

## Holley Dennison

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**From:** Lynne Brandon <trail@sitkatrailworks.org>  
**Sent:** Wednesday, August 11, 2021 7:33 AM  
**To:** Holley Dennison  
**Subject:** 2022 Non-profit Grant Application  
**Attachments:** FINAL CBS2022 Nonprofit Application.pdf

Good morning, Holley,

Please find Sitka Trail Works' 2022 CBS Nonprofit Application attached.

Please let me know if you have any questions or require any additional information. Would you please also let me know you received this email?

Best,

Lynne

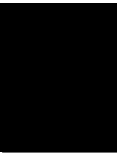
Lynne Brandon  
Executive Director  
Sitka Trail Works  
(907)-747-7244  
Sitkatrailworks.org

City and Borough of Sitka  
FY 2022 ANNUAL GRANTS FROM GENERAL FUND  
SUMMARY SHEET



**Name of Organization:** SITKA TRAIL WORKS INC.

**AK Certificate of Good Standing**  
AK Business License  
AK Business License  
AK Business License

 AK DCED Non-Profit Corporations Section  
Forestry  
Construction  
Specialty Contractor – Landscaping, Rough Carpentry

**Name of Contact Person:** LYNNE BRANDON, EXECUTIVE DIRECTOR  
DON MACKINNON, PRESIDENT

**Phone:** (907) 747-7244  
**Email:** Office: [trail@sitkatrailworks.org](mailto:trail@sitkatrailworks.org)  
President: lokkeiii@hotmail.com

**Mailing address:** 801 HALIBUT POINT ROAD SITKA, AK 99835

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

**Dollars Requested:** \$10,000

**Match Dollars Committed:** \$2,428,500 for Cross Trail Construction & Maintenance Grants  
\$ 37,368 for Recreation Trails Grant Sea Lion Cove  
\$ 85,291 in 2020 Operational Funding  
\$2,551,159

**Percentage:** .4% matching funding from CBS  
(\$10,000/\$2,551,159)

**Sources of Matched Dollars:** US DOT Western Federal Lands, Recreation Trails Grant Program, Individual and Business Contributions, Earned Income (\$0 - 2021 budget due to COVID) from hikes.

**Brief Description of the Purpose of the Grant:** The CBS grant will allow Sitka Trail Works to continue MOU partnership work with CBS 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 and local trail development efforts.

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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, 2021  
SITKA TRAIL WORKS FY 2022 APPLICATION TO CBS ANNUAL NON-PROFIT GRANTS PROGRAM

## **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 for Indian River, Mosquito Cove, Herring Cove, Thimbleberry-Heart, Cross Trail and Sea Lion Cove trails. Phase 6 Cross Trail construction has been underway since December 2019. CBS grant monies support administrative activities associated with grant writing and fundraising for the Phase 6 project's match. On-going efforts through the Alaska Trail Initiative (ATI), a coalition of Statewide partners with leaders in government, businesses and non-profits advocating for better support of trails and outdoor recreation economy are also supported. ATI's primary focus is to increase independent visitors and local spending through smart marketing and improved access to outdoor recreation and trail opportunities...a big picture community development goal and effort!

### **• What will the tangible community benefit be?**

The most obvious benefit is the expanded and improved quality of life in Sitka. The health and recreation benefits of the trail system to Sitka residents are undeniable, especially during the pandemic. Being healthy reduces the severity of the Covid, improves outcomes and reduces likelihood of vaccine breakthrough. 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! Through the Alaska Trail Initiative, we hope to have Sitka identified as a "Trail Town." Sitka's varied trail system is set up to have broad appeal and get visitors to stay longer or "one more day" which would be a significant contribution to Sitka's economy.

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

- STW tremendous collaboration with the City that has resulted in 2.4 million dollars for the Cross Trail Phase 6 design, planning and construction from the Federal Lands Access Program (FLAP) for which STW wrote the grant proposal. Design, permitting and NEPA is completed in-house, by STW management, providing unparalleled value for the project, for the community and the City.
- Project construction contract, using grant and match funds acquired by STW, signed for 2.0 million, 12/19. Currently 10,877 lineal feet of rough trail surface constructed of the 13,728 total with 977 feet complete.
- A 2021 Recreation Trails Program (RTP) grant for \$37,368 was applied for Alaska State Parks' Sea Lion Cove repair work awarded.
- The Alaska Trails Initiative Trail Investment Strategy inspired the US Forest Service, Tongass Region, to undertake a similar effort for the Tongass which includes Sitka as a town of focus. Improving policies and funding for Tongass and Sitka trails is predicted outcome.

## **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 Sitka Trail Plan, 2011 Sustainable Outdoor Recreation Plan and CBS Comprehensive Plan 2030 support trails. Upcoming plans: Tongass Sustainable Trail Strategy and Comprehensive Sitka P & R Plan.

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 complete, Phase 6 construction and match funding complete and construction contract signed with 10,877 feet of trail constructed.

#### • Community Support

Sitka Trail Works is very widely supported in the community. From July 1, 2020 – July 1, 2021 Sitka Trail Works has received \$41,965 in donations from over 250 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 usually allows us to net close to \$10,000 in additional support. The past two years COVID has prevented this fundraiser.

#### • 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. Board members receive a written report and board packet prior to each meeting and the President Don MacKinnon runs a great meeting. The Sitka Trail Works Director is Lynne Brandon, the former CBS Parks Manager and Ben Hughey is the Executive Manager.

#### • List of Board Members and Officers

President Don MacKinnon (CBS Information Technology)  
Vice President Dawn Johnson (Operations Manager, Northline Seafoods)  
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)  
Secretary Maegan Bosak (Senior Director of Lands and Property, SEARHC)  
Lee House (Owner and Creative Lead at House Creative)  
Nicole Duclos (Instructional Designer, AK. Native Tribal Health Consortium)  
Doug Osbourne (Health Educator, SEARHC)  
Jessika Beam (Project Coordinator, SEARHC)



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. Photo Phase 6 Cross Trail Granite Creek side.

#### **Budget – total pts. 10**

- Statement of assets, revenues, and expenditures for previous year
- Detailed budget for current calendar year (FY 2021) 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



12:34 PM

08/09/21

Accrual Basis

**Sitka Trail Works, Inc.**  
**Statement of Financial Income and Expense**  
 January through December 2020

	STW Admin	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Contributions & Donations (header)		
4031 · Pet Contributions	300.00	300.00
4050 · Temporarily Restricted (Donor designated)		
4051 · Temp Restricted-Benches (Donations for benches)	5,000.00	5,000.00
Total 4050 · Temporarily Restricted (Donor designated)	5,000.00	5,000.00
4010 · Corporate/Business Contributions	1,775.00	1,775.00
4020 · Private Foundation	3,451.23	3,451.23
4030 · Individual Contributions	27,145.00	27,145.00
4040 · Board	600.00	600.00
Total 4000 · Contributions & Donations (header)	38,271.23	38,271.23
4100 · Grants		
4140 · CBS Nonprofit Organiz Grant	13,000.00	13,000.00
Total 4100 · Grants	13,000.00	13,000.00
4200 · Earned Income (header)		
4210 · Fees and Program Service		
4213 · Equipment Rental	2,475.00	2,475.00
5008 · Other Fees (990 line 2 & 93g)	1,000.00	1,000.00
Total 4210 · Fees and Program Service	3,475.00	3,475.00
4220 · Sales		
4223 · Promotional & Educational	20.00	20.00
Total 4220 · Sales	20.00	20.00
Total 4200 · Earned Income (header)	3,495.00	3,495.00
4900 · Other Income		
4910 · Interest and dividends	391.01	391.01
Total 4900 · Other Income	391.01	391.01
Total Income	55,157.24	55,157.24
Gross Profit	55,157.24	55,157.24
<b>Expense</b>		
5000 · Personnel		
5011 · Salaries & Wages		
5012 · Office staff	40,620.81	40,620.81
Total 5011 · Salaries & Wages	40,620.81	40,620.81
5100 · Payroll Taxes		
5101 · FICA	2,680.60	2,680.60
5102 · FICAMED	626.92	626.92
5103 · AK-ESC	383.78	383.78
Total 5100 · Payroll Taxes	3,691.30	3,691.30
5200 · Fringe Benefits		
5210 · Health Insurance	2,615.20	2,615.20
5221 · Workers Compensation	288.74	288.74
Total 5200 · Fringe Benefits	2,903.94	2,903.94
Total 5000 · Personnel	47,216.05	47,216.05
6000 · Contractual/Consulting		
6010 · Accounting & Audit	1,356.08	1,356.08
6050 · Fundraising	481.00	481.00
6000 · Contractual/Consulting - Other	200.00	200.00
Total 6000 · Contractual/Consulting	2,037.08	2,037.08
6100 · Travel		
6131 · Walk & Bike Conference Sch (Sitka Trail Works is acting as the fi...	0.00	0.00
6120 · Training & Conferences	249.00	249.00
6130 · Meetings, Meals, Retreats	460.32	460.32

# SITKA TRAIL WORKS FY 2021 BUDGET

	2021 BUDGET	2020 ACTUAL	2020 BUDGET
<b>Income</b>			
4000 · Contributions & Donations			
4010 · Corp/Bus Contr	\$1,800	\$1,775	\$2,500
4020 · Private Foundation	\$3,400	\$3,451	\$3,400
4030 · Individual Contributions	\$25,000	\$27,145	\$24,000
Benches	\$5,000	\$5,000	\$5,000
4031 - Pet Contributions	\$300	\$300	\$250
4040 · Board	\$1,000	\$600	\$1,000
<b>Total 4000 · Contribs &amp; Dons</b>	<b>\$36,500</b>	<b>\$38,271</b>	<b>\$36,150</b>
4100 · Grants			
4140 · CBS Nonprofit Organiz Grant	\$7,000	\$13,000	\$7,500
<b>Total 4100 · Grants</b>	<b>\$7,000</b>	<b>\$13,000</b>	<b>\$7,500</b>
4200 · Earned Income			
4210 · Fees / Program Service	\$500	\$1,000	\$1,000
4213 · Equipment Rental	\$3,000	\$2,475	\$7,500
<b>Total 4210 · Fees &amp; Prog Serv</b>	<b>\$3,500</b>	<b>\$3,475</b>	<b>\$8,500</b>
4220 · Sales		\$20	
4223 · Allen Marine Hikes			\$9,680
4225 · Firewood/Trail Materials			\$0
<b>Total 4220 · Sales</b>	<b>\$0</b>	<b>\$20</b>	<b>\$9,500</b>
<b>Total 4200 · Earned Income</b>	<b>\$3,500</b>	<b>\$3,495</b>	<b>\$18,000</b>
4900 · Other Income			
4910 · Interest and dividends	\$150	\$391	\$150
4915 · Administration Recovery CBS/FLAP	\$40,000	\$66,698	\$20,000
<b>Total 4900 · Other Income</b>	<b>\$40,150</b>	<b>\$67,089</b>	<b>\$20,150</b>
<b>TOTAL INCOME</b>	<b>\$87,150</b>	<b>\$121,855</b>	<b>\$81,800</b>

## Expense

5000 · Personnel			
Total 5012 · Salaries & Wages - Office Staff	\$55,605	\$40,621	\$47,500
5100 · Payroll Taxes			
Total 5100 · Payroll Taxes	\$5,466	\$3,691	\$4,750
Total 5200 · Fringe Benefits	\$5,400	\$2,904	\$3,133
<b>Total 5000 · Personnel</b>	<b>\$66,471</b>	<b>\$47,216</b>	<b>\$55,383</b>
6000 · Non-Personnel Expenses			
Total 6000 · Contractual/Consulting	\$3,000	\$2,037	\$3,000
Total 6100 · Travel/Training	\$1,000	\$709	\$2,275
Total 6200 · Occupancy	\$5,740	\$1,541	\$1,535
Total 6300 · Allen Marine Rental & STW Vehicle	\$100	\$52	\$7,232
Total 6500 · Supplies	\$4,380		
Total 6600 · Equipment lease and repair		\$0	\$0
Total 6700 · Insurance, Dues, Other	\$4,600	\$3,669	\$6,375
Total 7100 · Depreciation		\$0	\$0
<b>Total 6000 · Non-Personnel Expenses</b>	<b>\$18,820</b>	<b>\$10,653</b>	<b>\$20,417</b>
<b>TOTAL EXPENSE</b>	<b>\$85,291</b>	<b>\$57,869</b>	<b>\$75,800</b>

<b>NET INCOME (LOSS)</b>	<b>\$1,859</b>	<b>\$63,761</b>	<b>\$6,000</b>
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INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

Date: OCT 26 1999

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

## DEPARTMENT OF THE TREASURY

Employer Identification Number:  
[REDACTED]

DLN:  
[REDACTED]

Contact Person:  
[REDACTED]

ID# [REDACTED]

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)

-3-

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.

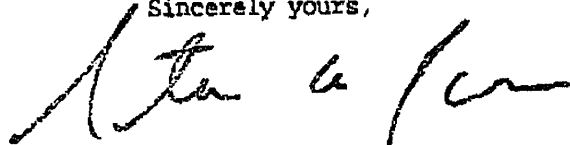
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal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



**Has the organization:**

**A. Registered to solicit charitable contributions in any other state?**

Yes

**X** No

Armed Forces America	Indiana	New York
AF Africa/Can/Eur/ME	Kansas	Ohio
Alaska	Kentucky	Oklahoma
Alabama	Louisiana	Oregon
Armed Forces Pacific	Massachusetts	Pennsylvania
Arkansas	Maryland	Puerto Rico
American Samoa	Maine	Palau
Arizona	Marshall Islands	Rhode Island
California	Michigan	South Carolina
Colorado	Minnesota	South Dakota
Connecticut	Missouri	Tennessee
District of Columbia	North Mariana Islands	Texas
Delaware	Mississippi	Utah
Florida	Montana	Virginia
Fed State Micronesia	North Carolina	Virgin Islands
Georgia	North Dakota	Vermont
Guam	Nebraska	Washington
Hawaii	New Hampshire	Wisconsin
Idaho	New Jersey	West Virginia
Iowa	New Mexico	Wyoming
Illinois	Nevada	All States

**B. Been enjoined or otherwise prohibited by a government agency or court from soliciting charitable contributions in any state or jurisdiction?**

Yes

**X** No

### Paid Solicitors

**Did the organization use one or more paid solicitors to solicit contributions in Alaska during the past year?**

Yes                      *"Paid solicitor" means a person who is required to be registered under AS 45.68.010(b) or as defined by AS 45.68.900(4).*  
**X** No

### Financial Information

**Fiscal or Accounting Year:**

Start Date:      January 01, 2020  
End Date:        December 31, 2020

**Based on the organization's last fiscal or accounting year, please state:**

A. Total Revenue from all sources:                      \$1,192,592.00  
B. Total Expenses:    \$1,127,772.00

**Did the organization file a Form 990 with the IRS for the last fiscal year?**

**X** Yes              Form Type:      990      990-T:  
No

*For the purpose of completing this section, "Form 990" means Forms 990, 990-EZ, 990-PF, 990-N or 990-T.*

**Did the organization complete an audited financial statement for the last fiscal year?**

Yes  
**X** No

*For the purpose of completing this section, "audited financial statement" means an independent audit, prepared in accordance with generally accepted accounting principles, and accompanied by the opinion of a certified public accountant.*

**Signature**

**Date:** August 03, 2021  
**Title:** EXECUTIVE DIRECTOR  
**First Name:** LYNNE  
**Last Name:** BRANDON

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**SITKA TRAIL WORKS, INC**

801 HALIBUT POINT RD, SITKA, AK 99835-7102

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 14, 2020 to December 31, 2022  
for the following line(s) 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.

Julie Anderson  
Commissioner



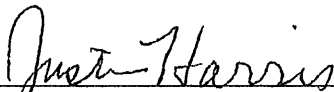
# General Fund Grants for Non-Profit Organizations for Fiscal Year 2022

## CBS Liabilities Form

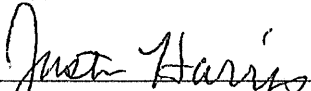
*Complete and submit this form with your Non-Profit Grant Application.*

**Organization Name:** Sitka Trail Works, Inc.

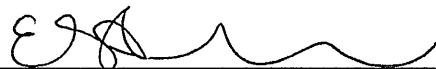
- Property Tax

  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Sales Tax

  
Justin Harris, Supervisory Senior Accountant  
747-1853


- Municipal Leases

  
Erica Stocker, Utility/Harbor Billing Clerk  
747-1843

- Loan/Promissory Note

  
Denise Salter, Controller  
747-1836

- Utilities

  
Erica Stocker, Utility/Harbor Billing Clerk  
747-1843

*CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.*