

City and Borough of Sitka
FY 2017 ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET



Name of Organization: SITKA TRAIL WORKS INC.

AK Certificate of Good Standing #62021D AK DCED Non-Profit Corporations Section
AK Business License #249231 Forestry
AK Business License #291452 Construction
AK Business License #28876 Specialty Contractor – Landscaping, Rough Carpentry

Name of Contact Person: LYNNE BRANDON, EXECUTIVE DIRECTOR
BRIAN HANSON, PRESIDENT

Phone: (907) 747-7244 **Email:** Office: trail@pci.net President: beh@alaska.net

Mailing address: 801 HALIBUT POINT ROAD SITKA, AK 99835

Grant Category: Annual Grant: **Community Development**

Dollars Requested: \$10,000

Match Dollars Committed: \$353,325 in Capital Grant Funding
\$97,222 in Operational Funding
\$450,547

Percentage: **2.2% matching funding from CBS**
(\$10,000/\$450,547)

Sources of Matched Dollars: State of Alaska, US DOT Western Federal Lands, Rasmuson Foundation, Individual and Business Contributions, Earned Income from hikes. (See Bang for the Buck Spreadsheet)

Brief Description of the Purpose of the Grant: The CBS grant will allow Sitka Trail Works to continue partnership work on the local trail system according to the Sitka Trail Plan; this includes capital construction projects, and completion of the annual goals adopted by the Board of Directors in support of the nonprofit mission of Sitka Trail works. The CBS grant is integral to leveraging additional grant funds for local trail maintenance projects.

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

Name: Lynne Brandon

Title: Executive Director

Date: August 7, 2016

Detailed project description overview – Total pts 10

• **What grant category are you applying for?** Community Development – Sitka Trail system maintenance and development according to the goals set forth in the 2003 Sitka Trail Plan to which the City and Borough of Sitka is a MOU partner.

• **What will be done with these funds and who will do it?** The FY 2017 \$10,000 donation made to STW from the CBS Non-Profit Grants fund will be applied to meet the 2016 STW \$97,222 annual budget for operational expenses. The grant will allow STW to continue working to create the projects in the Sitka Trail Plan and will pay for approximately one tenth of the budgeted annual operating expenses (\$97,222). The money will be used for employee expenses for the office staff (Executive Director and Assistant) to fund-raise. The funds will allow the office staff to continue to apply for and leverage additional grant funding. In addition, funds allow for staff to manage and direct development and construction of the Sitka Cross Trail project, continue trail maintenance projects for all Sitka trails, and to achieve the Annual Goals set by the Board. (2016 Annual Goals are attached).

All grant application preparation is paid for by the operating budget. The Recreational Trails program grant required 40 hours of preparation. The Mosquito Cove Trail Maintenance Grant (Alaska State Parks' trail) required 50 hours of grant preparation for the State Funds, and then another 30 hours of work on the US Forest Service Collection Agreements, Work Plans and Budgets. No grant program reimburses time invested in the grant application preparation prior to award. The CBS contribution towards maintaining operational staff is absolutely critical to STW success in demonstrating local support and subsidizing the cost of preparing grant applications and earning new capital funds through these programs. Another example of projects paid from the operations budget is the expense related to the 2016 Volunteer Trail Maintenance Event on the City's Cross Trail.

• **Who will be served? And when?**

All 8,500 Sitka residents and all visitors have access to the trail system and benefit from the trails and pathways. The trails have been planned and built to cover a wide range of users, from the most fit to deconditioned individuals and/or physically challenged. The Alpine Adventure Run, Cross Trail Classic, Sitka Bike and Hike, Sitka Tours and Sitka Sound Ocean Adventures all bring visitors to town and conduct activities on the trail system. SAIL invites seniors on hikes and senior use of the trail system is increasing with the availability of safer places to walk. The projects are on-going and services are provided year round.

• **Has the (Agency) Non-Profit received grants previously?**

*Yes, see table below. Thank you for your support. This has been a great partnership that has yielded great benefits to the community. Please note that in 2011 Sitka Trail Works raised funds and **paid the CBS \$38,000** to cover the 9.03% match requirement for Phase 4 and 5 Cross trail construction.*

	Date	Account	Amount	Balance
	06/30/2006	4130 · Municipal	10,000.00	10,000.00
	07/10/2007	4130 · Municipal	15,000.00	25,000.00
	07/08/2008	4130 · Municipal	10,000.00	35,000.00
	08/25/2009	4130 · Municipal	10,000.00	45,000.00
	08/30/2010	4130 · Municipal	30,000.00	75,000.00
Matching finding for Cross Trail	06/28/2011		-38,000.00	37,000.00
	10/03/2011	4130 · Municipal	10,000.00	45,000.00
	09/16/2012	4130 · Municipal	10,000.00	55,000.00
	09/24/2013	4130 · Municipal	10,000.00	65,000.00
	09/15/2014	4130 · Municipal	8,166.00	73,166.00
	09/15/2015	4130 - Municipal	8,400.00	81,566.00
Total City & Borough of Sitka			81,566.00	81,566.00

Expected Outcomes – total pts. 10

• How will the project be measured as successful?

Community members have seen the new Cross Trail segments from the High School to Yaw Drive and along Yaw to Indian River Road completed in 2015 and the completed segment from Baranof Street to Gavan Hill this year. The new signs were installed, as well as bollards, to allow for motorized access for emergencies and maintenance. Free community hikes, led by STW Board members, will continue. Trail maintenance will continue on Mosquito Cove, Herring Cove, Thimbleberry and Sea Lion Cove trails. The planning process is underway for Phase 6 Cross Trail and a public meeting will be held this fall to solicit community input on the proposed trail alignment.

• What will the tangible community benefit be?

The most obvious benefit is the expanded and improved quality of life. The health and recreation benefits of the trail system to Sitka residents are undeniable. The MAPP community health survey identified Sitka's trail system as contributing to improved health conditions in Sitka's adults.

Sitka has now earned a reputation as a great town for visitors to hike. The February 2015 issue of Alaska Magazine cover feature article, "5 GREAT PORT TOWNS" and listed Sitka FIRST among places to visit. The article extolled Tlingit culture, Russian history, diversified activities and *"easy-access hiking is a big draw in Sitka."* *"Enter the trail system via Baranof Street just a few blocks from downtown... (the trails are) all well marked with quick access back to town. Regardless of your chosen route, you'll walk a fairly level path through forest lands and muskegs. More dedicated hikers can..."* This is the type of recognition Sitka Trail Works has tried to bring to the community since 1999!

• What are some benchmarks during the project that indicate things are going in the right direction?

- The City and Borough completed all agreements with Western Federal Lands that will allow \$250,000 in design funds for Phase 6 of the Cross trail. A contract has been awarded for design. Two million in construction dollars were applied for the Cross Trail Phase 6 through the FLAP program.
- Mosquito Cove will have new trail and the storm damage repair work completed in August 2016.
- Cross Trail and Thimbleberry – Heart Lake Trail storm repairs from the August 18, 2015 rain event were completed.
- A Rasmuson Technology grant is pending to upgrade Sitka Trail Works equipment and technology so we may better serve the community and our membership.



Statement of Need – total pts. 10

• How does this project align with the funding category that you are applying for?

Planning, building and maintaining a beautiful, integrated and diversified trail system for the community of Sitka is truly community development. We are installing low-maintenance recreation infrastructure throughout the community on City, State, BLM, BIHA, National Forest and Mental Health Trust Lands that will serve residents and visitors for many years to come. The trails developed as a result of the community Trail Plan and 2011 Sustainable Outdoor Recreation Plan trail and have resulted in improved quality of life and outdoor recreation, which are values listed as the primary reasons that residents choose to live in Southeast Alaska. Sitka Trail Works helps our community to grow and develop by creating infrastructure to attract visitors and new employees and retain residents.

• **What documented needs does this project address?**

The project supports the goals of the Sitka Trail Plan, a MOU partnership document signed by CBS in 2003. The CBS 2007 Comprehensive Plan has an entire section outlining community goals for trails and the Comprehensive Plan cites, in a number of places, the desire by CBS to support the efforts of Sitka Trail Works:

“2.13.26. To vigorously support the implementation of the... 2003 Sitka Trail Plan and Memorandum of Understanding, and

2.13.34. To recognize and support the unique role of Sitka Trail Works, Inc, a local non-profit membership organization, acting on behalf of local residents that support of the development of the trail system and dedicated to the implementation of the Sitka Trail Plan.”

The City of Sitka Parks and Recreation Committee members support the partnership effort between the City of Sitka and Sitka Trail Works to maintain and construct the Cross Trail. The Cross Trail is one of the two top priorities in their annual ranking of goals.

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

Yes, see attached STW “Bang for the Buck”. When Sitka Trail Works applies for grants and appropriations for trail projects we score highly and compete well because we can prove that the municipality contributes to annual operating support. This is all a critical component and requirement of grants from the Rasmuson Foundation. Their reasoning is; “If the project and organization is not financially supported by the Board members, individuals and the municipality, our Foundation is not willing to contribute.”

Many local trail projects get funded because, in each case, they were held up high as community priorities because they are included in the Sitka Trail Plan, the 2011 Sitka Outdoor Recreation Plan and supported by the City and Borough of Sitka. So thank you...our partnership has been very effective and very good for the community.

The most recent case in point is STW tremendous collaboration with the City Public Works and Parks and Recreation Departments that has resulted in 1.8 million dollars in FY 2014 and 2015 construction funding for the Cross Trail from the Federal Lands Access Program (FLAP). An additional 2014 FLAP grant of \$250,000 was awarded to the City for design of Phase 6 of the Cross Trail, from the Benchlands to Ferry Terminal. The grant application scored very highly because of the community support, presence of the Cross Trail project on the AK DOT STIP, and the demonstrated efficiencies of the collaboration with Sitka Trail Works.



Organizational Capacity – total pts 10

• Track record

Successfully completed Trail Projects include planning, permitting, construction and maintenance of trails, trailhead parking and signs for seventeen trail projects in nineteen years:

Thimbleberry-Heart Lake, Herring Cove, Sea Lion Cove, Path of Hope, Baranof Lake Trail and raised boardwalk, Sitka Cross Trail Phase I through V, new Indian River Trail access, and Fort Rousseau Causeway State Historical Park designation and improvements: restored roads, pathways, building clean up and asbestos abatement. STW collaborated and supported CBS on all 3 Phases of the Sawmill Creek Pathway improvements, including lobbying for supplemental legislative funding.

• Community Support

Sitka Trail Works is very widely supported in the community. During 2015 Sitka Trail Works has received \$46,997 in donations from over 283 member households. The trail users vote with their wallets in support of the trail system. Allen Marine helps us with off-island hikes each year which allows us to net an addition \$5,000 in support.

• Board Attendance – Executive Officer

The nine member board meets monthly (except December) and there has never been a case when a quorum was not present. As a general rule, eight or nine members are usually present and Board members only miss meetings because they are travelling out of town. All the Board members hold full time jobs in the community and attend meeting over their lunch hours and donate at least three weekend days per year to lead the hikes. Attendance at Board meetings is consistently high. Board members receive a written report and board packet prior to each meeting and the President Brian Hanson runs a great meeting. The Sitka Trail Works Director is Lynne Brandon, the former CBS Parks Manager.

• List of Board Members and Officers

President Brian Hanson (Pearson and Hanson Attorney's-at-Law)
Vice President Don MacKinnon (CBS Information Technology)
Secretary Sara Bergendahl (Oceanside Physical Therapy)
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)
Mary Alice Hamberg (Silver Bay Seafoods Accountant)
Jeff Arndt (Licensed Psychologist and Counselor)
Gio Villanueva (SEARHC Physical Therapy)
Dane McFadden (Sitka Sound Science Center)
Deanna Bennett (Sitka Community Hospital)



Completion of Phase 4 and 5 of the Sitka Cross trail during the 2015 - 2016 trail construction season extended this popular non-motorized multiuse pathway from the High School to Yaw Drive with connectors to Baranof Street and Indian River trail head. Two bridges were built and the pathway is capable of supporting 4-wheelers and light trucks, in the event of a tsunami. The vehicle access makes maintenance tasks much easier and less costly.

Budget – total pts. 10

- Statement of assets, revenues, and expenditures for previous year. + **Match Detail (Bang for the Buck) Spreadsheet.**

- Detailed budget for current calendar year (FY 2016), Operating Budget + 2016 Board goals.

- Include itemized list of grants received or pending for prior and current years.

Required Documentation – total pts 10

- Copy of nonprofit documentation (IRS 501c3 designation) – 1st page Compliance Letter from IRS.

- Current State of Alaska nonprofit organization business license – State of AK Certificate of Compliance and Business Licenses.

Sitka Trail Works
Statement of Assets
As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	42,519.88
Accounts Receivable	160,987.95
Other Current Assets	<u>3,127.75</u>
Total Current Assets	206,635.58
Fixed Assets	<u>1,042.71</u>
TOTAL ASSETS	<u><u>207,678.29</u></u>

Sitka Trail Works

Financial Income & Expense

January through December 31, 2015

	Jan - Dec 31, 15
Ordinary Income/Expense	
Income	
4000 · Contributions & Donations (header)	
4010 · Corporate/BusinessContributions	870.00
4030 · Individual Contributions	40,477.00
Total 4000 · Contributions & Donations (header)	41,347.00
4100 · Grants	
4110 · Federal	55,149.56
4120 · State (990 line 1c)	29,616.67
4130 · Municipal (FLAP Reimbursement)	611,709.88
4140 · CBS Nonprofit Organiz Grant (990 line 1a)	8,400.00
Total 4100 · Grants	704,876.11
4200 · Earned Income (header)	
4210 · Fees and Program Service	
4213 · Equipment Rental (Morooka lease fees)	19,212.50
Total 4210 · Fees and Program Service	19,212.50
4220 · Sales	
4223 · Promotional & Educational	5,560.00
4225 · Trail materials	540.00
Total 4220 · Sales	6,100.00
4230 · Membership	
4231 · Households/Individuals/\$20 (990 line 3 & 94)	4,682.00
4232 · Business Dues/\$20 each	1,420.00
Total 4230 · Membership	6,102.00
Total 4200 · Earned Income (header)	31,414.50
4900 · Other Income	
4910 · Interest and dividends	0.39
Total 4900 · Other Income	0.39
Total Income	777,638.00
Gross Profit	777,638.00
Expense	
5000 · Personnel	
5011 · Salaries & Wages	
5012 · Office staff	64,329.50
5013 · Trail crew/other	152,860.00
5011 · Salaries & Wages - Other	810.00
Total 5011 · Salaries & Wages	217,999.50
5100 · Payroll Taxes	
5101 · FICA	14,036.78
5102 · FICAMED	3,282.79
5103 · AK-ESC	6,069.97
Total 5100 · Payroll Taxes	23,389.54
5200 · Fringe Benefits	
5210 · Health Insurance	8,400.00
5221 · Workers Compensation	10,867.00
Total 5200 · Fringe Benefits	19,267.00
Total 5000 · Personnel	260,656.04
6000 · Contractual/Consulting	
6035 · USFS Agreement	11,994.89

Sitka Trail Works

Financial Income & Expense

January through December 31, 2015

	Jan- Dec 31, 15
6010 · Accounting & Audit	2,529.90
6040 · Trail Construction Contract	53,286.00
6060 · Legislative Liason	5,000.00
6000 · Contractual/Consulting - Other	250.00
Total 6000 · Contractual/Consulting	73,060.79
6100 · Travel	
6110 · Travel & Per Diem	1,729.49
6120 · Training & Conferences	5,258.92
6130 · Meetings, Meals, Retreats	2,137.73
Total 6100 · Travel	9,126.14
6200 · Occupancy	
6210 · Facility Lease	70.00
6230 · Communications	1,365.98
6250 · Building Repair & Maintenance	356.95
Total 6200 · Occupancy	1,792.93
6300 · Vehicles & Local Transportation	
6310 · Vehicle lease (990 line 39)	6,620.00
6320 · Gas & Oil	261.76
6330 · Vehicle Repairs and Maintenance	22.03
6340 · Vehicle Insurance	264.00
Total 6300 · Vehicles & Local Transportation	7,167.79
6500 · Supplies	
6510 · Office Supplies	2,369.21
6520 · Ed/Promo Program supplies	1,977.72
6530 · Printing	4,625.70
6540 · Postage	901.09
6550 · Trail Program Supplies	
6558 · Safety Gear	408.78
6551 · Tools & Equipment	2,180.66
6552 · Freight/shipping	1,183.59
6553 · Fuel/oil	69.40
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew su...	89,585.97
6556 · Other trail project expenses	8,027.92
6550 · Trail Program Supplies - Other	460.75
Total 6550 · Trail Program Supplies	101,917.07
6500 · Supplies - Other	2,756.40
Total 6500 · Supplies	114,547.19
6600 · Equipment lease and repair	
6615 · Construction Equip Lease (Hourly, daily or weekly rates)	287,513.75
Total 6600 · Equipment lease and repair	287,513.75
6700 · Insurance/Other	
6710 · Marketing & Advertising	
6715 · Website (Website design, hosting, CC processing)	854.50
6710 · Marketing & Advertising - Other	319.32
Total 6710 · Marketing & Advertising	1,173.82
6720 · Insurance	4,552.89
6730 · Dues/Subscriptions/Fees/Permits	4,693.20
Total 6700 · Insurance/Other	10,419.91
7000 · Grant & contract expense (header)	1,053.98
7100 · Depreciation	1,649.00
Total Expense	766,987.52

Sitka Trail Works
Financial Income & Expense
January through December 31, 2015

	Jan- Dec 31, 15
Net Ordinary Income	10,650.48
Other Income/Expense	
Other Income	
8290 · Management Fee CBS/FLAP (5% per CBS LOA for the FLAP)	29,129.04
6793 · Indirect Program Allocation (Fee for services)	5,148.44
Total Other Income	34,277.48
Other Expense	
9075 · Management Fee expense CBS/FLAP (5% Project Management fee ...	29,129.04
9111 · Indirect Program Allocation Fee (Fee for services MOA/CBS)	5,148.44
Total Other Expense	34,277.48
Net Other Income	0.00
Net Income	10,650.48

2016
BUDGET

Income

4000 - Contributions & Donations	
4010 - Corp/Bus Contr	\$600
4020 - Private Foundation	
4030 - Individual Contributions	\$30,000
Benches (2)	\$10,000
4040 - Board	\$3,200
Total 4000 - Contribs & Dons	\$43,800
4100 - Grants	
4130 - Municipal (CBS,FS,DNR, FLAP)	\$8,400
Total 4100 - Grants	\$8,400
4200 - Earned Income	
4210 - Fees / Program Service	\$0
4213 - Equipment Rental	\$0
Total 4210 - Fees & Prog Serv	\$0
4220 - Sales	
3447 4223 - Allen Marine Hikes	\$6,000
4225 - Firewood	\$0
Total 4220 - Sales	\$6,000
4230 - Membership	
4231 - Households	\$5,000
4232 - Business Dues	\$1,000
Total 4230 - Membership	\$6,000
4240 - Special Event	\$0
Total 4200 - Earned Income	\$20,400
4900 - Other Income	
4910 - Interest and dividends	\$342
4915 - Administrative Recovery	\$25,000
Total 4900 - Other Income	\$25,342
4990 - Uncategorized Income (Savings)	\$7,680
Total Income	\$97,222

Expense

5000 - Personnel	
Total 5011 - Salaries & Wages	\$55,120
5100 - Payroll Taxes	
Total 5100 - Payroll Taxes	\$7,284
Total 5200 - Fringe Benefits	\$11,100
Total 5000 - Personnel	\$73,504

6000 · Non-Personnel Expenses	
Total 6000 · Contractual/Consulting	\$3,270
Total 6100 ·	
Travel	\$1,250
Total 6200 · Occupancy	\$1,500
Total 6300 · Vehicles & Local Transportation	\$5,198
Total 6500 · Supplies	\$10,500
Total 6600 · Equipment lease and repair	\$0
Total 6700 · Other	\$2,000
Total 6000 · Non-Personnel Expenses	\$23,718

Total Expense	\$ 97,222
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SOURCES OF MATCHED DOLLARS DETAIL - "BANG FOR THE BUCK CALCULATIONS" - For Sitka Trail Works, Inc.				
HOW \$10,00 from CBS LEVERAGES \$353,325 IN CAPITAL FUNDING AND \$92,350 IN ADMINISTRATIVE FUNDING				
CAPITAL PROJECT MATCH				
Purpose	Source Agency and % Match Requirement	Grant Funding (New money to Sitka, not General Fund)	Match Requirement (Provided by STW and Trail Plan partners)	Non General Fund capital for trail construction and maintenance and support projects (TOTAL)
Rasmuson Technology Upgrade	Rasmuson Foundation	\$ 8,770	\$ 3,250	\$ 12,020
Recreational Trails Program for Herring Cove Storm Damage 2016	State of AK 25%	\$ 39,771	\$ 10,044	\$ 49,815
State Storm Disaster Repairs	State of AK/CBS	\$ 41,490	\$ -	\$ 41,490
Federal Lands Access Program to CBS for Cross Trail Phases 4 and 5. Reimbursements through July 30 2015	WFL-DOT 9.03%	\$ 227,425	\$ 22,575	\$ 250,000
Total				\$ 353,325
City and Borough of Sitka 2016 General Fund Donation to Sitka Trail Works of \$10,000		\$353,325 / \$10,000	35 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS realizes \$35 in trail construction and maintenance revenues.	
NON PROFIT ORGANIZATION MATCH				
Purpose 2016 Budget	Source Agency	Funding raised by STW from hikes, donations, etc.	Match provided by CBS General Fund Nonprofit Organization Fund	STW 2016 Administravie Budget (TOTAL)
To continue Sitka Trail Works as a model no profit organization through Board support, community outreach and supportive partnership and to complete the 2016 Annual Objectives list to create, maintain and promote the Sitka Trail system.	City and Borough of Sitka	\$88,822	\$8,400	\$97,222
City and Borough of Sitka 2016 General Fund Donation to Sitka Trail Works of \$8,400		\$88,822 / \$8,400	11 to 1 Benefit to Cost ratio. For every \$1 CBS donates, CBS realizes \$11 in support for the the STW Non Profit Corporation.	

SITKA TRAIL WORKS 2016 GOALS AND OBJECTIVES

	CREATE
	Extend the 2003 Trail Plan through 2021
	MOU agreement document signed with partners
	Cross Trail Phase VI Kramer to Ferry Terminal
	Design Phase - Works with CBS on FLAP Grant - RFP
	MAINTAIN
	Mosquito Cove Trail Repair - RTP grant
	2016 Maintenance Plan with CBS and USFS
	Trail repair project with USCG Chiefs
	Mosquito Cove Trail Maintenance Plan
	Membership based Trail Maintenance opportunities
	Cross Trail Clearing and Maintenance
	PROMOTE
	Publish Activities calender and free guided Saturday Hikes
	Computer Mapping of Trails added to website
	National Trails Day June 4th
	Resources: Human and Financial (quantity)
	Focus of Goal: FUNDING
	Apply to CBS Non Profit Grants Program for \$10,000 Operational Support
	Raise \$20,000 in local donations for operations; sale of 2 benches
	Earn revenue through Bench sales and Equipment Leases
	Focus of Goal: HUMAN
	Increase membership to 300 (230 in 2015)
	Install distance markers on the trails to promote trails for health purposes
	Initiate a plan to do a drone trail log with a high definition cam
	Additional computer mapping on the website with Google Earth and National Geographic mapping.
	Determine strategies to increase membership
	1st Aid and CPR training for Board and staff
	Internal Capacity (quality)
	Foraker training for new Board members
	Focus of Goal: OPERATIONS
	File 2015 IRS 990 for STW
	Submit timely , accurate grant reports
	Focus of Goal: BOARD
	Lead 14 hikes for community members and visitors
	Board Members will interact with and educate public when out on the trail system
	Focus of Goal: STAFF
	Foraker Strategic Planning or Sustainability Assessment for Board,
	Attend Leadership Summit and Trails Conference
	Focus of Goal: FACILITIES/OPERATIONS
	Thoroughly clean office, purge old files and tool shed
	External Relationships- Marketing/Communications/Reputation
	Focus of Goal: PARTNERSHIPS/REPUTATION
	Serve on USFS RAC Committee
	Schedule Board Meetings with new Assembly Members in March
	Goal: MARKETING/COMMUNICATION
	Publish Fall Newsletters
	Rebuild the website and FACEBOOK page 732 Friends on FB
	Increase visibility of STW in Community
	Increase advertising and PSA's
	Give Presentations to Rotary, Chamber
	Board members develop elevator speeches
	Develop printed materials that explain who & what STW
	Communicate economic benefits in public forums

Itemized list of grants received or pending for prior and current years.

Current grants secured by Sitka Trail Works

\$49,815 2016 Recreational Trails Program grant for Alaska State Parks Mosquito Cove Trail repairs
\$12,020 Rasmuson Tier One Technology Grant
\$250,000 in FLAP Cross Trail Phase 6 planning and design funding to CBS as a result of the partnership between the City, STW and the US Forest Service Sitka Ranger District.
\$2,000,000 2016 FLAP Phase 6 Cross Trail construction grant - pending

Previous Grants secured by Sitka Trail Works:

Rasmuson Foundation:

\$18,000 Cross trail grant
\$170,000 Herring Cove Trail and Trailhead parking area
\$168,000 Thimbleberry Heart Lake Trail
\$10,000 Technology grant, \$20,000 Equipment grant, \$18,000 Cross Trail matching funding

Federal Earmarks:

\$850,000 WWII Causeway and multiuse trail (Cross Trail). Awarded in 2008 and completely spent.

Alaska Trail Initiative:

\$422,000 Sitka Trail Plan Projects awarded in 2006 and completely spent.
\$130,000 for WWII Causeway

Other:

1.9 million Federal Lands Access funding for construction of the Cross Trail, in partnership with CBS, US Forest Service and US Forest Service
\$67,000 USFS RAC funding for Cross Trail demolition of old boardwalk, steps, etc.
\$49,000 2015 AK DNR Recreation Trails Program for Herring Cove storm repairs
\$50,000 AK DNR Recreational Trails Program for Cross Trail upgrade near High School
\$70,000 NOAA for Sea Lion Cove
\$262,000 USFS Centennial of Service Grant Herring Cove Trail
\$137,000 Outfitter/Guide fees for Herring Cove Trail

Matching funding campaigns:

STW recently coordinated a successful effort to raise an \$84,000 local match to leverage an additional \$800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.

In 2013 STW raised \$12,000 in matching funding for the FLAP program.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 26 1999

SITKA TRAIL WORKS INC.
403 LINCOLN ST STE 210
SITKA, AK 99835

Employer Identification Number:

DLN:

Contact Person:

RON GARBER

ID# 95008

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Addendum Applies:

No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

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SITKA TRAIL WORKS INC.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form

Letter 947 (DO/CG)

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SITKA TRAIL WORKS INC.

990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

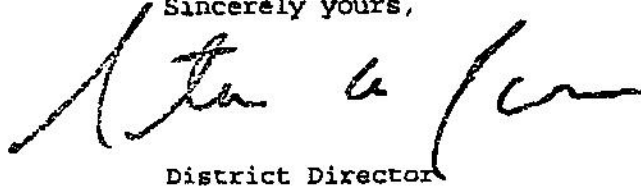
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Letter 947 (DO/CG)

Alaska Entity #62021D

State of Alaska
Department of Commerce, Community, and Economic
Development
Corporations, Business, and Professional Licensing

Certificate of Compliance

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, and custodian of corporation records for said state, hereby issues a Certificate of Compliance for:

SITKA TRAIL WORKS, INC.

This entity was formed on May 29, 1997 and is in good standing. This entity has filed all biennial reports and fees due at this time.

No information is available in this office on the financial condition, business activity or practices of this corporation.



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective July 22, 2015.

Chris Hladick
Commissioner

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 TRAIL WORKS, INC

801 HALIBUT POINT ROAD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 24, 2014 through December 31, 2016
for the following line of business:

11 - Agriculture, Forestry, Fishing and Hunting



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

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

Chris Hladick

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 TRAIL WORKS, INC

801 HALIBUT POINT RD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

July 22, 2015 through December 31, 2016

for the following line of business:

23 - Construction



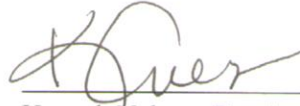
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

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

Chris Hladick

CBS Liabilities Form

- Property Tax



Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



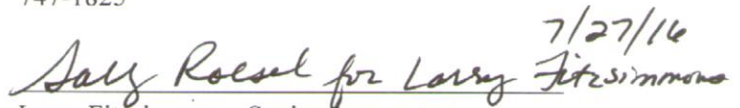
Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



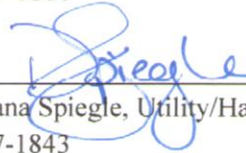
Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note

 7/27/16

Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.