



**Municipality of Anchorage
Housing and Homeless Services Program**

SHELTER LICENSING REQUIRED DOCUMENT CHECKLIST

This list includes all required documents for the Shelter License Application.

Item #	Form / Document
Attested copies of the following documents (all may not be applicable to the type of organization):	
1	Articles of incorporation (if applicable)
2	Bylaws (if applicable)
3	Operating agreement (if applicable)
4	Partnership agreement (if applicable)
5	Articles of association (if applicable)
A copy of the Policies and Procedures which must include:	
6	Rules of conduct
7	Operating plan
8	Support services to be provided
9	Projected staffing level
10	Trespass and admission denial criteria
11	Client feedback collection methods
12	Proposed maximum stay
13	A policy and procedure to ensure the safety of clients, staff, and volunteers
14	Policies and procedures that deter and reduce client loitering and prohibited camping
15	Security plan for handling incidents of violence
16	Method to screen individuals who are under the influence and a plan to provide for their immediate need if the shelter will admit such persons
17	Injury and disease prevention
18	Verification of AKHMIS and Coordinated Entry compliance
19	Transportation protocols (day shelters only)
Other documents:	
20	Evidence of a Conditional Use Permit or that the shelter is permitted to operate at the proposed site
21	Business License
22	Food License (if applicable)
23	Proof of Insurance



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24	(Optional) Proof of accreditation and standards
25	(Optional) Get Out Alive! Form OR Shelter Disaster Preparedness and Emergency Evacuation Plan
26	Good Neighbor Policy (MOU)
27	Letter of authorization allowing use of the property from the owner of the property (if applicable)