CBJ Plans and Housing Priorities

This project directly aligns with the **City and Borough of Juneau's (CBJ) Housing Action Plan**, which prioritizes expanding transitional and supportive housing to address homelessness, especially among vulnerable populations. By focusing on family homelessness — a growing but often

underrepresented need — the Resource Center supports CBJ’s stated goals of preventing homelessness, increasing housing stability, and fostering equitable access to housing. The location also strategically situates families near schools, bus routes, and employment hubs, supporting CBJ’s objective to integrate housing into connected, service-rich neighborhoods.

Approach to Green Building and Sustainable Development

FPJ is committed to incorporating sustainable and environmentally responsible practices in the renovation and operation of the Resource Center. Plans include:

- **Energy Efficiency:** Upgrading insulation, windows, and lighting to reduce energy use.
- **Water Conservation:** Installing low-flow fixtures and exploring rainwater harvesting for landscape use.
- **Healthy Indoor Air Quality:** Using low-VOC paints, flooring, and adhesives to create a healthier environment for children and families.
- **Local Sourcing and Reuse:** Prioritizing recycled, reclaimed, and locally sourced building materials where feasible.
- **Long-Term Operations:** Implementing efficient heating systems suitable for Juneau’s climate and exploring renewable energy options such as solar where cost-effective.

These steps will lower long-term operational costs, reduce environmental impact, and ensure the Resource Center is both sustainable and welcoming.

Community Impact

The Family Promise Resource Center will transform the way Juneau addresses family homelessness by:

- Empowering families to overcome barriers to stability.
- Providing children with the safety and support they need to succeed academically and socially.
- Reducing the strain on emergency services and temporary housing programs.
- Fostering a culture of compassion and collective action within the community.

Implementation Plan

1. **Acquisition:** Secure a suitable property for the Family Promise Resource Center and Transitional Housing.
2. **Renovation and Setup:** Tailor the space to meet the needs of families, including renovations for accessibility and functionality. Acquire necessary permitting to be operational.
3. **Community Engagement:** Engage local businesses, volunteers, and donors to support the site through contributions and participation.

Sustainability

FPJ is committed to the long-term success of the Family Promise Resource Center. We are actively pursuing diverse funding streams, including grants, corporate partnerships, and community support. Additionally, the project will leverage FPJ’s existing network of volunteers and partners to minimize operational costs and maximize impact.

Conclusion

The Family Promise Resource Center project is a transformative initiative that aligns with Family Promise of Juneau's mission to prevent and end family homelessness in Juneau. By providing a stable, supportive environment, this project will give families in crisis the opportunity to rebuild their lives with dignity and hope. With the support of our community, FPJ is ready to make this vision a reality.



As shown per the map, the target acquisition is located near the Valley Public Library, an elementary and middle school, bus stops, both the Super Bear and Safeway grocery stores, and Dimond Park, a complex that includes outdoor space, an indoor turf field, and an indoor swimming pool.

2. TYPE OF FUNDING REQUEST: Choose any of the following activities that describe your request:

- ☒ Construction of new housing
- ☐ Acquisition of land for new housing construction
- ☒ Acquisition of existing housing
- ☐ Rehabilitation of existing housing
- ☒ Capacity building activities
- ☐ Other: _____

3. ORGANIZATIONAL DEVELOPMENT AND TEAM SUMMARY

Provide details on the organizational capacity and team experience for the project.

Please Attach Resumes and/or organizational references for the Project Development Team Members below

- ☒ Project Sponsor ☐ Developer ☐ Property Manager

Objectives, Management Structure, and Staffing of the Sponsor Organization

Family Promise of Juneau (FPJ) is a 501(c)(3) nonprofit organization with the mission to prevent and end child and family homelessness in Juneau through shelter, prevention, and stabilization services. Our objectives are to:

- Provide emergency and transitional housing for families experiencing homelessness.
- Offer case management and supportive services to help families secure and maintain stable housing.
- Engage the community in collaborative solutions to housing instability.

FPJ is governed by a volunteer **Board of Directors** that provides strategic oversight, approves budgets, and ensures alignment with our mission. Day-to-day operations are managed by the **Executive Director**, Bailey Gent, who supervises all staff, manages programs, and oversees fiscal and administrative functions. Current staffing includes:

- **Executive Director** - Bailey Gent (full-time) – responsible for organizational leadership, grant compliance, and fundraising.
- **Case Manager** - Kate Wolfe (full-time) – coordinates services for program participants.
- **Program Coordinator** - Anna Cummings (full-time) – manages shelter operations and volunteer scheduling.
- **Operations Manager** - Kelsey Sparks (part-time) – assists with financial administration, donor management, and program tracking.
- A network of **trained volunteers** who support shelter coverage, meal preparation, and mentorship.

Experience and Ability to Implement and Manage Housing/Capital Projects & Fiscal Management Systems

FPJ has successfully operated housing-related programs in Juneau since 2017, serving hundreds of households through emergency shelter, rapid rehousing, prevention, and diversion services. We have managed multiple restricted and unrestricted grants from municipal, state, federal, and private sources, consistently meeting or exceeding compliance requirements.

While this will be FPJ's first **standalone facility acquisition and renovation project**, our leadership team brings relevant experience:

- The ED has managed property renovations, HUD-funded housing programs, and coordinated multi-partner projects with strict reporting standards.
- The Board includes members with backgrounds in construction, nonprofit management, commercial development, entrepreneurship and public service who will guide the project.

Fiscal management is handled through **QuickBooks Online and managed by Jitasa** with segregation of duties and monthly financial reporting to the Board. Annual independent financial reviews are conducted by a CPA firm, and all grant funds are tracked with separate cost centers to ensure compliance.

Service Provision Experience:

Service provision is central to FPJ's mission. We currently provide:

- **Case Management** – individualized housing stability plans, landlord mediation, and resource navigation.
- **Life Skills and Employment Support** – budgeting workshops, resume help, and connections to job training.
- **Child-Focused Support** – ensuring school continuity, developmental resources, and access to enrichment activities.

The Resource Center will build on this foundation by co-locating services in a single, accessible space and offering consistent on-site support to residents.

Extended Project Development & Team Members

FPJ is assembling a **project team** to ensure effective and timely development of the Resource Center. As of this application:

- **General Contractor** – In discussion with two Juneau-based firms experienced in adaptive reuse and multi-family renovations.
- **Architect** – Preliminary consultation completed with a local architect familiar with CBJ permitting and energy efficiency standards.
- **Engineers** – Will engage structural and mechanical engineers after acquisition to ensure code compliance and system optimization.
- **Attorney** – Legal counsel from a local firm will handle purchase agreements, contracts, and zoning matters.
- **Tax Advisor** – FPJ's contracted CPA firm will assist with any tax implications related to the property transaction and capital fundraising.

FPJ anticipates finalizing the project team within 60 days of property acquisition to allow renovation planning to begin immediately.

4. HOUSING UNITS AND POPULATION TARGETS

List unit details below and describe the total housing units, unit mix, and units anticipated to be funded with JAHF funding.

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit	# ≤ 30% AMI	# ≤ 50% AMI	# ≤ 80% AMI*	Market Rate Units
SRO with private facilities	4	750 sq ft.		4			
SRO without private facilities							
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4+ Bedroom							
Total Units	4			4			

****20% of units *must* be affordable for households making 80% AMI or below to receive JAHF funding.**

For income limits, see Appendix B of Juneau Affordable Housing Fund Program Description and Application Guidelines or go to HUD User Datasets at <https://www.huduser.gov/portal/datasets/il.html>

Total Residential Square Footage: 3,000 sq. ft.

Manager's unit included? ☐ Yes x No

DEVELOPMENT DESIGN	# Units	# Buildings
Detached single-family		
Townhouse		
2/3/4-plex	2	1 (Duplex)
Multi-family		

Scattered site		
Tiny homes	1	1 (ADU)
Other (describe)	1	1 (ADU)

OTHER AMENITIES:

- x Units contain washer/dryer appliances
☐ Units contain washer/dryer hook-ups only
☐ Common laundry with: # _____ washers and # _____ dryers.
☐ Covered parking spaces: # _____
x Uncovered parking spaces: # 4
x Other amenities (describe): Outdoor space, kitchen space, close to public transportation, library, schools and supermarket.

Population to be served:

- | | |
|---|---|
| ☐ Single adults | ☐ Veterans |
| x Families with minor children | ☐ Survivors of domestic violence |
| ☐ Chronic homelessness | ☐ Middle-income housing |
| ☐ Seniors | ☐ Special Needs (describe below) |
| ☐ Assisted living | ☐ Other (describe below) |

Number of years that units will be committed to serving the population above:

x10 years ☐ 15 years ☐ 20 years ☐ 30+ years (if more, describe below)

6. PROJECT READINESS AND SITE INFORMATION: Please provide details on site control and project readiness.

How is control of the project property site established?

☐ Ownership ☐ Purchase Agreement x Purchase Option ☐ Lease ☐ Other (describe):

Name(s) of the current property owner(s): Dawn Collinsworth

Is the site properly zoned for your development?

We would be able to use the property for our development with a Conditional Use Permit - the information from our Pre-Development Application meeting is attached.

Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

Does the project operator plan to own the property directly? Yes, Family Promise of Juneau plans to own the property outright.

What permits have been secured for this project or are pending to date? None at this time.

PLEASE NOTE: Entity proposed to own the property must be co-applicant and co-borrower for any JAHE Financing.

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? If yes, please describe the amount due, date due, nature of obligation and cost of clearing title.

No

Have you obtained	Yes/No	If No, when will these be completed? Or N/A
Blueprints	Yes	
Zoning changes	No	Completed after purchase agreement - conversations have been had

		with the city and we know how to proceed
Building permits	No	Completed after purchase agreement - conversations have been had and we know what's needed to proceed
Utility hookups	Yes	
Environmental report	No	Completed after purchase agreement
Commitments from service providers	Yes	

Will the project require any displacement of current occupants? No.

If yes, will you compensate or relocate those who are displaced? Describe your proposed plan for relocation assistance: - N/A

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must include a current Home Inspection Report.

7. PROJECT TIMELINE: Please provide a project timeline. Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion. Include the following items on the timeline, as it may apply:

Milestone	Responsible Party	Status	Start Date	End Date	Notes
Property Disclosure	Bailey Gent	Completed	4/14/2025	4/14/2025	
Clean Condo & Prep for Sale	Bailey Gent	Completed	4/15/2025	4/16/2025	
Condo Listing Paperwork	Bailey, Susan, Bradelle, Deb	Completed	4/15/2025	4/15/2025	
Condo Pictures for Listing	Phil, Susan, Bailey	Completed	4/17/2025	4/17/2025	
Condo Listed	Susan	Completed	4/21/2025	4/21/2025	
Bailey + Deb Tour	Bailey Gent	Completed	5/22/2025	5/22/2025	
Board + SS Committee Tour	Bailey Gent	Completed	5/25/2025	5/25/2025	
Glacierwood Draft Budget	Bailey	Completed	5/28/2025	5/28/2025	Includes funding breakdown
Glacierwood Property Conversation	Board, SS Committee	Completed	5/29/2025	5/29/2025	
Connect w/ Dawn	Bailey, Deb, Kevin, Dawn	Completed	5/30/2025	5/30/2025	Dawn agreed to sign CBJ pre-dev paperwork
Pre-Development Paperwork Submitted	Bailey Gent	Completed	5/30/2025	5/30/2025	
Pre-Development Signed Documents	Bailey Gent	Completed	6/2/2025	6/2/2025	
BOD Meeting & Equity Partnerships Discussion	Bailey, Board	Completed	6/11/2025	6/11/2025	
Pre-Development Meeting with CBJ	Bailey, Deb, Consultants	Completed	6/18/2025	6/18/2025	
Packet from CBJ	Bailey Gent	Completed	6/25/2025	6/25/2025	

Delivered					
Review CBJ Report with Board & SS Committee	Bailey, Board, SS Committee	Completed	7/3/2025	7/3/2025	
Determine CUP Approach & Application Prep	Bailey Gent	Completed	7/23/2025	7/23/2025	
Grant Submissions – Rasmuson	Bailey Gent	Completed	6/1/2025	6/1/2025	
Grant Submissions – MJ Murdock LOI	Bailey Gent	Completed	5/30/2025	5/30/2025	
Foundation Outreach Emails	Bailey Gent	Completed	6/17/2025	6/19/2025	Block, Gaguine, JEDC
Review Discussion w/ Rasmuson PM	Bailey Gent	Completed	7/11/2025	7/11/2025	
Board Decision on Purchase Agreement/Offer	Bailey Gent	In Progress	8/13/2025	TBD	Triggers CUP and permit applications
Submit Development Permit Application to CBJ	Bailey Gent	Not Started	TBD	TBD	
Submit CUP Paperwork to CBJ	Bailey Gent	In Progress	TBD	TBD	
Meeting with Dawn re: CUP Needs	Bailey Gent	In Progress	TBD	TBD	
Submit Full MJ Murdock Proposal	Bailey Gent	In Progress	9/5/2025	9/30/2025	By invitation
Submit Block Foundation Application	Bailey Gent	Not Started	8/1/2025	9/30/2025	
Create Capital Campaign Materials	Bailey Gent	Not Started	4/1/2025	10/20/2025	Case statement, giving tiers
Launch Quiet Phase of Capital Campaign	Bailey, Board	Not Started	6/1/2025	12/15/2025	Focus on major donors
Architectural Feasibility Assessment	Architect	Not Started	10/21/2025	11/15/2025	Required before design
Attend Planning Commission Hearing (CUP)	Bailey Gent	Not Started	10/1/2025	10/30/2025	CUP required to proceed
Neighborhood Notification & Outreach	Bailey Gent	Not Started	9/5/2025	10/25/2025	Required before CBJ hearing
Set Up Project Budget Tracking System	Bailey, Kelsey	Not Started	7/31/2025	9/20/2025	For reporting
Develop Furniture & Furnishing Plan & Budget	Bailey, Program Manager	Not Started	9/15/2025	10/10/2025	

Identify Local Vendors & Donation Partners	Bailey Gent	Not Started	10/1/2025	10/31/2025	
Launch “Black Friday” Furniture Drive	Bailey, Marketing Team	Not Started	11/15/2025	11/30/2025	
Coordinate Receiving & Inventory of Furniture	Operations Team	Not Started	11/25/2025	12/15/2025	
Prepare & Promote Amazon Wishlist Event	Bailey, Marketing	Not Started	11/1/2025	12/31/2025	
Procure & Arrange Delivery of Furniture	Program Manager	Not Started	12/1/2025	12/31/2025	
Financial Commitment for All Funding Sources	Bailey, Board	Planned	1/15/2026	1/31/2026	Includes JAHF
Initial Closing Date	Legal/Board	Planned	2/15/2026	2/15/2026	
Location Survey Complete	Surveyor	Planned	2/28/2026	2/28/2026	
Preliminary Site Plan Complete	Architect	Planned	3/15/2026	3/15/2026	
Design, Development & Pricing	Architect, GC	Planned	3/16/2026	5/15/2026	
Site Plan Approval	CBJ	Planned	5/31/2026	5/31/2026	
Construction & Bid Documents Prepared	Architect, GC	Planned	6/1/2026	6/30/2026	
Engineering Plan Approval	Engineer/CBJ	Planned	7/15/2026	7/15/2026	
Final Pricing	GC	Planned	7/31/2026	7/31/2026	
Building Permit Issued	CBJ	Planned	8/15/2026	8/15/2026	
Construction Contract Executed	Board, GC	Planned	8/31/2026	8/31/2026	
Start Construction on ADU's	GC	Planned	9/15/2026	9/15/2026	

8. PROJECT COSTS AND RESOURCES

The rest of the application will focus on funding use and financial feasibility.

- Please provide a narrative explaining the need for JAHF funding.
- In the section below, provide the expected use of funds for your project and provide the JAHF grant or loan amount requested.

8a. FUNDING SOURCES/REVENUES

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received ¹	Amount Requested ²	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME				
	LIHTC				

	SNHG				
	Other				
Other Alaska State Govt.			200,000		
Federal Govt.					
Local Govt. (non-JAHF)	Juneau Nonprofit Development Council		15,000		TBD based on purchase
Subsidies					
Bank Loan					
Private Loan					
Private Grant	Rasmuson Foundation		200,000	June 1, 2025	TBD
Private Grant	MJ Murdock Charitable Trust		175,000	May 30, 2025	Early 2026
Private Grant	Richard and Diane Block Foundation		100,000	June 1, 2025	Fall 2025
Private Investor					
Applicant's Funds	Funds Raised	\$31,438.46			
Other	Family Promise of Juneau - Sale of 2221 Jordan Creek Ave.	\$400,000			TBD
	Totals	\$431,438.46	\$690,000		

Total non-JAHF funds committed and requested above: Committed - \$431,438.46 and requested \$490,000

Total JAHF grant/loan requested from 8a above - \$200,000

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8b. USE OF FUNDS

Purpose	Sections Required if funding requested for these purposes	Amount
Acquisition, Construction, Rehabilitation	9a	\$1,055,560
Pre-Development Costs	9b	\$
Operating Assistance (max one year)	9c	\$
Capacity Building	9d	\$265,878.46
Self-Sufficiency/Support Services (max 1 year)	9e	\$

Project Total		\$1,121,438.46
Less Cash provided by owner or borrower	8b	\$431,438.46
Less Other Financing	8b	\$490,000
JAHF grant or loan requested		\$200,000

9. DETAILED USE OF FUNDS

CAPITAL COSTS. For section 9, **applicants only need to complete the sub-section(s) for which JAHF funding is requested.** (See 8b) The total JAHF funds requested, and the total of funds provided by others, should match the total in Section 8a and 8b. Please include below the total project cost for each type of capital cost (Acquisition, New Construction, or Rehabilitation) regardless of funding source.

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Land	0	0	0	0
Residential structures	\$684,448	\$160,000	0	0
Nonresidential structures	\$171,112	\$40,000	0	0
On Site improvements	0	\$30,000	\$5,000	0
Off Site improvements	0	0	0	0
Remove, Refinance Liens/Encumbrances	0	0	0	0
General requirements	0	0	0	0
Contractor Fees	0	0	0	0
*Developer's Fee	0	0	0	0
Architect Fee	0	\$20,000	0	0
Design	0	0	0	0
Supervision	0	0	0	\$40,800
Legal Fees	0	0	0	0
Packaging/Processing	0	0	0	0
Other (describe)				
Other (describe)				
Total Capital Costs:				\$1,121,438.46

General requirements: % of 9a Total
 Builder's General Overhead: % 9a Total
 Builder's Profit: % of 9a Total

PROJECT COST PER UNIT:

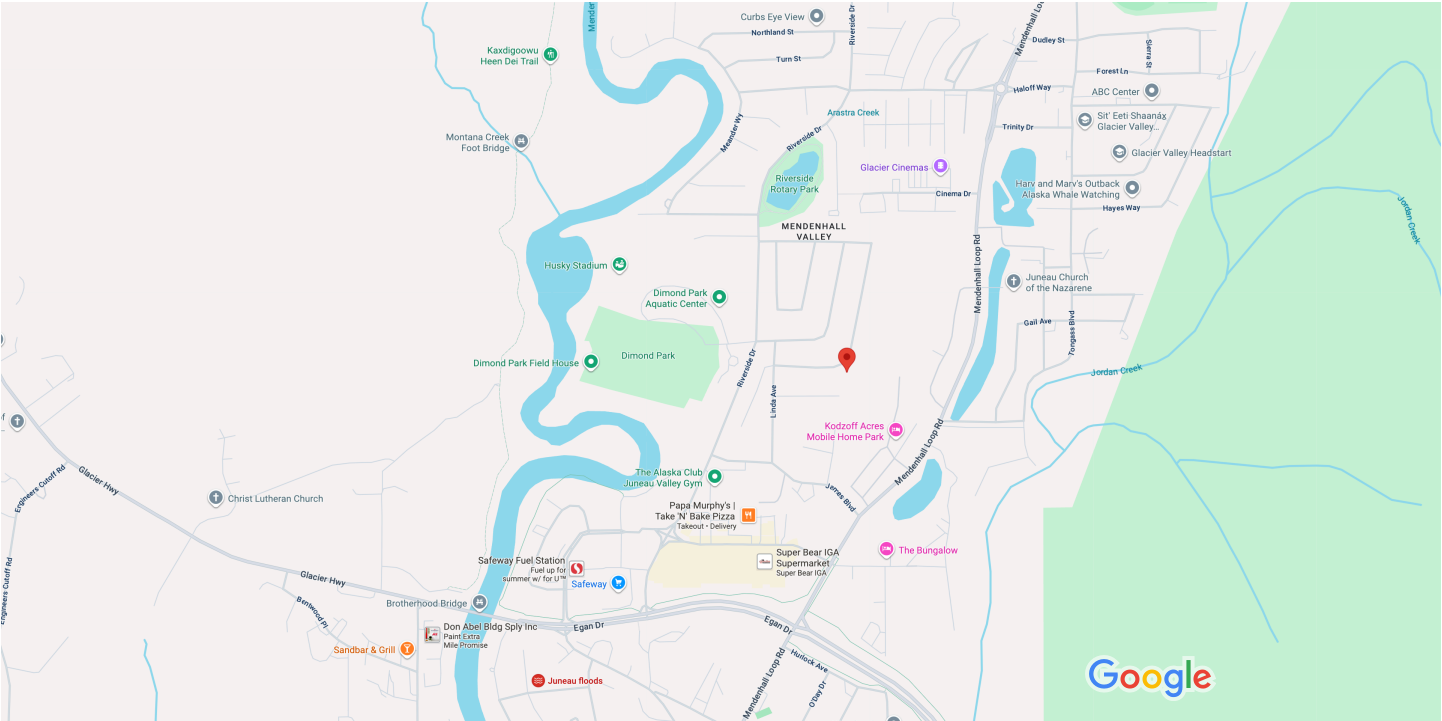
\$	
	280,359.61

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*The amount and use of developer’s fee will be relevant to the evaluation of the application.



2960 Glacierwood Dr



Map data ©2025 Google 500 ft



2960 Glacierwood Dr

Building



Directions



Save



Nearby



Send to
phone

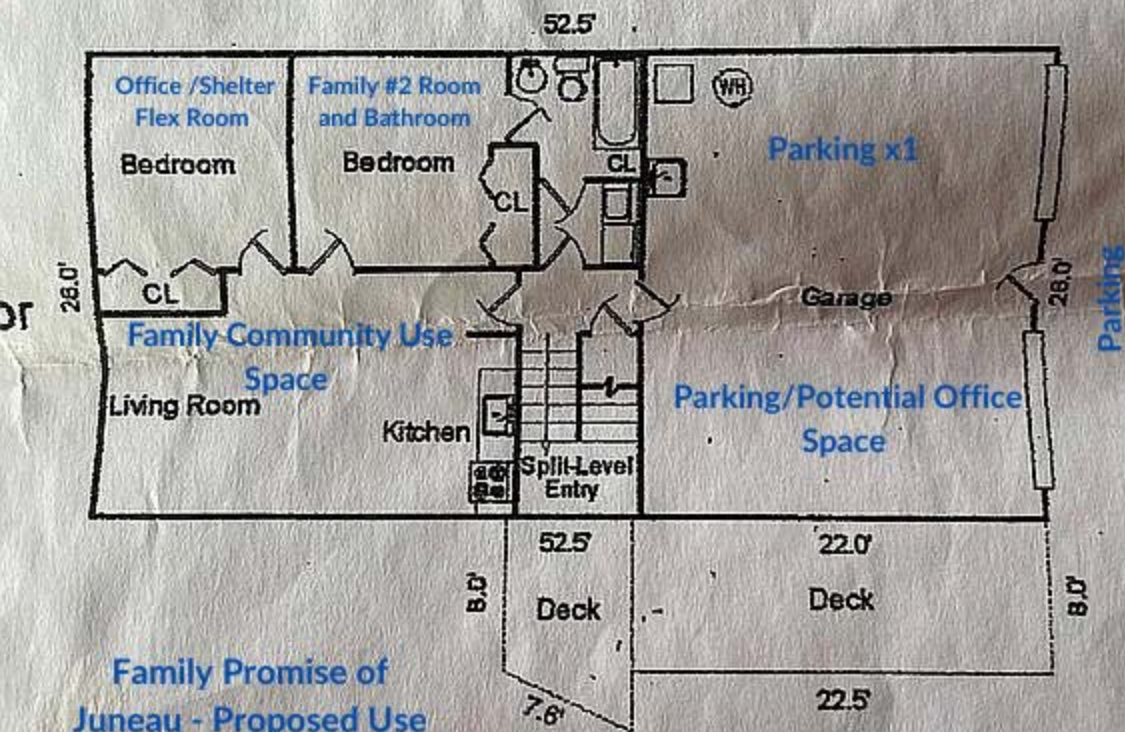
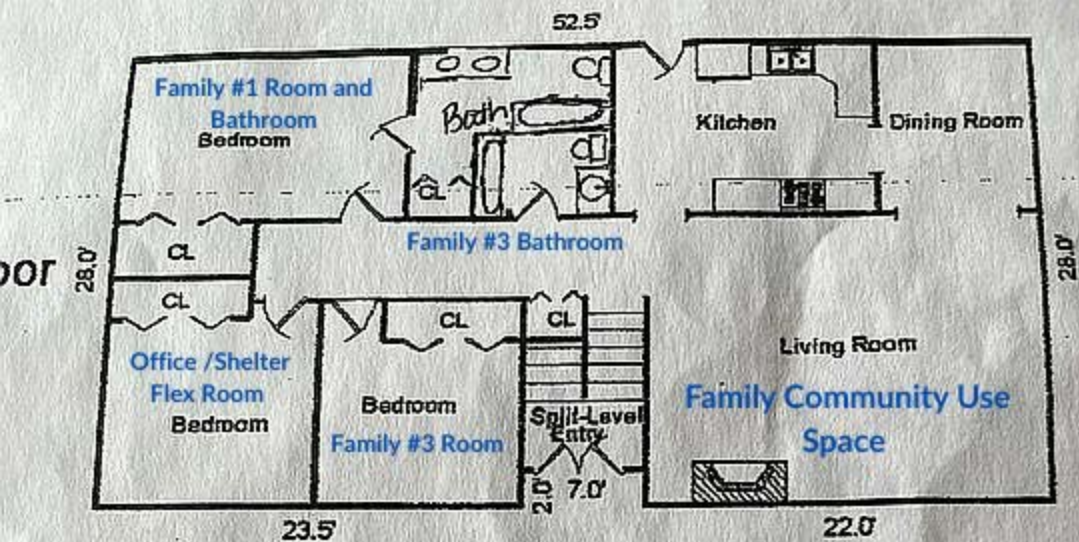


Share



2960 Glacierwood Dr, Juneau, AK 99801

Photos



Family Promise of
Juneau - Proposed Use
of Space for 2960
Glacierwood Dr.

Project Budget:	
Item	Cost
Property Cost	\$700,000
Property Acquisition Costs	
Earnest Money	\$7,000
Engineer and Inspector Report	\$1,000
Title	\$2,000
<u>1% origination fee</u>	\$3,000
<u>Documentation fee</u>	\$250
<u>Flood Certification Fee of \$20</u>	\$20
<u>Recording fees</u>	\$200
<u>Title Insurance and escrow fees</u>	\$1,200
<u>Appraisal fee</u>	\$1,500
Buyers Realtor	\$17,290
Renovation/Furnishing Costs	
Modifications for bedrooms/living space	\$50,000
Security System	\$3,000
Zoning/Permitting	\$5,000
Small appliances (toaster, coffee maker)	\$1,000
Cookware and utensils	\$400
Bedroom 1	
Queen Mattress and Frame	800
Bunk Beds and Mattresses	1000
Bedding	300
Dresser	400
Bedroom 2	
Queen Mattress and Frame	800
Bunk Beds and Mattresses	1000
Bedding	300
Dresser	400
Bedroom 3	
Queen Mattress and Frame	800
Bunk Beds and Mattresses	1000
Bedding	300
Dresser	400
ADU Construction	100,000
ADU Construction	100,000
Office Furnishing Costs	
Desks	300
Chairs	400
Shelves	300
Living Room Furnishings	
Sectional	1800
Coffee table	400
Sitting Room Chairs	800
Dining room table and chairs	1200
Backyard Tree Clearing	\$20,000
Indirect and Administrative Costs/Staff	\$30,000
Total:	\$1,055,560
Downpayment for Dawn:	20% down
Juneau Nonprofit Development Council	\$15,000
Static Site Account	\$31,438.46

Glacierwood Estimated Monthly Costs	Amount
WiFi and Phones	\$250
Insurance (seeking new proposed # from insurance provider)	\$675.16
AEL&P	\$98
Oil	\$262
Propane	\$75.00
Refuse	\$31.00
Sewer/Water	\$154.14
Total Property Expenses Monthly	\$1,545.30
Current	Amount
AEL&P: \$250/month approx (\$314/month winter average, \$173/month summer average)	\$250
Wifi and Phones: \$250	\$250
Parking: \$45	\$45
HOA/Condo fees: \$678	\$678
HOA Special Assessment Monthly Fees	\$152
Insurance	\$675.16
Total Property Expenses Monthly	\$2,050

FPJ OPERATING BUDGET - 2025					
EXPENSES	CODE	2023 actual	2024 budget	2024 actual	2025 budget
PAYROLL					
<i>Payroll Expenses</i>	60100			\$169,651.07	
Wages	60101	\$139,096.00	\$148,776.00	\$151,048.13	\$181,746.00
Case Manager					\$31,200.00
Executive Director					\$102,000
Operations Manager					\$30,576.00
Jesuit Volunteer					\$17,970.00
HSA Contributions	60102	\$7,818.00	\$3,000.00	\$3,000	\$3,000
Retirement	60103	\$2,252.00	\$3,062.88	\$2,984.79	\$4,913.00
Taxes	60110	\$12,529.00	\$13,795.00	\$12,618.15	\$15,231.00
Overnight Staff Wages	60101		\$15,000.00		\$15,000.00
OPERATING					
Mileage Reimbursement	60200		\$600.00	\$0.00	\$1,000.00
Vehicle Gas	60301	\$655.57	\$1,250.00	\$162.84	\$1,500.00
Advertising & Marketing	60401	\$352.36	\$750.00	\$33.76	\$800.00
Internet Service	60401	\$1,800.00	\$2,000.00	\$2,288.60	\$2,100.00
Cell Phones	60403	\$1,270.00	\$1,270.00	\$1,228.46	\$1,270.00
Legal & Professional Services	60407	\$2,566.75	\$2,750.00	\$3,268.00	\$10,000.00
Postage	60408	\$991.40	\$1,000.00	\$417.70	\$1,000.00
Printing & Copying	60409	\$524.19	\$1,000.00	\$149.18	\$1,000.00
Insurance	60410	\$7,090.00	\$7,000.00	\$6,013.41	\$7,000.00
Membership Dues	60412	\$2,250.00	\$2,250.00	\$3,750.00	\$2,250.00
Office Supplies & Software	60413	\$922.31	\$1,000.00	\$2,374.03	\$2,000.00

Office/General Administrative Expenditures	60414	\$2,845.17	\$3,000.00	\$2,479.22	\$3,000.00
PO Box Rental	60417	\$204.00	\$204.00	\$218.00	\$218.00
Equipment	60418	\$0.00	\$500.00	\$0.00	\$1,000.00
Fundraiser Expenses	60420	\$0.00	\$500.00	\$926.00	\$1,000.00
Staff and Board Development	60501	\$0.00	\$0.00	\$1,225.00	\$2,000.00
Continuing Education	60503	\$336.28	\$0.00	\$2,632.49	\$2,000.00
Travel	60504	\$0.00	\$1,000.00	\$3,406.92	\$5,000.00
GUEST CARE					
<i>Day Center Support</i>	<i>60600</i>			<i>\$5,630.15</i>	
Day Center Guest Benevolence	60601	\$3,037.62	\$1,000.00	\$4,776.21	\$3,000.00
Misc Day Center Supplies	60603	\$511.64	\$500.00	\$299.39	\$500.00
Host Support	60700	\$12.75	\$200.00		\$200.00
Volunteer Support Costs	60600	\$0.00	\$500.00		\$500.00
DAY CENTER					
<i>Jordan Creek Day Center Expenditures</i>	<i>61400</i>	<i>\$100.00</i>		<i>\$11,559.01</i>	
Day Center Utilities	60602	\$3,267.97	\$5,000.00	\$2,918.60	\$5,500.00
Condo Dues	61440	\$6,265.68	\$6,265.00	\$8,145.41	\$6,265.00
TOTAL			\$229,672.00		\$253,259.00
INCOME	CODE	2023 actual	2024 budget		2025 budget
FP National/Clayton Homes		\$15,000	\$15,000.00		\$15,000.00
HUD/SNOFO		0	\$33,000.00		\$33,000.00
AKMHT		\$20,000.00	\$31,000.00		\$0.00
Fundraising					\$25,000.00
Foundation Donations				\$1,600.00	
Congregational Donations				\$4,244.54	
Individual Donations		\$54,122.22	\$55,000.00	\$54,446.32	\$60,000.00

Corporate Donations		\$11,136.86	\$12,000.00	\$4,672.00	\$15,000.00
Richard and Diane Block Foundation		0	\$25,000.00		\$25,000.00
JCF-2023 start		\$4,867.53	\$15,132.47		\$0.00
JCF-2024 start		0	\$27,500.00		\$27,500.00
ACF SO		0	\$10,000.00		\$10,000.00
First Bank		\$5,000.00	\$5,000.00		\$5,000.00
AVISTA Utilities					\$10,000.00
Rasmuson Foundation					\$35,000.00
Alaska Childrens Trust					\$5,000.00
Reuben E. Crossett Endowed Alaskan Fund					\$10,000.00
HUMI (Help us Move In)					\$10,000.00
Wells Fargo					
TOTAL w/o SSVF			\$228,632.47		\$285,500.00
SSVF			\$128,000.00		\$120,000.00
TOTAL w/ SSVF Max Spend			\$356,632.00		\$405,500.00

EDUCATION

Louisiana State University, Shreveport – Shreveport, LA
M.A. Nonprofit Administration & Development

Regis University – Denver, CO
B.A. in Peace & Justice Studies and B.S. in Business Administration

PROFESSIONAL EXPERIENCE

Family Promise of Juneau – Juneau, AK

Executive Director | Dec 2023 – Present

- Lead the strategic vision, operations, and growth of a regional affiliate nonprofit focused on preventing child and family homelessness.
- Secured major funding through grant writing and donor cultivation, including awards from numerous foundations, City and Borough of Juneau and U.S Department of Housing and Urban Development.
- Spearheaded program delivery including Rapid Rehousing, Diversion Services, Stabilization, and Eviction Prevention.
- Built and maintained high-impact partnerships with national and local agencies, including Help Us Move In (HUMI) and Clayton Family Homes.
- Directed donor engagement events, volunteer mobilization, and public advocacy campaigns grounded in equity and social justice.

National Foundation for Transplants – Remote

Marketing & Communications Manager | May 2023 – Jan 2024

- Managed all marketing and communication functions for a national medical nonprofit.
- Produced compelling fundraising materials including patient stories, increasing donor engagement and individual giving.
- Led end-to-end development of print and digital collateral including newsletters, social media campaigns, event resources, and web content.
- Conducted patient interviews and collaborated across departments to support care services and outreach.

Ronald McDonald House Charities of Southern Colorado – Colorado Springs, CO

Corporate Partnerships & Marketing Manager | Mar 2023 – Jul 2023

- Cultivated corporate relationships and secured sponsorships for high-impact events and programs to support families with critically ill children at Children's Hospital of Colorado.
- Designed and executed marketing strategies across multiple channels including social, video, blog, and web.
- Oversaw project timelines and branding consistency to ensure successful campaign delivery.

Compassion International – Remote

USA Marketing Project Manager II | Jul 2021 – Dec 2022

- Managed a portfolio of 30+ simultaneous marketing projects supporting global initiatives.
- Oversaw timelines, creative workflows, and stakeholder communications using platforms including Adobe Workfront, SmartSheet, and Workamajig.
- Directed the production of content across digital and print channels including blogs, videos, email, and social.
- Ensured alignment with Compassion's global branding and marketing goals.

CareerWise Colorado – Denver, CO

Training Specialist/Manager | Apr 2020 – Jul 2021

- Designed and led career-readiness and management training programs for apprentices and supervisors.
- Transitioned in-person training to a scalable virtual model during the COVID-19 pandemic.
- Implemented a new LMS platform, resulting in a 30% increase in apprentice training completion.
- Developed evaluation systems and refined curricula based on participant feedback and performance metrics.

LEADERSHIP & CERTIFICATIONS

- Executive Leadership Intensive Certificate | The Foraker Institute, Anchorage Alaska | 2025
- Board Member, Alaska Coalition on Housing and Homelessness | 2024 – Present
- Project Management Professional (PMP) | Certified 2022 – Present
- Registered Yoga Teacher (RYT 200) | Yoga Alliance Certified 2020 – Present



State of Alaska
Division of Corporations, Business and Professional Licensing
CORPORATIONS SECTION
PO Box 110806
Juneau, AK 99811-0806
Phone: (907) 465-2550
Fax: (907) 465-2974
Website: www.commerce.alaska.gov/occ

AK Entity #: 10027243
Date Filed: 02/06/2015
State of Alaska, DCCED

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FEB 06 2015

Division of Corporations, Business
and Professional Licensing

ARTICLES OF INCORPORATION
Domestic Nonprofit Corporation
AS 10.20.151 & .153

☒ \$50.00 Filing Fee

Pursuant to Alaska Statutes 10.20.151 and 10.20.153, the undersigned nonprofit corporation applies for a Certificate of Incorporation and, for that purpose, submits the following articles:

ARTICLE 1: Name of the corporation may contain the word "corporation", "company", "incorporated", "limited" or an abbreviation of one of these words:

Family Promise of Juneau

ARTICLE 2: Indicate the purpose of the corporation (may include "any lawful") and, separately, the 6 digit NAICS Industry Grouping Code that most clearly describes the initial activities of the company:

Purpose: To provide shelter and comprehensive services for homeless fr NAICS code: 9 2 3 1 3 0

ARTICLE 3: Registered agent name and address (must include a physical and mailing address in Alaska):

Name: Tari Stage-Harvey

Physical address: 3776 Julep Street

City: Juneau

AK

Zip Code: 99801

Mailing address: PO Box 32775

City: Juneau

AK

Zip Code: 99803

ARTICLE 4: Initial board of directors:

Number of directors constituting the initial board of directors (must be at least 3): 3

The names and mailing addresses of the persons who are to serve as the initial directors:

Name: Tari Stage-Harvey

Mailing address: 3776 Julep Street, Juneau, AK 99801

Name: Jennifer Carson

Mailing address: 4486 Chelsea Court, Juneau, AK 99801

Name: Charles Van Kirk

Mailing address: PO Box 33883, Juneau, AK 99803

Name:

Mailing address:

Attach an additional sheet if necessary.



RECEIVED

ARTICLE 5: Optional Provisions and Additional Articles

Attach additional pages for continuation of optional provisions and/or additional articles. Please indicate which article you are continuing and/or insert any desired additional provisions authorized by Alaska Statutes 2015. Additional articles should be a continuation of the numbering as it appears on this form.

Signatures: The printed name and signature of the Incorporators (at least 3) who are natural persons of the age of at least 19 years or more.

Signature of Incorporator	Printed name of Incorporator	Date
<i>Tari K. Stage-Harvey</i>	Tari K Stage-Harvey	2/4/15
<i>Charles Van Kirk</i>	Charles Van Kirk	2/4/15
<i>Jennifer Carson</i>	Jennifer Carson	2/2/15

Attach an additional sheet if necessary.

NOTE: Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

NOTE: Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned, without being filed for record.

Mail the Articles of Incorporation and the \$50.00 filing fee in U.S. dollars to:
State of Alaska Corporations Section, PO Box 110806, Juneau, AK 99811-0806

STANDARD PROCESSING TIME for complete and correct applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received. To file your application online for immediate processing, visit our website at: www.commerce.alaska.gov/occ.

INITIAL REPORT: After filing your Articles of Incorporation, visit the Corporations Section at on our website, select Online Filing, and file the initial report for this entity.

BYLAWS

The following bylaws were approved and adopted on July 26, 2015:

ARTICLE I	NAME
ARTICLE II	DEFINITIONS
ARTICLE III	PURPOSE AND LIMITATION ON ACTIVITIES
ARTICLE IV	OBJECTIVES
ARTICLE V	BOARD OF TRUSTEES
ARTICLE VI	OFFICERS OF THE BOARD
ARTICLE VII	COMMITTEES
ARTICLE VIII	MEETINGS
ARTICLE IX	QUORUM
ARTICLE X	ANNUAL FINANCE REPORT
ARTICLE XI	ELECTIONS
ARTICLE XII	EXECUTION OF INSTRUMENTS
ARTICLE XIII	BYLAW CHANGES
ARTICLE XIV	MISCELLANEOUS

ARTICLE I	NAME
Section A	The name of the organization will be Family Promise of Juneau.

ARTICLE II	DEFINITIONS
Section A	Board. The Board of Trustees of the Corporation.
Section A	Charter. The Certificate of Incorporation of Family Promise (the “Corporation”) as from time to time amended.
Section C	Fiscal Year. The fiscal year of the Corporation will be the calendar year.
Section D	Trustee/Trustees. A member of the Board of Trustees of the Corporation who has become such in accordance with the provisions of these bylaws.

ARTICLE III	PURPOSE AND LIMITATION ON ACTIVITIES
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Section A	This corporation is organized exclusively for one or more of the purposes specified in Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Code), including developing and providing services and facilities for homeless and low-income persons of the Juneau-Douglas area including, but not limited to, providing food, clothing, shelter and low-cost housing. No substantial part of the activities of this corporation will be the carrying on of propaganda or otherwise attempting to influence legislation (except as otherwise provided in Section 501 (h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, this corporation will not carry on any activities not permitted (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code. Upon the dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the city in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
Section B	Prohibition Against Private Inurement. No part of the net earnings of this corporation shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

ARTICLE IV	OBJECTIVES
Section A	To provide shelter and comprehensive services for homeless families with children. The organization will at all times operate only within the confines of Section 501(c)(3) of the Internal Revenue Code and operate exclusively for charitable purposes.

ARTICLE V	BOARD OF TRUSTEES
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Section A	General Powers. The business of the Corporation, except as otherwise expressly provided by law or by the Articles of Incorporation, shall be managed by the Board of Trustees.
Section B	Board Duties. <i>In general</i>, the Board will provide oversight and guidance to the executive director (ED) and ensure that the organization stays aligned with its mission and values in addition to complying with all federal and state laws. <i>Specifically</i>, the Board: Legal Oversight • Ensures that the corporation is operating in accordance with its mission and the purpose for which it was granted tax-exempt status. • As safeguards of the public trust, maintains responsibility for protecting the organization's assets. • Ensures legal and ethical integrity and maintains accountability. Management Oversight • Ensures the program is being well run. • Develops the ED job description and sets the salary. • Hires the ED and assesses his/her performance. • Has the power to remove the ED. Financial Oversight • Provides the proper financial oversight, including setting and approving an annual budget. • Ensures that there are adequate financial resources. Program Oversight • Ensures that the programs are in place to further the mission and goals of the organization.
Section B	Number of Trustees. The Board of Trustees will consist of 7 to 14 members named as Trustees in the Charter. The number of Trustees serving on the Board may be changed periodically by either adding or deleting members.

Section C	Term. The term of the Board members will be three years. At the first meeting, Board members will be split into three groups of members thus allowing for only one third of the members to rotate off at the end of any given year. The election of Board members will take place at an annual election meeting. At the annual meeting, the Trustees then in office will elect Trustees to fill the vacancies created by terms ending just prior to the meeting. See Article XI Elections. Trustees may be elected to serve up to two 3-year consecutive terms. Trustees must remain off the Board for one year before qualifying for re-election. Trustee vacancies occurring because of resignation, removal, death, or enlargement of the Board may be filled by action of the Board. A replacement Trustee's length of term will correspond to the length of the term of the Trustee being replaced.
Section D	Resignation. A Board member may resign at any time by giving written notice to the President or to the Board. Such resignation will take effect at the time specified and, unless otherwise specified, acceptance will not be necessary to make it effective.
Section E	Removal. Any Trustee may be removed, either with or without cause, by an affirmative vote of the majority of Trustees at a meeting of the Board. Unexcused absence from three consecutive regular meetings of the Board may constitute cause for removal of any Trustee.

ARTICLE VI	OFFICERS OF THE BOARD
Section A	Elections, Term of Office. The Board will annually vote to elect officers to fill the positions of President, Vice President, Secretary and Treasurer. Elections of officers will be held at an annual election meeting. The term of service will be one year with the ability to be re-elected to the same position.
Section B	President. The President will have general supervision of the business of the Board and over its officers subject to the control of the Board. The President will preside at the meetings of the Board and, in general, will perform all duties incident to the office of the President and other such duties as may be assigned by the Board.
Section C	Vice President. At the request of the President or in the President's absence or disability, the Vice President will perform all the duties of the President and, when so acting, will have all the powers of the President. The Vice President will perform other duties as may be assigned by the Board or the President.

Section D	Secretary. The Secretary will: 1. keep the records and minutes of all meetings in books/email locations specifically designated for that purpose. 2. see that all notices are duly given in accordance with these bylaws or as required by law. 3. be custodian of the records (other than financial). 4. in general, perform all duties incident to the office of Secretary and other duties as may be assigned by the President or the Board. 5. attend to the Corporation's correspondence. 6. send correspondence required by the Board.
Section E	Treasurer. The Treasurer, if required by the Board, will give a bond for the faithful discharge of the duties of the Treasurer in such sum and with such surety or sureties as the Board will require. The Treasurer will: 1. have charge, custody of and be responsible for all funds and securities of the Corporation and deposit all such funds in the name of the Corporation in such depositories as will be designated by the Board. 2. Exhibit at all reasonable times the books of accounts and records to any of the Trustees upon request. 3. Render a statement of the condition of the finances of the Corporation at all regular meetings of the Board and a full financial report of the annual general meeting of the Board. 4. Receive and give receipt for monies due and payable to the Corporation. 5. Pay out and supervise the disbursement of monies of the Corporation subject to the direction of the Board, any authorized committee or the President. 6. Require that all disbursement of monies via check or draft of any manner requiring signature have the signatures of two individuals – the Treasurer and an individual designated by the Board. 7. Maintain names and addresses of financial donors 8. In general, perform all the duties incident to the office of Treasurer, and such other duties as may be assigned by the President, by the Board or as designated in the bylaws.

ARTICLE VII COMMITTEES	
Section A	Standing Committees. The standing committees are: Host/Support Congregations, Day Center, Transportation and Fundraising.
Section B	Ad Hoc Committees. Ad hoc committees may be appointed by the President.
Section C	Ex-officio Member. The Board may appoint an ex-officio member to each committee should it desire.
Section D	Voting. Ex-officio members of the committees shall not vote at committee meetings except to resolve a tie vote. Each committee member present represents one vote.

Section E	Create/Disband. The Board may create or disband any standing committee or ad hoc committee.
Section F	Committee Guidelines. The Board will make available guidelines for all standing committees. Said guidelines will be reviewed and/or updated by the Board and the committee chairperson annually and a copy of the updated guidelines will be maintained with the Secretary as part of the Corporation's record.

ARTICLE VIII	MEETINGS
Section A	Initial Meeting. The Board will hold its first regular meeting at a time to be fixed by the incorporators of the Charter for the purpose of organization, election of officers and transaction of such other business as may be required by law, the bylaws or as designated by the Board.
Section B	Regular Meetings. The regular Board meetings will be held monthly unless otherwise specified by the Board.
Section C	Special Meetings. Special meetings may be called by the President or by any two of the Trustees. Such meetings require a minimum of two days notice given personally, by phone or email. Four days of notice is required if notice is by mail. The meeting purpose will be included in the notice.
Section D	Notice of Meetings. Notice of each regular meeting of the Board will be communicated to Trustees not less than seven days before the meeting.
Section E	Place of Meetings. The Board may hold its meetings at such place or places, within the State, as the Board may determine and as may be designated in the respective notices.
Section F	Organization. At each meeting of the Board, the President, or in the absence of the President, the Vice President will act as chairman. The Secretary of the Board will act as secretary of the meeting and in the absence of the Secretary, the chairman will appoint another person to act as Secretary of the meeting.
Section G	Annual General Meeting (AGM). The Annual General Meeting will be held annually on a date determined by the Board. Stakeholders will be invited to attend the meeting during which the Board will report on the organization's performance during the previous fiscal year, report on the state of the organization, and will respond to/discuss issues from stakeholders.
ARTICLE IX	QUORUM

Section A	At each meeting of the Board, a majority of the whole Board must be present either telephonically or in person to constitute a quorum for the transaction of business (except in Article V Section E Removal). The actions of a majority of the Trustees present at any such meeting at which a quorum is present shall be the actions of the Board. Whether or not there is a quorum at a meeting, a majority of the Trustees present may adjourn the meeting to a date certain.
Section B	Board Authority. Trustees act only as a Board and no individual Trustee will have any authority as such.
Section C	Board Action. Approval of a motion by a majority of the Trustees present at a meeting at which a quorum is achieved will be an action of the Corporation unless the bylaws, Articles of Incorporation or state law require more than a majority vote.

ARTICLE X	ANNUAL FINANCE REPORT
Section A	The Treasurer will be required to prepare a financial report annually and file copies of the financial report with the Board and with such other internal and external groups or individuals as the Board will direct. The annual financial report will become part of the permanent record of this Corporation.
Section B	The financial records of the organization will be audited or reviewed each year at the end of the fiscal year (December 31).

ARTICLE XI	ELECTIONS
Section A	A Nominating Committee of three members will be appointed by the Board at the regularly scheduled meeting each November. Nominations will be presented as the December meeting at which time nominations may be made from the floor following the report from the Nominating Committee.
Section B	Board officers are to be elected at the regular January meeting and take office at that meeting.
Section C	In the event of the vacancy of any elected officer, the Board will call a special election to fill such a vacancy.

ARTICLE XII	EXECUTION OF INSTRUMENTS
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Section A	Execution of Contracts. The Board may authorize an officer or agent to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Corporation. That authority may be general or confined to specific conditions.
Section B	Deposits. Funds to the Corporation may be deposited from time to time to the credit of the Corporation with such depositories as may be selected by the Board.
Section C	Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes, acceptances, or other indebtedness issued in the name of the Corporation will be signed by designated officers or agents and in such manner as will be determined from time-to-time by resolution of the Board. Unless otherwise provided by the Board, endorsements for deposit to the credit of the Corporation in any of its depositories may be made, without countersignature by the President or Vice President or the Treasurer or by any other officer or agent to whom such power shall have been delegated by the Board or may be made in hand-stamped impression in the name of the Corporation.

ARTICLE XIII	BYLAW CHANGES
Section A	Amendment/Repeal. These bylaws may be amended or repealed at any meeting by the affirmative vote of the Board, provided that notice of any proposal with respect to the bylaw change was given when Board members were given notice of the meeting.

ARTICLE XIV	MISCELLANEOUS
Section A	Maintenance of Corporate Records. The Corporation will keep: 1. Minutes of all meetings of Trustees and committees of the Board indicating the time and place of the meeting, whether regular or special, how called, notice given, those present and proceedings. 2. Adequate and correct books and records of finances of the Corporation including the accounts of business transactions and accounts of its assets, liabilities, contributions, disbursements, receipts, gains and losses; 3. Copies of the Corporation's Articles of Incorporation and Bylaws as amended to date, tax exempt status notification from the Internal Revenue Service, if any, and copies of annual tax filings and registration documents for charitable solicitation purposes.
Section B	Periodic Report. The Board will cause any annual or periodic report required under state or federal laws to be prepared and delivered to the appropriate governmental office within the time limits set by law.
Section C	Registered Agent and Office. The Corporation will maintain an office and register the address of the office and an agent for service of process as required by the laws of Alaska.

Statement of Financial Position

Family Promise of Juneau

As of August 14, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 Cash	0
1010 GFCU Business Checking x5351 -S70	34,069.57
1020 GFCU Savings x5351- S10	31,438.46
1025 GFCU Savings - Static Site x5351 - S11	7,958.98
1030 GFCU Money Market x5351 - S20	71,150.77
1040 PayPal	48.51
1050 Stripe	-0.25
1060 Square	16.00
Total for 1000 Cash	\$144,682.04
Total for Bank Accounts	\$144,682.04
Accounts Receivable	
1100 Accounts Receivable	
Total for Accounts Receivable	0
Other Current Assets	
1400 Other Current Assets	0
1410 Prepaid Expenses	
1430 Utilities Deposits	175.00
Total for 1400 Other Current Assets	\$175.00
Uncategorized Asset	
Total for Other Current Assets	\$175.00
Total for Current Assets	\$144,857.04
Fixed Assets	
1600 Fixed Operating Assets	0
1630 Building	340,000.00
1650 Vehicles	41,699.00
Total for 1600 Fixed Operating Assets	\$381,699.00
1700 Accum Depreciation - Fixed Operating Assets	0
1730 Accum Deprec - Building	-40,193.32
1750 Accum Deprec - Vehicles	-5,559.87
Total for 1700 Accum Depreciation - Fixed Operating Assets	-\$45,753.19
Total for Fixed Assets	\$335,945.81
Other Assets	
Total for Assets	\$480,802.85

Statement of Financial Position

Family Promise of Juneau

As of August 14, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	
Total for Accounts Payable	0
Credit Cards	
2100 Credit Cards	0
2120 Ramp CC	
Total for 2100 Credit Cards	0
Total for Credit Cards	0
Other Current Liabilities	
20100 Direct Deposit Payable	
2300 Accrued Payroll	\$0.05
2320 Accrued Payroll - Taxes	-80.69
2330 Accrued Payroll - Benefits	
2340 Accrued Payroll - 403b	635.49
2350 Accrued Payroll - Other Expenses	
Total for 2300 Accrued Payroll	\$554.85
Total for Other Current Liabilities	\$554.85
Total for Current Liabilities	\$554.85
Long-term Liabilities	
Total for Liabilities	\$554.85
Equity	
3000 Net Assets without Donor Restrictions	419,582.02
Net Income	-8,834.60
3100 Net Assets with Donor Restrictions	69,500.58
Opening Balance Equity	
Total for Equity	\$480,248.00
Total for Liabilities and Equity	\$480,802.85

Family Promise of Juneau

Profit and Loss - Year to Date

January 1 - August 14, 2025

	TOTAL
Revenue	
4000 Direct Contributions	
4010 Individual Contributions	44,334.15
4020 Board Contributions	9.00
4030 Corporate Contributions	786.34
4060 Nonprofit & Foundation Contributions	24,722.10
4080 Church/Religious Organization Contribution	2,020.66
Total 4000 Direct Contributions	71,872.25
4200 Non-Government Grants	
4210 Grants without Restrictions	6,000.00
4220 Grants with Restrictions	14,500.00
Total 4200 Non-Government Grants	20,500.00
4300 Government Grants	
4310 Federal Grants	79,988.38
Total 4300 Government Grants	79,988.38
5800 Special Events	
5810 Non-Gift Revenue	13,521.81
5850 Silent & Dessert Auction Sales	3,645.00
5851 Live Auction Sales	4,300.00
5852 Bar Auction Sales	664.00
5890 Special Events - Direct Costs	
5891 Facilities	-1,207.50
5892 Food/Beverage	-243.16
5894 Other	-1,762.62
Total 5890 Special Events - Direct Costs	-3,213.28
Total 5800 Special Events	18,917.53
5999 Misc. Revenue	138.14
6999 Uncategorized Income	61,235.88
Total Revenue	\$252,652.18
GROSS PROFIT	\$252,652.18
Expenditures	
7200 Salaries & Related Expenses	
7210 Salaries & Wages	113,380.96
7220 401k/403b Contributions	3,178.98
7230 Employee Benefits	3,000.00
7240 Payroll Taxes	9,633.70
Total 7200 Salaries & Related Expenses	129,193.64

Family Promise of Juneau

Profit and Loss - Year to Date

January 1 - August 14, 2025

	TOTAL
7500 Contract Service Expenses	
7510 Contractors - General	1,500.00
7520 Accounting	6,427.51
7530 Attorney & Legal	1,600.00
Total 7500 Contract Service Expenses	9,527.51
8100 Non-personnel Expenses	
8110 Office Supplies	748.67
8120 Telephone & Internet	249.58
8130 Postage & Shipping	473.22
8150 Software & Hardware < \$1,000	480.98
8160 Printing & Copying	94.86
8170 Subscriptions	2,917.68
Total 8100 Non-personnel Expenses	4,964.99
8200 Facility Expenses	
8210 Office & Storage Rent	353.00
8215 Condo Dues	6,212.19
8220 Utilities	4,760.10
8230 Repairs & Maintenance	150.00
8290 Depreciation & Amortization	9,823.19
Total 8200 Facility Expenses	21,298.48
8300 Travel & Conference Expenses	
8310 Transportation	337.75
8320 Airfare	1,640.99
8330 Meals	621.86
8340 Hotels & Lodging	7,280.14
Total 8300 Travel & Conference Expenses	9,880.74
8400 Other Program Specific Expenses	
8410 Rental Assistance	51,560.18
8420 Utilities Assistance	232.00
8430 Lodging/Hotel Assistance	16,361.24
8440 Meals Assistance	227.99
8450 Transportation Assistance	2,013.67
8460 Other Assistance	2,948.12
8470 Program Supplies	129.77
Total 8400 Other Program Specific Expenses	73,472.97
8500 Other Expenses	
8520 Insurance - Non-employee Related	5,729.84
8530 Membership Dues - Organization	750.00
8540 Staff, Volunteer , Board Training	4,413.90
8550 Bank Fees	122.87
8560 Merchant Fees	1,653.80
8570 Advertising Expenses	667.70

Family Promise of Juneau

Profit and Loss - Year to Date

January 1 - August 14, 2025

	TOTAL
8590 Other Expenses.	0.00
Total 8500 Other Expenses	13,338.11
Total Expenditures	\$261,676.44
NET OPERATING REVENUE	\$ -9,024.26
Other Revenue	
9200 Investment Activity	
9210 Interest	189.66
Total 9200 Investment Activity	189.66
Total Other Revenue	\$189.66
NET OTHER REVENUE	\$189.66
NET REVENUE	\$ -8,834.60

Name	Role	Email
Elizabeth Brennell	Treasurer	ebrennell@gmail.com
Charles Ensminger	Board Member	pastor@khnLuc.org
Loren Jones	Board Member	akjones134@gmail.com
Cynthia Morris	Secretary	cindydmorris59@gmail.com
Saralyn Tabachnick	Board Member	saralynt@awareak.org
Deb Spencer	Board Chairperson	dspencerak@gmail.com
Phil Loesby	Board Member	phloseby@gmail.com
Susan Loesby	Board Member	susanlloseby@gmail.com
Bradelle Padon	Board Member	bpadon@gmail.com



(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Family Promise Resource Center

Case Number: PAC2025 0029
 Applicant: Bailey Gent, Executive Director, Family Promise of Juneau
 Property Owner: Dawn M Collinsworth
 Property Address: 2960 Glacierwood Drive
 Parcel Code Number: 5B2101100090
 Site Size: 18,682 square feet
 Zoning: D5
 Existing Land Use: Residential

Conference Date: June 18, 2025

Report Issued: June 25, 2025

DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Bailey Gent, Executive Director	Applicant	director@familypromisejuneau.org
Deb Spencer, Board Chair	Applicant	dspencerak@gmail.com
Joseph Meyers, AICP, Senior Planner	Planning	joseph.meyers@juneau.gov
Jeff Hedges, Building Official	Building	Jeff.Hedges@juneau.gov
Theresa Ross, Fire Marshal	CCFR	Theresa.Ross@juneau.gov

CONFERENCE SUMMARY

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The applicant is seeking to repurpose a single-family dwelling with two kitchens in the D5 zoning district, into a living facility for families experiencing homelessness by converting the house into three SROs with shared facilities (1.610). This use requires a conditional use permit in the D5 zoning district. Alternatively, the applicant could pursue a conditional use permit for an assisted living facility (7.200) defined as:

"Assisted living means a facility providing housing and institutional care for people unable to live independently or without assistance. Assisted living includes facilities that provide nursing care services or emergency shelter. Assisted living use that occurs within a single-family dwelling is regulated as a single-family dwelling use." – CBJC 49.80.120 (Definitions).

SECTION 1 – PLANNING DIVISION

1. **Zoning** – D5 zoning district
2. **Table of Permissible Uses** – Rooming, boarding houses, bed and breakfasts, single-room occupancies with shared facilities, transitional housing, and temporary residences (1.610). SROs with shared facilities require that the owner or manager of the facility live on-site; Assisted living facilities (7.200).

3. **Subdivision** – N/A

4. **Setbacks** – Setbacks for the lot are as follows:

Yard	Minimum setback	Direction
Front	20 feet	Northwest
Rear	20 feet	Southeast/South
Side 1	5 feet	Northeast
Side 2	5 feet	West

5. **Height** – Maximum height for permissible uses is 35 feet; maximum height for accessory uses is 25 feet
6. **Access** – Access to the lot is through Glacierwood Drive.
7. **Parking & Circulation** – SROs with shared facilities: 1 space per 2 bedrooms; office space: 1 space per 300 square feet of gross floor area. Assisted living facilities: 0.4 parking spaces per maximum number of residents.
8. **Lot Coverage** – Maximum 50% lot coverage for permissible and accessory uses.
9. **Vegetative Coverage** – Minimum 20% vegetative cover
10. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Exterior lighting shall not be used in a manner that produces glare on public highways or neighboring property.

Prior to issuance of a building permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d)

All exterior lighting fixtures shall be of a “full cutoff” design.

11. **Noise** – N/A
12. **Flood** – Per FEMA panel 02110C1239E, effective 9/18/2020, lot is in flood zone X.
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – No known
14. **Habitat/Wetlands** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
15. **Plat or Covenant Restrictions** – Plat 77-10, page 2 (1977), plat note 2: “No lot shall be used except for residential purposes”. This plat restriction limits nonresidential use in this subdivision.
16. **Traffic** – N/A
17. **Nonconforming situations** – A second kitchen exists on site. There is no information on record that demonstrates that the second kitchen is permitted. This kitchen may need to be removed.
18. **Density and ADUs** – According to 49.25.500; 49.25.512
19. **Housing Incentive programs** – Programs include, the ADU Grant, Juneau Affordable Housing Fund, and Tax Abatement; please see the housing programs handout [located here](#).

SECTION 2 – BUILDING DIVISION

20. **Building** – Maximum occupant load of 10. Permit needed for change of use and remodel. This remains the same for the SROs with shared facilities or the assisted living facility.
21. **Outstanding Permits** – No outstanding permits.

SECTION 3 – GENERAL ENGINEERING/PUBLIC WORKS DEPARTMENTS

22. **Engineering** – No comments provided
23. **Drainage** – No comments provided
24. **Utilities** – If the structure is considered commercial or if it is considered multifamily a **water meter** will be required. During the BLD permit review the water fixtures will be looked at to determine if utility upgrades are required.

SECTION 4 – FIRE DEPARTMENT

25. Fire Items/Access – No additional comments provided

SECTION 5 – OTHER APPLICABLE AGENCY REVIEW

26. Not applicable.

SECTION 6 – LIST OF REQUIRED APPLICATIONS

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

- 27. Development Permit Application
- 28. Conditional Use Permit Application for use 1.610 or 7.200.

Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

- 29. A copy of this preapplication conference report.

Exceptions to Submittal Requirements

Submittal requirements that staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

- 30. Not applicable

FEE ESTIMATES

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

- 31. Conditional use permit, Class I use: \$350.00
- 32. Public notice sign: \$50.00 + \$100.00 refundable deposit. Sign must be returned within one week after the date of hearing.

For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/community-development.

Submit your Completed Application

You may submit your application(s) online via email to permits@juneau.gov or mail to:

City & Borough of Juneau, Permit Center Hub
230 South Franklin Street
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715
Web: www.juneau.org/community-development

ATTACHMENTS:

- Attachment A:** Conditional Use Permit - 49.15.330
- Attachment B:** Development Permit Application
- Attachment C:** Conditional Use Permit Application

Compliance Verification Form – FY2026

Juneau Affordable Housing Fund

Tax compliance requirements: Applicants to the Juneau Affordable Housing Fund (JAHF) are required to undergo a verification that they are in good standing with the CBJ.

Requestor information:

Name:	Department:
Phone:	E-mail address:

Applicant information:

Applicant entity name:	Business license #/Entity #:
Applicant legal name:	Applicant phone #:

Compliance verification:

Criteria under review	Compliant?	Notes

Reviewer initials and date: