

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Community Land Trust

Alaska State Business License Number (if applicable): 928116

Name of Contact Person: Mim McConnell

Phone: 738-2888 Email: sitkacolt@gmail.com

Mailing address: PO Box 6461, Sitka, AK 99835

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

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

Dollars Requested: \$10,000

Match Dollars Committed: \$10,000 Percentage: 100%

Sources of Matched Dollars: Wells Fargo, First Bank, Northrim Bank, Venneberg Insurance

Brief Description of the Purpose of the Grant: _____

Building and selling 7 affordable houses

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

Name: Mim McConnell

Title: Executive Director

Date: 8/23/17

City and Borough of Sitka
General Fund Grants For Non-profit Organizations

Applicant: Sitka Community Land Trust

Detailed project description overview (one page only) – total pts 10

☐ *What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?*

Community Development

☐ *What will be done with these funds?*

Provide a partial match for the Catholic Campaign for Human Development (CCHD) grant that was awarded July 1, 2017. The CCHD (and CBS) funds will be used for SCLT operations which include

- Raise matching funds for two part time salaries (Executive Director and Project Manager)
- Organization Development
 - Strengthen board through diverse membership
 - Enlist three new board members, with one that is low-income
 - Raise funds
 - \$36,000+ for operating and staff expenses
- Select homebuyers for new properties
- Implement homeownership support and education program
- Build 3 Halibut Point Cottages
- Contract with a developer
- Sell parking lot
- Hire consultant for developing a fundraising strategy
- Hold board development training with Foraker
- Resolve environmental contamination and associated issues
- Executive Director and Board member to attend annual Grounded Solutions Network Conference in October 9-13, 2017 in Oakland, CA

☐ *Who will do it?*

Mim McConnell, Executive Director and Randy Hughey, Project Manager

☐ *Who will be served?*

The community of Sitka will be served, with low to moderate-income residents being the primary target of SCLT services.

☐ *When will this service be provided?*

July 1, 2017-June 30, 2018

☐ *Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?*

- 2012, one for \$1,776.08
- 2014, two grants, \$2,667 and \$7,500
- 2015, one for \$3,300

Expected Outcomes (one page only) – total pts 10

☐ *How will the project be measured as successful?*

- 7 homes will be built on uncontaminated soil and sold at the Halibut Point Cottages property
- Part time salaries for the two employees will be fully paid

- The board of directors will have three low-income members and will have undergone board training
- A fundraising strategy will be in place
- Homeownership support and education programs will be identified
- Parking lot will be sold to Pet's Choice
- Two people will attend the annual industry conference

☐ *What will the tangible community benefit be?*

Seven households who are now renting will be homeowners, building equity, and paying property taxes.

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

- Plat showing 7 lots will be recorded: Fall, 2017.
- Dirt work will be completed with clean fill on top: Fall, 2017.
- Contractor will be hired: Fall, 2017.
- Foraker class will be completed: Fall, 2017.
- Parking lot will be sold Fall: 2017.

Statement of Need (one page only) – total pts 10

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

Creating affordable housing is a vital part of community development in Sitka.

☐ *What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?*

The work being done on the Sitka Comprehensive Plan is the most recent documentation of the need for affordable housing.

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

The CCHD grant requires a 100% match. The grant amount is \$43,500.

Organizational Capacity (one page only) – total pts 10

☐ *Track record (this or similar project delivery and management)*

The SCLT has received and successfully administered grants from various organizations, besides CBS, including the Rasmuson Foundation (3), the Sitka Charitable Trust (1), Alaska Community Foundation (1, with one recently awarded), National Community Land Trust Network (1) and Wells Fargo (2).

☐ *Community Support*

The public has been showing its support by donating funds, attending open house events, favorably commenting on Facebook posts, inquiring about the program at events, at the AHFC HomeChoice classes, submitting applications, and calling for more information.

☐ *Board Attendance*

SCLT has a 9-member board but the largest it has been in 2017 is 7 members. Average attendance over 9 meetings in 2017 is 65%. Two of the meetings have had 100% attendance.

☐ *List of Board Members and Officers*

Doug Osborne, Acting President	James Poulson
Lillian Owens, Treasurer	Erin Matthes
Josh Houston, Secretary	Blossom Twitchell

Budget – total pts 10

- ☐ Statement of assets, revenues, and expenditures for previous year. *See attached*
☐ Detailed budget for current year, including funds for this project. *See attached*
☐ Include itemized list of grants received or pending for prior and current years.

Year	Funder	Grant Amt
2017		
	Catholic Campaign for Human Development (CCHD)	43,500
	Wells Fargo	3,000
	ACF	2,750
2016		
	Rasmuson Foundation	234,000
	Sitka Charitable Trust	1,875
	Wells Fargo	7,000
2015		
	Alaska Community Foundation	7,400
	City and Borough of Sitka	3,300
	Rasmuson Foundation	21,000
2014		
	City and Borough of Sitka	2,667
	City and Borough of Sitka	7,500
	Rasmuson Foundation	20,500
2013		
	National Community Land Trust Network	5,000
2012		
	City and Borough of Sitka	1,776

Required Documentation – total pts 10

- ☐ Copy of nonprofit documentation such as IRS 501c3 designation. *See attached*
☐ Current State of Alaska nonprofit organization business license. *See attached*
☐ CBS Liabilities Form *See attached*

Please submit **one original** and **one electronic copy** of your application, including summary sheet, fastened by clip or staple. Type the application using size 10-12 font. *Submit only material requested.*

1:52 PM

01/30/17

Accrual Basis

Sitka Community Land Trust

Balance Sheet

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · Northrim Checking	8,726.69
1100 · Northrim Savings	100.10
Total Checking/Savings	8,826.79
Total Current Assets	8,826.79
Fixed Assets	
1306 Halibut Point Road	324,200.00
Total Fixed Assets	324,200.00
Other Assets	
Due from Kelly Pellett	78,100.00
Total Other Assets	78,100.00
TOTAL ASSETS	411,126.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	203.21
Total Accounts Payable	203.21
Other Current Liabilities	
2400 · Payroll Liabilities	
941 FICA/FWT	236.00
SUI	63.50
Total 2400 · Payroll Liabilities	299.50
Total Other Current Liabilities	299.50
Total Current Liabilities	502.71
Total Liabilities	502.71
Equity	
Unrestricted Net Assets	87,308.28
Net Income	323,315.80
Total Equity	410,624.08
TOTAL LIABILITIES & EQUITY	411,126.79

Sitka Community Land Trust

Income Statement

January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
4000 · Grant Income	12,075.00
4100 · Donation Income	
Board Donations	1,325.00
Donation of Land (non-cash)	324,200.00
Over \$500	9,500.00
4100 · Donation Income - Other	1,550.00
Total 4100 · Donation Income	336,575.00
4300 · Application Fee	25.00
Total Income	348,675.00
Expense	
100 · PERSONNEL EXPENSE	
110 · Payroll Tax Expense	1,120.80
120 · Director Salary	12,000.00
140 · Worker's Comp Insurance	-133.00
Total 100 · PERSONNEL EXPENSE	12,987.80
200 · TRAVEL	
220 · Board/Staff Training	1,056.00
200 · TRAVEL - Other	441.10
Total 200 · TRAVEL	1,497.10
300 · FACILITY EXPENSE	
310 · Office Rent	150.00
Total 300 · FACILITY EXPENSE	150.00
400 · SUPPLIES	
410 · Office	
Credit Card Discount Fee	5.98
411 · Postage, Shipping & PO Box Rent	192.46
410 · Office - Other	193.63
Total 410 · Office	392.07
400 · SUPPLIES - Other	41.85
Total 400 · SUPPLIES	433.92
600 · OTHER EXPENSE	
610 · Advertising/Printing	573.75
620 · Insurance	
625 · D&O	1,000.00
626 · Liability	810.00
Total 620 · Insurance	1,810.00
650 · Dues & Memberships	400.00
660 · Legal & Professional Services	
665 · Accounting	2,052.59
667 · Professional Fees	72,613.47
660 · Legal & Professional Services - Other	187.50
Total 660 · Legal & Professional Services	74,853.56
670 · Special Projects	88.17
690 · Taxes, Licenses & Permits	140.00
Total 600 · OTHER EXPENSE	77,865.48
Total Expense	92,934.30

Sitka Community Land Trust
Income Statement
January through December 2016

	Jan - Dec 16
Net Ordinary Income	255,740.70
Other Income/Expense	
Other Income	
Interest Income	0.10
Total Other Income	0.10
Net Other Income	0.10
Net Income	255,740.80

	GF 2017	2017 revised	2017 Actual (7/2017)	2018	2019
Ordinary Income/Expense					
Income					
Carry over from previous year				4,350.00	67,700.00
4000 • Grant Income	8,000.00	34,500.00		53,500.00	55,000.00
4100 • Donation Income					
4101 • Board Donations	900.00	900.00	355.00	900.00	900.00
4103 • Over \$500	10,000.00	10,000.00	7,500.00	10,000.00	24,000.00
4100 • Donation Income - Other	5,000.00	4,000.00	262.50	5,000.00	5,000.00
Total 4100 • Donation Income	15,900.00	14,900.00	8,117.50	15,900.00	29,900.00
4200 • Application Fee	200.00	200.00		300.00	400.00
4600 • Developer's Fee	36,000.00			75,000.00	45,000.00
4700 • Lease Fee	600.00	600.00		2,400.00	7,800.00
4800 • Maintenance Fee (asset)	300.00	300.00		1,200.00	3,900.00
Rental Income				2,000.00	12,000.00
Total Income	61,000.00	50,500.00	8,117.50	148,300.00	142,000.00
Expense					
5000 • PERSONNEL EXPENSE					
5005 • Director Salary	8,500.00	16,500.00	7,000.00	18,000.00	20,000.00
5010 • Payroll Tax Expense	5,400.00	5,400.00	648.20	8,000.00	8,000.00
5040 • Worker's Comp Insurance	600.00	600.00	208.00	550.00	700.00
Property Development Manager		13,500.00		27,000.00	30,000.00
Stewardship Coordinator Salary				9,600.00	12,000.00
Total 5000 • PERSONNEL EXPENSE	14,500.00	36,000.00	7,856.20	63,150.00	70,700.00
5200 • TRAVEL					
5220 • Board/Staff Training	2,000.00	2,000.00	-200.00	3,000.00	3,000.00
5200 • Travel - Other			41.98		
Total 200 • TRAVEL	2,000.00	2,000.00	-158.02	3,000.00	3,000.00
5410 • OFFICE					
5415 • Credit Card Discount Fee			12.40		
5420 • Postage, Shipping & PO Box Rent	160.00	160.00	166.00	170.00	180.00
5425 • Bank Fees			29.00		
5410 • Office - Other	340.00	340.00		130.00	135.00
Total 5410 • OFFICE	500.00	500.00	207.40	300.00	315.00

Mim McConnell:
CBS: \$3,000
First Bank: \$5,000

Mim McConnell:
CBS: \$10,000
CCHD: \$21,750 -
not received yet
ACF: \$2,750

Mim McConnell:
CBS: \$10,000
CCHD: \$43,500

Mim McConnell:
CBS: \$10,000
CCHD: \$45,000

Mim McConnell:
5 homes built in
2018

Mim McConnell:
3 homes built on
adjacent lots on
HPR

Mim McConnell:
2 house sales

	GF 2017	2017 revised	2017 Actual (7/2017)	2018	2019
5600 · ADVERTISING & PROMOTION					
5615 · Web Site Maintenance	100.00	100.00	18.95	100.00	100.00
5600 · Advertising & Promotion - Other	500.00	500.00	65.10	600.00	700.00
Total 5600 · ADVERTISING & PROMOTION	500.00	500.00	84.05	600.00	700.00
5620 · INSURANCE					
5621 · Liability	810.00	810.00		810.00	810.00
5625 · D&O	1,000.00	1,000.00	1,100.00	1,000.00	1,000.00
5620 · Insurance - Other			555.00		
Total 5620 · INSURANCE	1,810.00	1,810.00	1,655.00	1,810.00	1,810.00
5650 · DUES & MEMBERSHIPS	2,500.00	2,500.00	100.00	2,500.00	2,500.00
5660 · LEGAL & PROFESSIONAL SERVICES					
5665 · Accounting	2,200.00	2,200.00	7,700.00	7,700.00	7,700.00
5666 · Legal	500.00	500.00		700.00	1,000.00
5667 · Legal & Professional Services - Other			612.50	700.00	700.00
Total 5660 · LEGAL & PROFESSIONAL SERVICES	2,700.00	2,700.00	8,312.50	9,100.00	9,400.00
5690 · TAXES, LICENSES & PERMITS	140.00	140.00		140.00	140.00
Total Expense	24,650.00	46,150.00	18,057.13	80,600.00	88,565.00
Net Ordinary Income	36,350.00	4,350.00	-9,939.63	67,700.00	53,435.00
Other Income/Expense					
Other Income					
Interest Income			<u>0.01</u>		
Net Other Income	0.00	0.00	0.01	0.00	0.00
Net Income	36,350.00	4,350.00	-9,939.62	67,700.00	53,435.00

In-Kind Donations (i.e. land)

325,000.00

466,300.00

Mim McConnell:
Homekeeper
software: \$2,200
Association fees:
\$300

Mim McConnell:
audit and Form
990: \$5,500
bookkeeping:
\$2,200

Mim McConnell:
1306 HPR land

Mim McConnell:
Future donations of
CBS land Lot 1410:
\$225,400 + Lot
1414: \$240,900

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

DEPARTMENT OF THE TREASURY

Date:

AUG 04 2008

SITKA COMMUNITY DEVELOPMENT
CORPORATION
C/O TAMBI CALVERT
PO BOX 6461
SITKA, AK 99835-0000

Employer Identification Number:

DLN:

Contact Person:

L. WAYNE BOTHE

ID# 31462

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990 Required:

Yes

Effective Date of Exemption:

October 26, 2006

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2010

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

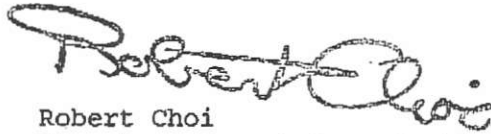
Letter 1045 (DO/CG)

-2-

SITKA COMMUNITY DEVELOPMENT

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is stylized with a large, looping initial "R" and a cursive "C".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Part X Public Charity Status (Continued)


- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒ 7-12-07
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☒ 7-12-07
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive** ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☒

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization


(Signature of Officer, Director, Trustee, or other authorized official)

Linda Brandt

(Type or print name of signer)

President

(Type or print title or authority of signer)

7-12-2007
(Date)

For IRS Use Only



IRS Director, Exempt Organizations

AUG 04 2008
(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____ ☐

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box. ☐

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☒ No

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 COMMUNITY DEVELOPMENT CORPORATION

PO BOX 6461 SITKA AK 99835

owned by

SITKA COMMUNITY DEVELOPMENT CORPORATION

is licensed by the department to conduct business for the period

October 09, 2015 through December 31, 2017

for the following line of business:

62 - Health Care and Social Assistance



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

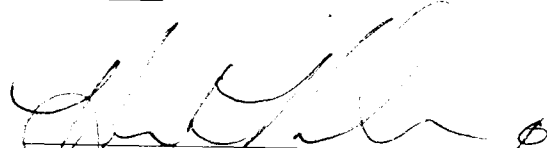
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Chris Hladick


Organization Name: Siika Community Land Trust

CBS Liabilities Form

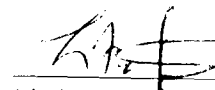
- Property Tax


Hannah Nelson, Tax Accountant
747-1853

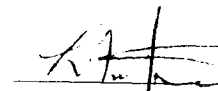
- Sales Tax

 NOACCT ✓
Hillary Nutting, Accounting Clerk
747-1840

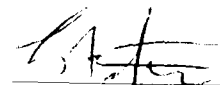
- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spiegle, Utility/Harbor Billing Clerk
747-1843

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

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