


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

# 11:28:01 a.m.

12-hr 24-hr

Wednesday, August 8, 2018  
Alaska Time (DST)  
Corrected for network delay 255.5 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](#)

Recd from: Renee Wheat

Date: 8-8-18

Time: 11:28 a.m.

From: Sitka Trail Works

for: FY19 CBS non-profit grant

City and Borough of Sitka  
FY 2019 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@sitkatrailworks.org](mailto:trail@sitkatrailworks.org)  
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:** \$2,178,500 in Capital Construction/Maintenance Grant Funding  
\$ 75,215 in Operational Funding  
\$2,253,715

**Percentage:** .4% matching funding from CBS  
(\$10,000/\$2,253,715)

**Sources of Matched Dollars:** State of Alaska, US DOT Western Federal Lands, Rasmuson Foundation, Individual and Business Contributions, Earned Income from hikes.

**Brief Description of the Purpose of the Grant:** The CBS grant will allow Sitka Trail Works to continue MOU partnership work on the local trail system according to the Sitka Trail Plan. This includes capital construction and maintenance 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.

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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 1, 2018  
SITKA TRAIL WORKS FY 2019 APPLICATION TO CBS ANNUAL NON-PROFIT GRANTS PROGRAM



**Detailed project description overview – Total pts 10**

• **What grant category are you applying for?** Community Development – Sitka Trail system maintenance and development and on-going work on City trails program 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 2019 \$10,000 grant made to STW from the CBS Non-Profit Grants fund will be applied to meet the 2018 STW \$75,215 annual budget for operational expenses. The grant will allow STW to continue working to create CBS projects in the Sitka Trail Plan and will pay for approximately 13% of the budgeted annual operating expenses (\$75,215). The money will be used for employee expenses for the office staff (Executive Director and Assistant) to leverage other grants which directly support the maintenance and development of CBS trails. The funds will allow the office staff to continue to apply for and raise 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.

All grant application preparation time is paid for by the operating budget. The Recreational Trails program grant for the Sea Lion Cove Trail Maintenance Grant (Alaska State Parks' trail) required 50 hours of grant preparation for the State Funds. No grant program reimburses time invested in the grant application preparation prior to award. The CBS contribution towards maintaining operational staff is critical for STW to successfully demonstrate local support and to subsidize the cost of preparing grant applications for new capital funds. The CBS non-profit grant supported staff time to prepare the application to the Federal Lands Access Program which resulted in a \$1.9 million Cross Trail Phase 6 award to the City. The City will recoup .05% or \$96,520 from this grant. Additionally, this support is key to STW's Rasmuson Tier Two grant application for the match for Cross Trail Phase 6 construction. No staff time is paid for in this \$117,000 grant's preparation. Another example of projects paid from the operations budget is the expense related to the 2018 Volunteer Trail Maintenance Event on the City's Thimbleberry-Heart Lake Trail. All project work was completed by STW staff and volunteers.

• **Who will be served? And when?** All 8,689 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, 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.

	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
	09/26/2016	4130 - Municipal	7,428.00	88,994.00
	09/16/2017	4130- Municipal	7,000.00	95,944.00
<b>Total City &amp; Borough of Sitka</b>			<b>95,944.00</b>	<b>95,944.00</b>



## **Expected Outcomes – total pts. 10**

### **• How will the project be measured as successful?**

Community members participate in trail maintenance activities. Free community hikes, led by STW Board members, will continue. Trail maintenance will continue on Mosquito Cove, Herring Cove, Thimbleberry-Heart, Cross Trail and Sea Lion Cove trails. The design and planning process is 95% complete for Phase 6 Cross Trail with construction set to occur in Spring 2019. CBS grant monies support administrative activities associated with grant writing and fundraising for the project's match.

### **• 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 2014 MAPP community health survey identified Sitka's trail system as contributing to improved health conditions in Sitka's adults.

Sitka has 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, with STW assistance, completed all agreements with Western Federal Lands for \$250,000 in design funds for Phase 6 of the Cross trail and 1.9 million in construction funds. Design and NEPA is complete, via STW management, and STW submitted Army Corps permits for the project for CBS. STW will administer fish habitat permits, Storm Water Pollution Prevention Plan and Corps wetland mitigation on the City's behalf, as well.
- 1.9 million in construction dollars was awarded to the City for the Cross Trail Phase 6 through the FLAP program, via an application written by STW Executive Director.
- A Tier 2 Rasmuson Letter of Inquiry was submitted by STW for the 9.03% match and full application is anticipated for (\$117,000) for Phase 6 Federal Lands Access Program 1.9 million grant.
- A Recreation Trails Program (RTP) grant for \$51,000 was applied for Alaska State Parks' Sea Lion Cove repair work.
- A Forest Service RAC grant for \$70,000 was awarded for repairs to Indian River Trail in 2018.

## **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. Sitka trails are low-maintenance and high-use recreation infrastructure that make Sitka a good place to live, work and play. They are good for business, the economy and for health. Sitka Trail Works helps our community to grow and develop by creating trails which attract a talented work force and visitors and help sustain a healthy economy. Sitka recreational infrastructure, including trails, result in improved quality of life and outdoor recreation, and are community values. The 2010 McDowell Economic Report states that recreation and the quality of life are the primary reasons given for why people choose to live and remain in Sitka. The Sitka Trail Plan, 2011 Sustainable Outdoor Recreation Plan and CBS Comprehensive Plan 2030 support trails.

### **• 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 results of the CBS Comprehensive Plan 2030 public process, which will be incorporated into



the plan revision, revealed support for trail maintenance and construction and even more specifically, for Sitka Trail Works' Cross Trail expansion. Southeast Conference's "Southeast Alaska by the Numbers, 2015" ranked "quality of life and recreational opportunities" as the region's top benefits which attract and maintain businesses and residents. *The 2010 McDowell Economic Report states that recreation and the quality of life are the primary reasons given for why people choose to live and remain in Sitka*

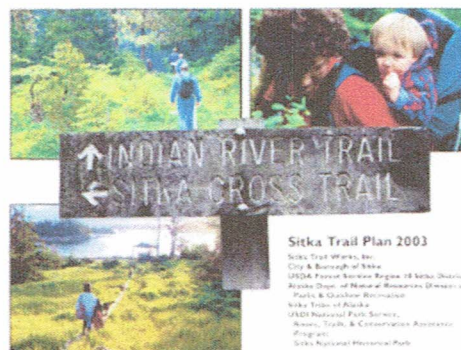
The City of Sitka Parks and Recreation Committee members support the partnership effort between the City of Sitka and Sitka Trail Works to maintain and construct the Cross Trail. The Cross Trail has been a top priority in their annual ranking of goals.

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

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."

Local trail projects receive grant funding 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 that has resulted in 1.9 million dollars in FY 2019 Phase 6 construction funding for the Cross Trail from the Federal Lands Access Program (FLAP) for which STW wrote the grant proposal. 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 Old Sitka. 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 work efficiencies of the CBS collaboration with Sitka Trail Works.



**Organizational Capacity – total pts 10**

• **Track record**

Successfully completed 19 Trail Projects include planning, permitting, construction and maintenance of trails, trailhead parking and signs in twenty years:

Thimbleberry-Heart Lake, Herring Cove, Sea Lion Cove, Path of Hope, Baranof Lake Trail, Trail Phase I through V, new Indian River Trail access, Fort Rousseau Causeway State Historical Park. STW collaborated and supported CBS on all 3 Phases of the Sawmill Creek Multiuse Pathway improvements, including successful lobbying for supplemental legislative funding. More recently, the 2016/17 maintenance and repairs to Mosquito Cove, 2015 Trail Storm damage repairs, Indian River maintenance (2018), Cross Trail Phase 1 – 5 completed 2016 and design, permitting for Phase 6 construction 90% complete with Phase 6 construction and match funding nearly complete.



- **Community Support**

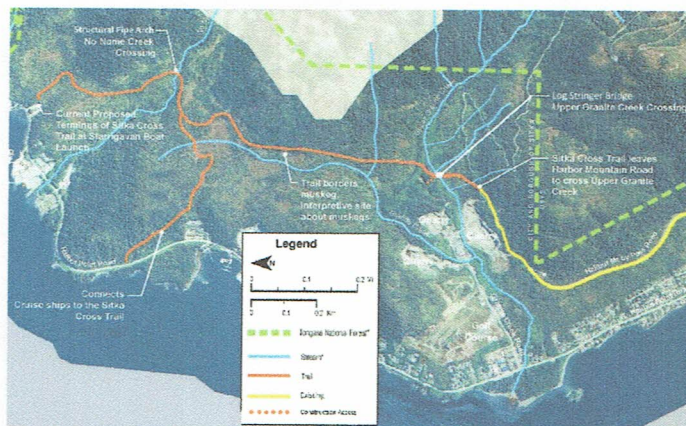
Sitka Trail Works is very widely supported in the community. From July 1, 2017 – July 12, 2018 Sitka Trail Works has received \$39,094 in donations from over 307-member households and \$23,875 in support of the Phase 6 Cross Trail project. The trail users vote with their wallets in support of the trail system. Allen Marine helps us with off-island hikes each year which allows us to net an addition \$6,890 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 (CBS Municipal Attorney)  
Vice President Don MacKinnon (CBS Information Technology)  
Secretary Gio Villanueva (SEARHC Physical Therapy)  
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)  
Mary-Alice Henry (Mt. Edgecumbe High School Accountant)  
Jeff Arndt (Licensed Psychologist and Counselor)  
Nicole Duclos (Instructional Designer, AK. Native Tribal Health Consortium)  
Jill Johnson (Self-employed: Uproar Consulting – Nonprofit support)  
Dawn Johnson (Director, Hames Center)



Completion of Phase 6 of the Sitka Cross trail in 2021 will extend this popular non-motorized multiuse pathway from Kramer Drive to the Old Sitka Boat Launch parking lot. The pathway will support 4-wheelers and light trucks, in the event of a tsunami or other emergency. This vehicle access makes maintenance tasks much easier and less costly.

- **Budget – total pts. 10**

- Statement of assets, revenues, and expenditures for previous year
- Detailed budget for current calendar year (FY 2018) Operating Budget.
- 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) – 1<sup>st</sup> page Compliance Letter from IRS.
- Current State of Alaska nonprofit organization business license – State of AK Certificate of Compliance and Business Licenses.
- CBS Liabilities Form



Sitka Trail Works, Inc.  
Statement of Assets  
As of July 30, 2018

	Jul 30, 18
ASSETS	
Current Assets	
Checking/Savings	208,760.28
Other Current Assets	12,098.24
Total Current Assets	220,858.52
Fixed Assets	1,042.71
TOTAL ASSETS	221,901.23
LIABILITIES & EQUITY	0.00



10:02 AM

07/30/18

Accrual Basis

**Sitka Trail Works, Inc.**  
**Statement of Financial Income and Expense**  
 January through December 2017

	STW Admin	TOTAL
Ordinary Income/Expense		
Income		
4000 · Contributions & Donations (header)		
4031 · Pet Contributions	575.00	575.00
4010 · Corporate/Business Contributions	4,775.00	4,775.00
4020 · Private Foundation	2,821.58	2,821.58
4030 · Individual Contributions	21,663.00	21,663.00
4040 · Board	1,075.00	1,075.00
Total 4000 · Contributions & Donations (header)	30,909.58	30,909.58
4200 · Earned Income (header)		
4210 · Fees and Program Service		
4213 · Equipment Rental	660.00	660.00
Total 4210 · Fees and Program Service	660.00	660.00
4220 · Sales		
4223 · Promotional & Educational	40.00	40.00
Total 4220 · Sales	40.00	40.00
Total 4200 · Earned Income (header)	700.00	700.00
4900 · Other Income		
4910 · Interest and dividends	189.95	189.95
Total 4900 · Other Income	189.95	189.95
Total Income	31,799.53	31,799.53
Gross Profit	31,799.53	31,799.53
Expense		
5000 · Personnel		
5011 · Salaries & Wages		
5012 · Office staff	40,764.59	40,764.59
Total 5011 · Salaries & Wages	40,764.59	40,764.59
5100 · Payroll Taxes		
5101 · FICA	2,659.95	2,659.95
5102 · FICAMED	622.07	622.07
5103 · AK-ESC	621.00	621.00
Total 5100 · Payroll Taxes	3,903.02	3,903.02
5200 · Fringe Benefits		
5210 · Health Insurance	2,137.79	2,137.79
5221 · Workers Compensation	258.33	258.33
Total 5200 · Fringe Benefits	2,396.12	2,396.12
Total 5000 · Personnel	47,063.73	47,063.73
6000 · Contractual/Consulting		
6070 · Managed IT Support (Information Technology Support)	2,000.00	2,000.00
6010 · Accounting & Audit	2,980.43	2,980.43
6030 · Envir/Survey	0.00	0.00
6050 · Fundraising	440.75	440.75
6000 · Contractual/Consulting - Other	200.00	200.00
Total 6000 · Contractual/Consulting	5,621.18	5,621.18
6100 · Travel		
6120 · Training & Conferences	1,032.50	1,032.50
6130 · Meetings, Meals, Retreats	948.16	948.16
Total 6100 · Travel	1,980.66	1,980.66
6200 · Occupancy		
6230 · Communications	1,037.05	1,037.05
Total 6200 · Occupancy	1,037.05	1,037.05
6300 · Vehicles & Local Transportation		
6320 · Gas & Oil	93.61	93.61
6340 · Vehicle Insurance	100.08	100.08
Total 6300 · Vehicles & Local Transportation	193.69	193.69
6500 · Supplies		
6525 · Advertising	126.50	126.50
6515 · Technology (Software, Hardware, Internet)	444.33	444.33
6510 · Office Supplies	1,163.73	1,163.73
6530 · Printing	850.95	850.95
6540 · Postage	412.44	412.44
6550 · Trail Program Supplies		
6558 · Safety Gear	100.19	100.19
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew supplie, food, safety)	639.82	639.82
Total 6550 · Trail Program Supplies	740.01	740.01
Total 6500 · Supplies	3,737.96	3,737.96



10:02 AM

07/30/18

Accrual Basis

**Sitka Trail Works, Inc.**  
**Statement of Financial Income and Expense**  
 January through December 2017

	STW Admin	TOTAL
6600 · Equipment lease and repair		
6620 · Other quipment Maintenance (990 line 37)	113.03	113.03
Total 6600 · Equipment lease and repair	113.03	113.03
6700 · Insurance/Other		
6760 · Sales tax (City sales tax)	50.00	50.00
6720 · Insurance	2,062.32	2,062.32
6730 · Dues/Subscriptions/Fees/Permits		
6731 · Banking Fees	700.22	700.22
6730 · Dues/Subscriptions/Fees/Permits - Other	431.25	431.25
Total 6730 · Dues/Subscriptions/Fees/Permits	1,131.47	1,131.47
Total 6700 · Insurance/Other	3,243.79	3,243.79
Total Expense	62,991.09	62,991.09
Net Ordinary Income	-31,191.56	-31,191.56
Other Income/Expense		
Other Income		
8290 · Indirect CBS/FLAP (5% per CBS LOA for the FLAP)	3,291.54	3,291.54
46430 · Miscellaneous Revenue STS	50.00	50.00
Total Other Income	3,341.54	3,341.54
Net Other Income	3,341.54	3,341.54
Net Income	-27,850.02	-27,850.02

## 2018 BUDGET

### Income

4000 · Contributions & Donations	
4010 · Corp/Bus Contr	\$4,500
4020 · Private Foundation	\$2,500
4030 · Individual Contributions	\$27,000
Benches	\$5,000
4031 · Pet Contributions	\$575
4040 · Board	\$1,500
Total 4000 · Contribs & Dons	\$41,075
4100 · Grants	
4140 · CBS Nonprofit Organiz Grant	\$10,000
Total 4100 · Grants	\$10,000
4200 · Earned Income	
4210 · Fees / Program Service	
4213 · Equipment Rental	\$150
Total 4210 · Fees & Prog Serv	\$150
4220 · Sales	
4223 · Allen Marine Hikes	\$9,460
4225 · Firewood/Trail Materials	\$0
Total 4220 · Sales	\$9,460
4230 · Membership	
4231 · Households	
4232 · Business Dues	
Total 4230 · Membership	\$0
4240 · Special Event	\$0
Total 4200 · Earned Income	\$9,610
4900 · Other Income	
4910 · Interest and dividends	\$150
(G/L# 8290, 6793, 8300,8310) 4915 · Administrative Recovery	\$5,500
Total 4900 · Other Income	\$5,650
4990 · Uncategorized Income (Savings)	\$0
Total Income	\$ 66,335

### Expense

5000 · Personnel	
Total 5012 · Salaries & Wages - Office Staff	\$47,500
5100 · Payroll Taxes	
Total 5100 · Payroll Taxes	\$4,750
Total 5200 · Fringe Benefits	\$4,500
Total 5000 · Personnel	\$56,750
6000 · Non-Personnel Expenses	
Total 6000 · Contractual/Consulting	\$3,450
Total 6100 · Travel/Training	\$1,450
Total 6200 · Occupancy	\$1,200
Total 6300 · Vehicles & Local Transportation	\$4,500
Total 6500 · Supplies	\$4,000
Total 6600 · Equipment lease and repair	\$115
Total 6700 · Other (6715,6710,6720,6730) + 66900	\$3,750
Total 6000 · Non-Personnel Expenses	\$18,465
Total Expense	\$ 75,215
Net Income (Loss)	\$ (8,880)



**Itemized list of grants received for prior and current years.**

**Current grants by Sitka Trail Works:**

\$51,000 2019 Rec. Trails Program grant for Sea Lion Cove Trail repairs.  
\$117,000 Rasmuson Cross Trail Phase 6 construction match, pending.  
\$1,930,400 2016 Federal Lands Access Grant (FLAP Phase 6 Cross Trail construction grant awarded 11/2016

**Previous Grants secured by Sitka Trail Works:**

*Rasmuson Foundation:*

\$12,020 Rasmuson Tier One Technology Grant  
\$18,000 Cross trail matching grant  
\$170,000 Herring Cove Trail and Trailhead parking area  
\$168,000 Thimbleberry Heart Lake Trail  
\$10,000 Technology grant  
\$20,000 Equipment grant

*Federal Earmarks:*

\$850,000 WWII Causeway and multiuse trail (Cross Trail). 2008 Award 2008 & completely spent.  
Alaska Trail Initiative:  
\$422,000 Sitka Trail Plan Projects awarded in 2006 and completely spent.  
\$130,000 for WWII Causeway

*Other:*

\$250,000 2014 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  
1.9 million Federal Lands Access funding for construction of the Cross Trail 4/5, in partnership with CBS and US Forest Service  
\$67,000 USFS RAC funding for Cross Trail demolition of old boardwalk, steps, etc.  
\$49,815 2016 Recreational Trails Program grant for State Parks Mosquito Cove Trail repairs  
\$51,000 2017 Rec. Trails Program grant for Phase II State Parks Mosquito Cove Trail repairs  
\$49,000 2015 AK DNR Recreation Trails Program for Herring Cove storm repairs  
\$50,000 AK DNR Recreation Trails Program for Cross Trail upgrade near High School  
\$70,000 Land and Water Conservation Grant 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:*

\$24,185 Local match raised so far for Phase 6 Cross Trail construction  
\$84,000 local match STW coordinated a successful effort to leverage an additional \$800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.  
\$12,000 STW 2013 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#

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)



## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	SITKA TRAIL WORKS, INC.

Entity Type:

Nonprofit Corporation

Entity #:



Status:

Good Standing

AK Formed Date:

5/29/1997

Duration/Expiration:

Perpetual

Home State:

ALASKA

Next Biennial Report Due:

7/2/2019

Entity Mailing Address:

801 HALIBUT POINT ROAD, SITKA, AK 99835

Entity Physical Address:

801 HALIBUT POINT RD, SITKA, AK 99835

### Registered Agent

Agent Name:

LYNNE BRANDON

Registered Mailing Address:

801 Halibut Point Rd, Sitka, AK 99835

Registered Physical Address:

801 Halibut Point Rd, Sitka, AK 99835

### Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	BRIAN HANSON	Director, President	
	DAWN JOHNSON	Director	
	Don Mackinnon	Director, Vice President	
	GIO VILLANUEVA	Director, Secretary	
	JEFF ARNDT	Director	
	JILL JOHNSON	Director	
	MARY-ALICE HENRY	Director	
	Nicole Duclos	Director	
	Roslyn MacKinnon	Director, Treasurer	

## Filed Documents

Date Filed	Type	Filing	Certificate
5/29/1997	Creation Filing		
6/18/1999	Biennial Report	<a href="#">Click to View</a>	
12/18/2001	Biennial Report	<a href="#">Click to View</a>	
6/11/2003	Biennial Report	<a href="#">Click to View</a>	
10/29/2004	Change of Officials	<a href="#">Click to View</a>	
6/29/2005	Agent Change	<a href="#">Click to View</a>	
11/21/2006	Biennial Report	<a href="#">Click to View</a>	
12/04/2006	Agent Change	<a href="#">Click to View</a>	
12/04/2006	Change of Officials	<a href="#">Click to View</a>	
7/11/2007	Change of Officials	<a href="#">Click to View</a>	
4/22/2009	Biennial Report	<a href="#">Click to View</a>	
12/09/2009	Biennial Report	<a href="#">Click to View</a>	
11/23/2010	Biennial Report	<a href="#">Click to View</a>	
7/23/2012	Change of Officials	<a href="#">Click to View</a>	
7/23/2012	Certificate of Compliance		<a href="#">Click to View</a>
5/17/2013	Biennial Report	<a href="#">Click to View</a>	
8/13/2014	Change of Officials	<a href="#">Click to View</a>	
4/02/2015	Biennial Report	<a href="#">Click to View</a>	
7/22/2015	Certificate of Compliance		<a href="#">Click to View</a>
9/28/2015	Agent Change	<a href="#">Click to View</a>	
11/27/2015	Change of Officials	<a href="#">Click to View</a>	
4/11/2016	Change of Officials	<a href="#">Click to View</a>	
4/10/2017	Biennial Report	<a href="#">Click to View</a>	
5/21/2018	Change of Officials	<a href="#">Click to View</a>	

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License #: [REDACTED]  
Effective: 12/22/2017  
Expires: 12/31/2019

# STATE OF ALASKA

Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

## Construction Contractors

Licensee: **SITKA TRAIL WORKS, INC.**

License Type: **Specialty Contractor**

Status: **Active**

Doing Business As: **SITKA TRAIL WORKS, INC.**

Commissioner: Mike Navarre

**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 14, 2016 through December 31, 2018

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  
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 RD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 14, 2016 through December 31, 2018  
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  
Commissioner



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

CBS Liabilities Form

Organization Name: Sitka Trail Works, Inc.

- Property Tax

(N/A) Hannah Nelson  
Hannah Nelson, Tax Accountant  
747-1853

- Sales Tax

Hannah Nelson  
Hannah Nelson, Tax Accountant,  
747-1853

- Municipal Leases

Lindsey Vilandre  
Lindsey Vilandre, Payroll Specialist  
747-1825

- Loan/Promissory Note

Larry Fitzsimmons  
Larry Fitzsimmons, Senior Accountant  
747-1801  
*Melissa Haley Controller 747-4050*

- Utilities

Diana Spiegle  
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.

747-7244 → call when complete