


★ Right now, the official U.S. time is:

**08:25:29 a.m.**

12-hr 24-hr

Wednesday, August 15, 2018  
Alaska Time (DST)  
Corrected for network delay 70 ms

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Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Rec'd by: Renee Wheat

Date: 8-15-18

Time: 8:25 a.m.

From: Sitka Community Land Trust

For: FY19 Non-Profit Grant

**Annual Grants from General Fund  
Summary Sheet**

**Organization:** Sitka Community Land Trust

**Tax ID#** 35-2292107

**Contact for this grant:** Randy Hughey, 738-2999, PO Box 6461, Sitka  
[randywhughey@gmail.com](mailto:randywhughey@gmail.com)

**Category:** Community Development

**Dollars Requested:** \$7,000

**Match Dollars Committed:** \$3,500, from local donations      **Percentage:** 30%

**Brief Description of the purpose of the grant:** site work, clean fill, and surface treatments on the Old City Shops property. The Rasmuson Grant had funding for landscaping and contingency which would have paid for this work but was used to deal with contaminated soil.

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

**Signature:** Randy Hughey (signature on paper copy)

**Title:** Project Manager      August 8, 2018

## **City and Borough of Sitka Grants to Non-profits**

### **Project Description**

This is a *Community Development Category* application.

The Sitka Community Land Trust (SCLT) is seeking funding to complete the site work necessary to build a neighborhood of small houses on The Old City Shops property. The building sites consist largely of rocky fill. In order to contour the sites appropriately and to properly insulate the underground utilities we need to add rock fill and surface treatments. The surface treatments will be gravel or topsoil as appropriate. Had we not found contaminated soil and expended our budget in remediation, this work would have been paid for from our Rasmuson Grant.

The SCLT development of cottages on the Old City Shops – what we now call the Halibut Point Cottages - has now been held up for a year and two months as we have worked to raise money to pay for the treatment of contaminated soil found on the site. By the end of August, the last of the contaminate will have been treated or removed. SCLT will then be back to our mission: providing affordable home ownership options for Sitka.

The work will be completed by a local excavation contractor who has not yet been selected. We will complete this work by the end of 2018.

We received funding from CBS in 2014 (\$2,667, \$7,500) and 2015 (\$3,300)

### **Expected outcome**

We will provide a level, properly contoured site for the construction of a neighborhood of small homes.

### **Statement of need**

The need for affordable housing for families is well documented. The Sitka Community Land Trust is attempting to demonstrate a particular model of home ownership which we believe fits the circumstance of Sitka quite well. This grant application will advance this cause.

### **Organizational Capacity**

We received a \$234,000 tier 2 Rasmuson Grant for site development on the Old City Shops. We have created a subdivision and installed the utilities to the seven small lots of the Planned Unit Development. We have raised the money to pay for most of the cost of remediating a site contaminated by others over several decades. And, despite many setbacks, we are still here working on the problem of affordable housing. We certainly have the capacity to complete the activities of this grant.

## SCLT Board Members

Our board members are Doug Osbourne, President, Ryan Gluth, Vice President, Lillian Owens, Treasurer Josh Houston, Secretary, James Poulson, and Deb Miller. Our Executive Director is Mim McConnell and our Project Manager is Randy Hughey.

## Project Budget

Work to complete the necessary site prep and surface treatment of Halibut Point Cottages neighborhood

	Cu Yds		Price/Yd		Total
Rock Fill - 6" minus	300	\$	20.00	\$	6,000.00
Delivery/10 yds	30	\$	65.00	\$	1,950.00
Surface Treatment	30	\$	100.00	\$	3,000.00
total				\$	10,950.00

DRAFT-SCLT FY17-18-19 General Fund Budget

	2016	2016 Actual (10/2016)	2017	2018	2019	
Ordinary Income/Expense						
<b>Income</b>						
<b>4000 · Grant Income</b>	<b>10,000.00</b>	<b>5,000.00</b>	<b>285,500.00</b>	<b>327,500.00</b>	<b>60,000.00</b>	includes CCHD and Rasmuson
4100 · Donation Income						
Board Donations	900.00	850.00	900.00	900.00	900.00	
Over \$500	10,000.00		10,000.00	10,000.00	10,000.00	
4100 · Donation Income - Other	5,000.00	10,250.00	5,000.00	5,000.00	5,000.00	
<b>Total 4100 · Donation Income</b>	<b>15,900.00</b>	<b>11,100.00</b>	<b>15,900.00</b>	<b>15,900.00</b>	<b>15,900.00</b>	
4200 · Fundraising Income						
4300 · Application Fee	200.00		200.00	300.00	400.00	
Developer's Fee			3,000.00	15,000.00	9,000.00	
Lease Fee	300.00		600.00	2,400.00	7,800.00	
Maintenance Fee (asset)	150.00		300.00	1,200.00	3,900.00	
In-Kind Donations (i.e. land)			325,000.00	466,300.00		(G15: Lot 1410: \$225,400 + Lot 1414: \$240,900)
<b>House Sales</b>			<b>15,000.00</b>	<b>75,000.00</b>	<b>45,000.00</b>	(1 house sale 2017, 5 in 2018, 3 in 2019)
Rental Income				2,000.00	12,000	
<b>Total Income</b>	<b>26,550.00</b>	<b>16,100.00</b>	<b>630,500.00</b>	<b>828,600.00</b>	<b>97,000.00</b>	
<b>Expense</b>						
<b>100 · PERSONNEL EXPENSE</b>						
110 · Payroll Tax Expense	1,038.00	653.80	2,000.00	3,000.00	3,000.00	
120 · Director Salary	12,000.00	7,000.00	15,000.00	18,000.00	20,000.00	(as responsibilities increase, so does pay)
Development Coordinator Salary			12,000.00	18,000.00	20,000.00	"
Stewardship Coordinator Salary				9,600.00	12,000.00	"
140 · Worker's Comp Insurance	230.00	-131.00	460.00	690.00	725.00	
<b>Total 100 · PERSONNEL EXPENSE</b>	<b>13,268.00</b>	<b>7,522.80</b>	<b>29,460.00</b>	<b>49,290.00</b>	<b>55,725.00</b>	
<b>200 · TRAVEL</b>						
220 · Board/Staff Training	0.00	1,056.00	3,000.00	3,000.00	3,000.00	
<b>Total 200 · TRAVEL</b>	<b>0.00</b>	<b>1,056.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	
<b>400 · SUPPLIES</b>						
410 · Office						
Credit Card Discount Fee						
411 · Postage, Shipping & PO Box Rent	187.00	160.00	160.00	170.00	180.00	
412 · Bank Fees						
410 · Office - Other	120.00	124.78	125.00	130.00	135.00	



## DRAFT-SCLT FY17-18-19 General Fund Budget

<b>Total 410 • Office</b>	<b>307.00</b>	<b>284.78</b>	<b>285.00</b>	<b>300.00</b>	<b>315.00</b>	
<b>400 • SUPPLIES - Other</b>		<b>41.85</b>				
<b>Total 400 • SUPPLIES</b>	<b>307.00</b>	<b>326.63</b>	<b>300.00</b>	<b>350.00</b>	<b>400.00</b>	
<b>600 • OTHER EXPENSE</b>						
610 • Advertising/Printing						
615 • Web Site Maintenance	0.00		100.00	100.00	100.00	
610 • Advertising/Printing - Other	300.00	303.75	500.00	600.00	700.00	(more advertisements)
<b>Total 610 • Advertising/Printing</b>	<b>300.00</b>	<b>303.75</b>	<b>600.00</b>	<b>700.00</b>	<b>800.00</b>	
620 • Insurance						
625 • D&O	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
626 • Liability	800.00	810.00	810.00	810.00	810.00	
<b>Total 620 • Insurance</b>	<b>1,800.00</b>	<b>1,810.00</b>	<b>1,810.00</b>	<b>1,810.00</b>	<b>1,810.00</b>	
630 • Fund Raising Expense	0.00					
650 • Dues & Memberships	2,500.00	300.00	2,500.00	2,500.00	2,500.00	
660 • Legal & Professional Services						
665 • Accounting	3,000.00	1,748.09	2,200.00	2,500.00	2,700.00	
667 • Professional Fees	800.00		500.00	700.00	1,000.00	
<b>Total 660 • Legal &amp; Professional Services</b>	<b>3,800.00</b>	<b>1,748.09</b>	<b>2,700.00</b>	<b>3,200.00</b>	<b>3,700.00</b>	
690 • Taxes, Licenses & Permits						
Property Tax	0.00					
690 • Taxes, Licenses & Permits - Other	140.00	140.00	140.00	140.00	140.00	
<b>Total 690 • Taxes, Licenses &amp; Permits</b>	<b>140.00</b>	<b>140.00</b>	<b>140.00</b>	<b>140.00</b>	<b>140.00</b>	
699 • Meeting Expense	0.00					
<b>Total 600 • OTHER EXPENSE</b>	<b>8,540.00</b>	<b>4,301.84</b>	<b>7,750.00</b>	<b>8,350.00</b>	<b>8,950.00</b>	
<b>Total Expense</b>	<b>22,115.00</b>	<b>13,207.27</b>	<b>40,510.00</b>	<b>60,990.00</b>	<b>68,075.00</b>	
<b>Net Ordinary Income</b>	<b>4,435.00</b>	<b>2,892.73</b>	<b>589,990.00</b>	<b>767,610.00</b>	<b>28,925.00</b>	
<b>Other Income/Expense</b>						
Other Income						
Interest Income		0.09				
<b>Net Other Income</b>	<b>0.00</b>	<b>0.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>4,435.00</b>	<b>2,892.82</b>	<b>589,990.00</b>	<b>767,610.00</b>	<b>28,925.00</b>	

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07/10/18

Accrual Basis

**Sitka Community Land Trust**  
**Balance Sheet**  
 As of July 10, 2018

	Jul 10, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 - Northrim Checking	2,809.00
1100 - Northrim Savings	100.17
Total Checking/Savings	2,909.17
Other Current Assets	
Deposits Paid	25.00
Total Other Current Assets	25.00
Total Current Assets	2,934.17
Fixed Assets	
1500 - 1306 Halibut Point Road	324,200.00
1600 - Construction in Progress	71,707.47
Total Fixed Assets	395,907.47
<b>TOTAL ASSETS</b>	<b>398,841.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	16,221.13
Total Accounts Payable	16,221.13
Other Current Liabilities	
2400 - Payroll Liabilities	
2401 - 941 FICA/FWT	765.62
2402 - SUI	273.50
Total 2400 - Payroll Liabilities	1,039.12
Total Other Current Liabilities	1,039.12
Total Current Liabilities	17,260.25
Total Liabilities	17,260.25
Equity	
3200 - Unrestricted Net Assets	60,054.16
3300 - Net Assets w/Temp Restrictions	329,547.19
Net Income	-8,019.96
Total Equity	381,581.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>398,841.64</b>

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01/25/18

Accrual Basis

**Sitka Community Land Trust**  
**Balance Sheet**  
 As of January 25, 2018

	Jan 25, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 - Northrim Checking	8,477.84
1100 - Northrim Savings	100.11
Total Checking/Savings	8,577.95
Other Current Assets	
Deposits Paid	25.00
Total Other Current Assets	25.00
Total Current Assets	8,602.95
Fixed Assets	
1500 - 1306 Halibut Point Road	324,200.00
1600 - Construction in Progress	71,707.47
Total Fixed Assets	395,907.47
<b>TOTAL ASSETS</b>	<b>404,510.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	29,686.13
Total Accounts Payable	29,686.13
Other Current Liabilities	
2400 - Payroll Liabilities	
2401 - 941 FICA/FWT	817.64
2402 - SUI	278.18
Total 2400 - Payroll Liabilities	1,095.82
2500 - Sales Tax Payable	1.25
Total Other Current Liabilities	1,097.07
Total Current Liabilities	30,783.20
Total Liabilities	30,783.20
Equity	
3200 - Unrestricted Net Assets	-16,434.80
3300 - Net Assets w/Temp Restrictions	395,907.47
Net Income	-5,745.45
Total Equity	373,727.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>404,510.42</b>



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07/10/18  
Accrual Basis

**Sitka Community Land Trust**  
**Donor Report**  
January 1 through July 10, 2018

Type	Date	Num	Name	Memo	Split	Amount
<b>4100 · Donation Income</b>						
<b>4101 · Board Donations</b>						
Deposit	05/21/2018			Deposit	1000 · Northri...	125.00
Deposit	06/29/2018			Deposit	1000 · Northri...	50.00
Deposit	06/29/2018			Deposit	1000 · Northri...	25.00
Total 4101 · Board Donations						200.00
<b>4103 · Over \$500</b>						
Deposit	02/15/2018	2021		Deposit	1000 · Northri...	1,000.00
Deposit	05/22/2018			Deposit	1000 · Northri...	1,000.00
Deposit	06/29/2018		Venneberg Insurance*	Deposit	1000 · Northri...	1,000.00
Deposit	06/29/2018		Hames Corporation	Deposit	1000 · Northri...	1,500.00
Total 4103 · Over \$500						4,500.00
<b>4100 · Donation Income - Other</b>						
Deposit	01/03/2018		Allen marine Tours, ...	Deposit	1000 · Northri...	600.00
Deposit	01/03/2018		Network for Good	Deposit	1000 · Northri...	1,170.00
Deposit	03/20/2018		Northrim Bank*	donation for h...	1000 · Northri...	1,500.00
Deposit	03/23/2018			Delta Wester ...	1000 · Northri...	2,443.24
Total 4100 · Donation Income - Other						5,713.24
Total 4100 · Donation Income						10,413.24
<b>TOTAL</b>						<b>10,413.24</b>

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01/31/18

Accrual Basis

# Sitka Community Land Trust

## Income Report

### January through December 2017

Type	Date	Num	Name	Memo	Split	Amount
<b>4000 • Grant Income</b>						
General ...	01/01/2017	5			2100 • Deferre...	3,208.14
General ...	01/01/2017	5			2100 • Deferre...	234.90
Deposit	02/10/2017		Rasmuson Foundation	Deposit	1000 • Northri...	66,000.00
Deposit	04/05/2017	10114	Rasmuson Foundation	Deposit	1000 • Northri...	30,000.00
Deposit	06/02/2017	382214	First Bank	Deposit	1000 • Northri...	5,000.00
Deposit	06/14/2017	02103...	Wells Fargo	Deposit	1000 • Northri...	3,000.00
Deposit	06/26/2017	10367	Rasmuson Foundation	Deposit	1000 • Northri...	47,897.59
Deposit	09/11/2017	10478	Rasmuson Foundation	Deposit	1000 • Northri...	20,000.00
Deposit	09/15/2017		Catholic Campaign for Huma...	Deposit	1000 • Northri...	21,750.00
Deposit	09/19/2017		Alaska Community Foundation	Deposit	1000 • Northri...	2,750.00
Total 4000 • Grant Income						199,840.63
<b>4100 • Donation Income</b>						
<b>4101 • Board Donations</b>						
Deposit	06/08/2017			Deposit	1010 • Paypal	50.00
Deposit	06/15/2017			Deposit	1010 • Paypal	10.00
Deposit	06/15/2017			Deposit	1010 • Paypal	100.00
Deposit	06/19/2017			Deposit	1010 • Paypal	20.00
Deposit	06/19/2017			Deposit	1010 • Paypal	100.00
Deposit	06/22/2017			Deposit	1010 • Paypal	50.00
Deposit	07/10/2017			Deposit	1010 • Paypal	25.00
Deposit	11/20/2017			Network for G...	1000 • Northri...	50.00
Total 4101 • Board Donations						405.00
<b>4103 • Over \$500</b>						
Deposit	03/09/2017	9627	Venneberg Insurance	Deposit	1000 • Northri...	1,000.00
Deposit	06/02/2017	8505	David O Pearson, DDS	Deposit	1000 • Northri...	500.00
Deposit	07/20/2017	50079	Northrim Bank*	Deposit	1000 • Northri...	1,000.00
Deposit	08/04/2017	43206	Hames Corporation	Deposit	1000 • Northri...	2,500.00
Deposit	11/14/2017	2046	Baranof Realty LLC	Deposit	1000 • Northri...	1,000.00
Deposit	11/20/2017	25155	Silver Bay Seafoods	Deposit	1000 • Northri...	3,000.00
Deposit	11/27/2017	118591	SEARHC	Deposit	1000 • Northri...	2,500.00
Total 4103 • Over \$500						11,500.00
<b>4100 • Donation Income - Other</b>						
Deposit	05/02/2017	1513		Deposit	1000 • Northri...	262.50
Deposit	11/07/2017	3675		Deposit	1000 • Northri...	50.00
Deposit	11/20/2017			Network for G...	1000 • Northri...	50.00
Deposit	11/20/2017			Network for G...	1000 • Northri...	25.00
Total 4100 • Donation Income - Other						387.50
Total 4100 • Donation Income						12,292.50
<b>4200 • Application Fee</b>						
Deposit	10/24/2017			Deposit	1010 • Paypal	25.00
Total 4200 • Application Fee						25.00
<b>6100 • Overhead Transfer Income</b>						
General ...	06/30/2017	8		close project ...	7000 • Overhe...	205.40
General ...	06/30/2017	9		zero out grant...	7000 • Overhe...	0.96
Total 6100 • Overhead Transfer Income						206.36
<b>TOTAL</b>						<b>212,364.49</b>

Alaska Business License #

**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 LAND TRUST**

PO BOX 6461 SITKA AK 99835

owned by

SITKA COMMUNITY LAND TRUST

is licensed by the department to conduct business for the period

October 05, 2017 through December 31, 2019  
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

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:

608213002

Contact Person:

L. WAYNE BOTHE

ID#

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)

**General Fund Grants for Non-Profit  
Organizations for Fiscal Year 2019**

**CBS Liabilities Form**

**Organization Name:** Sitka Community Land Trust

- Property Tax

L. Nelson  
Hannah Nelson, Tax Accountant  
747-1853 Laurie Serka

- Sales Tax

L. Serka  
Hannah Nelson, Tax Accountant,  
747-1853 Laurie Serka

- Municipal Leases

Lindsey Vilandre  
Lindsey Vilandre, Payroll Specialist  
747-1825

- Loan/Promissory Note

L. Fitzsimmons  
Larry Fitzsimmons, Senior Accountant  
747-1801

- Utilities

D. Spiegel  
Diana Spiegel, 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.

\*give to Renee when  
complete\*