

**MUNICIPAL COMMITTEE REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of committee: *Sanford Historical Committee*
Address: *505 Main St., Springvale*
Mailing address: *P.O. Box 276, Springvale, ME, 04083*
Name of contact person: *Harland Eastman* Telephone: *324-2797*
Sanford/Springvale address: *567 Main St., Springvale, ME, 04083*
E-Mail address: *heastman@metrocast.net*
Name of Sanford/Springvale contact person: *Same* Telephone:
Number of Total Persons Served/Benefit: *Direct All Residents*
Number of Sanford Residents/Benefit: *Direct All Residents*

Mission Statement: Committee request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

The Sanford Historical Committee was established by the 1927 Sanford Town Meeting. Its mission then and now has been to collect and preserve records and objects of historical significance to the community and to develop the community's understanding of the importance of local history.

What the committee has accomplished:

- **School Outreach:** Took more than 4,000 school children on historic walking tours of Sanford and Springvale villages. Received another 5,000 children at the Historical Museum since it opened thirteen years ago (a visit to the Museum is a curriculum requirement for all third grade classes).
- **Scouting Outreach:** Provide historic tours for Girl Scout and Boy Scout troops throughout the year.
- **Historic Publications:** Wrote and published the 504 page Bicentennial History of Sanford. Acquired copies of every local history and business directory.
- **Newspapers:** Collected and preserved all newspapers published in Sanford over the past century. The digitization of Sanford News from 1980 to 2017 continues.
- **Photographs:** Assembled one of the largest photographic collections of any historical group in Maine.
- **Records Preservation:** preserved the records of many local businesses, banks and fraternal organizations.
- **Yearbooks:** Assembled a virtually complete collection of Sanford High School, Sanford Junior High School, and Nason College yearbooks. Assembled collection of yearbooks and records of St. Ignatius High School, St. Thomas School and other local parochial schools.
- **Maps:** Preserved maps of every description relating to Sanford.
- **Exhibits:** Mounted major exhibits on such subjects as local banks, fraternal orders, public schools, parochial schools, family cemeteries, carriage robes, industries of Springvale, early transportation, motion picture theatres, motor vehicles, their manufacture, sale and servicing, and numerous other subjects.
- **Educational Events:** Sponsored talks free to the public this year on such subjects as Sanford's 18th century Garrison House, the Underground Railway, and a look at post Civil War Maine through stereo views.
- **Concerts:** Sponsors classical concerts annually featuring world-class musicians from Maine, Boston, & New York plus Jazz, Franco-American & Blue Grass concerts. Ticket sales and sponsorships cover their cost.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

Background: Before creating and moving to the Historical Museum in Springvale, the Committee occupied a small store front space in the City Hall Annex, a large room on the top floor of the same building, space in the Roosevelt School and more space in a storage facility on River Street, all provided by the Town of Sanford. In 2005, the Committee, looking for a place where its collections could be brought together, asked for the old Town Hall in Springvale which was then vacant. The town liked the idea but wished to cease owning the building. Since a committee of the town cannot own property, members of the Historical Committee created the Sanford-Springvale Historical Society, a non-profit corporation, to become its owner. Local banks, businesses and citizens donated generously to turn the old Town Hall into a museum. The Committee and Historical Society work there together.

Growing for the Future: On June 30, 2014, the Historical Society acquired the Goodwin House next to the Museum. The primary reasons for the acquisition were 1) to provide more space for the Historical Committee's growing collections and 2) to give the hundreds of school children and adults who visit us every year a glimpse of what life was like in a Springvale home in the 1890s.

Storing and Organizing the Towns' Historic Treasures: The balcony storage room of the Museum has been full since the Historical Committee's collections were moved there thirteen years ago. Storing acquisitions and donations received since then has been a major problem. Sanford-Springvale Rotary Club built shelving on the second floor of the Goodwin House 2 years ago. Since then thousands of school and community collections have been sorted and moved to the new storage area. Our latest acquisition, thousands of Sanford News photos taken between 1984 and 2,000, have been sorted and are now filed in 22 large boxes on the Rotary-built shelves at the Goodwin House.

Giving the Community a Glimpse of Life in the 1890s: With the acquisition and restoration of the Historic Goodwin House next to the Historical Museum, Sanford now has a living history museum. Donations from local banks, businesses and citizens covered the entire cost of purchasing the Goodwin House, painting its exterior, and restoring and furnishing the ground floor in the style of the 1890s. Thanks to gifts from Willowbrook, we now have a room with toys & games from a century ago and carriages in the barn.

The City's annual appropriation covers only part of the cost of maintaining the Museum building. The balance and all other expenses (exhibits, office supplies, the Goodwin House, etc.) have to be met through membership income and public donations. It has been 14 years since the Museum was painted. It needs a fresh coat. We asked for the city's help through a \$2,502 increase last year. It was not forthcoming. We ask for the increase again this year. The need has become more urgent. We sincerely need the City's expanded support.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	12,000.00		—
2019/20	12,000.00	9,498.00	—
2018/19	12,000.00	9,498.00	—

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

**MUNICIPAL COMMITTEE REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of committee: Sanford Veterans' Memorial Committee

Address: 919 Main Street, Sanford, ME 04073

Mailing address: PO Box 270, Sanford, ME 04073

Name of contact person: George Kanelos

Telephone: 324-9557

Sanford/Springvale address: PO Box 270, Sanford, ME 04073

E-Mail address: mr.k@metrocast.net

Name of Sanford/Springvale contact person: George Kanelos

Telephone: 324-9557

Number of Total Persons Served/Benefit: Direct 25,000

Number of Sanford Residents/Benefit: Direct 25,000

Mission Statement: Committee request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

1. To insure that the graves of each deceased Veteran be suitably decorated with an American flag on Memorial Day, each year, or in such other manner as state laws shall direct, as being like commemorative significance.
2. To arrange for and supervise any and all observances, created to properly honor and commemorate the Veteran on any other Veterans' day, set aside for services in any past, present or future wars.
3. To cooperate to the fullest with each Veterans' Organization and affiliated groups, in coordinating plans for the purpose that this Committee has been organized.
4. To stimulate an interest in the community in the proper observance of all Veterans' days, to inform the citizens of the importance of their participation in a spirit that should be kept alive, in honor of the young men and women that have offered their services and their lives for the protection of our country.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

5. To Cooperate with the town officials in accounting for those funds appropriated by the City of Sanford in accordance with state laws for the purpose of suitability observed Memorial Day, and such other Patriotic or Commemorative Days as are established to honor our service men and women.
6. To collate and preserve such records of Veterans' graves as are now and will in the future become available and keep a true and honest history of the actions of this committee to help guide members of this committee in future years.
7. To insure that the objects and purposes of this committee are carried out properly.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	4,600.00	_____	_____
2019/20	_____	_____	_____
2018/19	_____	_____	_____

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

Budget Request for 2018-2019

\$4266.00

Without Veteran's Day Parade

Flags	Quantity	Cost	Total
Grave Flags	200	\$1.95 each	\$390.00
Outdoor 3x5	8	\$60.00	\$480.00
5 x 8	1	\$75.00	\$ 75.00
			Total \$945.00
Markers Grave	15	\$2.75	\$ 41.25 \$41.00
Memorial Day			
NJROTC		\$150.00	
Marching Band		\$150.00	
Jr. High Band		\$150.00	
Scout Troop #317		\$130.00	
Scout Troop #327		\$130.00	
Flowers		\$680.00	
Church		\$ 50.00	
Meal		\$125.00	
Student Transportation		\$340.00	
			Total \$1905.00
POW/MIA Day			
NJROTC		\$ 85.00	
High School Band		\$ 85.00	
Flowers		\$ 80.00	
Banner		\$ 25.00	
Meal		\$125.00	Total \$400.00

Veterans Day

NJROTC \$150.00

High School Band \$150.00

Flowers \$300.00

Decorations \$200.00

Meal \$125.00

Total \$925.00

Pearl Harbor Day

NJROTC \$ 85.00

High School Band \$ 85.00

Flowers \$ 80.00

Meal \$125.00

Total \$375.00

Postage \$ 15.00

Total \$ 15.00

TOTAL \$4606.00

Total \$4606.00

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: York County Community Action Corporation- Transportation

Address: 6 Spruce Street, Sanford, Maine 04073

Mailing address: P.O. Box 72, Sanford, Maine 04073

Name of agency contact person: Robert Currie

Telephone: 207-459-2930

Sanford/Springvale address: 6 Spruce Street, Sanford, Maine 04073

E-Mail address: robert.currie@yccac.org

Name of Sanford/Springvale contact person: Robert Currie

Telephone: 207-459-2930

Number of Total Persons Served/Benefit: Direct 30,655

Number of Sanford Residents/Benefit: Direct 1,206

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

Mission Statement: YCCAC's mission is to alleviate the effects of poverty, attack its underlying causes, and to promote the dignity and self-sufficiency of the people of York County, Maine.

About us:

For more than 50 years, York County communities have counted on YCCAC to provide opportunity and hope to people from all circumstances, particularly in times of transition or adversity. We are driven by the belief that when our communities are strong, all of its members have opportunities to thrive— and, in turn, that when an individual achieves personal success and independence, our communities grow healthier, stronger, and more vibrant.

The available transportation services provide a vibrant and essential infrastructure for The City of Sanford Economic Development.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

<u>Estimated Income for FY 2020-21</u>	
Fares	\$19,509
Advertising (Bus Schedule)	\$575
DHHS	\$30,531
FTA/MDOT Section 5311 (rural)	\$151,544
Bus Token Program/Hannaford	\$2,614
Bus Token Program/Nasson	\$324
City of Sanford	\$31,012
Total	\$236,109

<u>Estimated Expense for FY 2020-21</u>	
Staff Salaries & Fringe- Administration	\$24,115
Staff Salaries & Fringe- Operations	\$119,535
Insurance (Vehicle)	\$35,266
Maintenance (Vehicle)	\$10,647
Fuel	\$21,084
Printing (Schedules, Tickets)	\$1,250
Sub-Total	\$211,897
Indirect (12.9%)	\$24,211
Total	\$236,109

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	\$ 31,012		\$ 62,024
2019/20	\$ 31,012	\$ 16,057	\$ 32,114
2018/19	\$ 36,314	\$ 16,057	\$ 32,114
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	\$ 12,836,436	\$ 12,709,343	\$ 11,150,900
- State	\$ 743,000	\$ 943,000	\$ 993,191
- Municipal	\$ 184,373	\$ 179,003	\$ 172,666
- User Fees	\$ 3,030,400	\$ 2,730,400	\$ 2,432,872
- Contributions	\$ 2,538,198	\$ 2,513,068	\$ 2,517,052
Total Budget	\$ 19,332,407	\$ 19,074,814	\$ 17,266,681

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

Funds requested from the City of Sanford would help cover a portion of the operating expenses and required local match for York County Community Action Corporation existing transportation services; Sanford Transit, Orange Line and Local Rides (Shoppers run).

2) Agency services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

Please see attached.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

Executive Director	\$131,840
Deputy Director	\$116,905
Chief Financial Officer	\$119,480

Salary ranges for all 240-plus employees

Dentist, Medical Director/Physician, Nurse Practitioner, Behavioral Health Clinician	\$112,270 - \$158,620
Program Managers	\$66,950 - \$105,060
Program Asst. Managers	\$55,620 - \$78,280
Program Coordinators	\$46,350 - \$63,860
Accountants, Office Managers, Outreach Workers, Medical Assistant	\$38,110 - \$61,800
Administrative Assistants, Specialists, Lead Teachers, Counselors	\$32,960 - \$61,800
Transportation Schedulers, Drivers, Teachers	\$28,840 - \$41,200
Intake Schedulers, Maintenance, Main Reception	\$24,720 - \$35,020
Classroom/Support Aides, Reception	\$23,566 - \$32,836
Cleaning Crew, Substitutes	\$21,506 - \$31,806

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

Some social service agencies that manage sheltered workshops and other activities contract with YCCAC to provide transportation services for their clients, as they are not able to provide these services on their own.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

Attachments:

- ✓ IRS letter on 501(c)3 status
- ✓ Services Provided to Sanford Residents
- ✓ YCCAC Affirmative Action Statement
- ✓ Copy of most recent Audit (one copy)

Note: YCCAC pays taxes on all property owned in the City of Sanford.

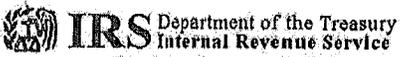
- Butler Street \$495.00
- 6 Merrill Street \$3,285.00
- 35 Island Ave. \$598.00
- 45 Mill Street \$4,616.00
- 6 Spruce Street \$5,601.00
(PILOT)
- Patriot's Place \$57,658

Total Sanford Taxes \$72,253.00

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752857510
Oct. 22, 2014 LTR 4168C 0
01-6020406 201312 67

00017400
BODC: TE

YORK COUNTY COMMUNITY ACTION CORP
PO BOX 72
SANFORD ME 04073-0072



118818

Employer Identification Number: 01-6020406
Person to Contact: TAX EXEMPT & GOVERNMENT
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 10, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MARCH 1968.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

York County
**COMMUNITY
ACTION**
Corporation

AFFIRMATIVE ACTION PLAN

May 2019

Affirmative Action Plan

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POLICY STATEMENT

York County Community Action Corporation was incorporated in May, 1965, to act as a private, non-profit, charitable, educational Agency. As a recipient of Federal funds, the Agency is in compliance with Civil Rights requirements.

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participating in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 prohibits discrimination in hiring, recruiting, promotions, layoffs of any individual or otherwise discriminating against any individual with respect to his/her compensation, terms, conditions, or privileges because of such individual's race, color, religion, sex, or national origin except in such cases as religion, sex, or national origin constitutes a bona fide occupational qualification (BFOQ). (Race or color cannot be a bona fide occupational qualification.)

The Economic Opportunity Act of 1964, as amended, guarantees that no persons with responsibilities in the operations of programs receiving financial assistance under the Economic Opportunity Act will discriminate with respect to its programs because of race, creed, age, color, national origin, sex, political affiliation, or beliefs, or handicap.

Section 504 of the Rehabilitation Act of 1973 provides that no physical or mentally handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. All programs operated by this Agency and any of its delegate agencies will be made accessible to all handicapped persons.

The Age Discrimination Act of 1967 prohibits covered employers from discriminating against employees or applicants for employment between the ages of 40 and 70. Discrimination against applicants or employees in this protected age group is permitted where age is a bona fide occupational qualification.

The Age Discrimination Act of 1975 prohibits recipients of federal financial assistance from "unreasonable" discrimination on the basis of age in programs and activities supported by such assistance. However, age may be taken into account by those operating federally assisted programs where it is "a factor necessary" to the normal operation or the achievement of any objective of the funded program or activity.

Section 402 under the Vietnam Era Veterans Readjustment Act of 1974 guarantees that certain contractors and subcontractors contracting with the federal government take affirmative action to employ and advance in employment, qualified disabled veterans and Vietnam Era veterans. These contractors, of which JTPA is one, will list immediately with the appropriate local employment office, all of its suitable employment openings. Said office shall give veteran preference when referring to these employment openings.

Sexual Harassment is prohibited under Section 703, Title VII of the Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical gestures of a sexual nature constitutes sexual harassment. This could include such things as the distribution and/or displaying of cartoons of suggestive sexual nature and the telling of jokes and stories of a suggestive sexual nature. Sexual harassment will not be condoned by this Agency or by any of its delegate agencies when used to influence or affect the career advancement, salary, working conditions, or benefits of any employee. Neither will sexual harassment be a determining factor in the receiving of services being offered by this Agency or any of its delegate agencies. At the same time, in no way does this entity intend to regulate social interactions or relationships freely entered into by any of its employees and/or clients.

Every effort will be utilized by this Agency and any of its delegate agencies to assure minorities, low-income, underemployed and unemployed equal opportunity to apply for and be considered for job vacancies. This Agency or any of its delegate agencies do not discriminate on the basis of familial status, sexual preference, or former patients of state institutions.

The Maine Human Rights Act prohibits discrimination in the area of employment on the basis of race, color, sex, sexual orientation, physical or mental disability, genetic pre-disposition, religion, age, ancestry, or national origin. In access to public accommodations, it is unlawful to discriminate on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin.

In Housing, it is unlawful to discriminate on the basis of sex, sexual orientation, physical or mental disability, familial status, religion, ancestry, or national origin or status as a recipient of federal, state or local public assistance. Discrimination in credit transactions are prohibited on the basis of age, race, color, sex, sexual orientation, familial status, religion, ancestry, or national origin.

All Agency personnel, supervisory and non-supervisory alike, will be held responsible to assure that all policies set forth in the Affirmative Action Plan of York County Community Action Corporation are carried out.

EXPLANATION OF AFFIRMATIVE ACTION PLAN

The Affirmative Action Plan is a document which is a written commitment of an employer to eliminate discriminatory employment policies and practices and to actively redress the current effects of discrimination. It may be defined as a businesslike method of eliminating the effects of past and present discrimination - intended or unintended - which are evident or indicated by the analysis of present employment patterns, practices and policies. Prohibited is discrimination based on race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry, national origin, political affiliation, and other non-merit factors. Elimination of the effects of such discrimination requires solid management planning, including analysis of present staffing, agency goals, actions and evaluations.

An AAP should be directed to all parts of the employment situation which analysis has indicated to be a potential or existing deficiency. Affirmative action cannot be relegated to "Personnel" or "the merit system", nor can it be separated from these organizational components. Both provide essential help in the development and maintenance of a complete AAP. Affirmative action is much broader, as it encompasses all parts of the situation which are controlled or controllable by an organization's management team.

Finally, affirmative action in equal employment opportunity can be realistic and meaningful only if it is viewed as a primary responsibility of top management, one which is shared by all managers and supervisors, within the organization. Only at these levels are the many complexities, capabilities, and options available to an organization fully known. Less than complete commitment by top management will hinder or prohibit the development of a successful AAP. All persons within an organization must be made aware of management's commitment, through the expression of policy, through the assignment of resources, and, most importantly, through management follow-up and follow-through. Therefore, cooperation of all those in supervisory positions is very important.

All agency staff should be aware of the fact that State and Federal funding could be curtailed if an Affirmative Action Plan is not implemented and carried out.

EXPLANATION OF EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity - the right of all persons to work and to advance on the basis of merit, ability and potential, has deep roots in our American heritage.

Equal Employment Opportunity is the law. It is mandated by federal, state, and local legislation, Presidential Executive Orders and definitive court decisions.

Experience in administering equal opportunity laws over the past years has shown that many discriminatory practices of the past remain so deeply embedded in basic institutions of society that these practices continue to have extremely unequal effects on certain groups in our population, even when the employer has no conscious intention to discriminate.

It should also be understood that equal opportunity does not only apply to employment, but every phase of daily living. Included are such things as housing, access to public buildings, extension of credit, participation in school curriculums, etc.

VENDOR/CONTRACTOR NON-DISCRIMINATION POLICY

All vendors/contractors who are the recipients of Organization funds, or who propose to perform any work or furnish any goods under agreements with York County Community Action Corporation, shall agree to these important principles:

1. Vendors/contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable necessary to the normal operation of the vendors/contractors.
2. Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

RESPONSIBILITY ASSIGNMENTS:

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY OFFICER (AA/EEO OFFICER): JOB DESCRIPTION

1. Updates, monitors, implements, and evaluates the agency's Affirmative Action Plan (AAP) annually as required by law.
2. Provides technical assistance and training on equal employment/affirmative action issues to management and other staff to ensure compliance with laws and policies. Provides appropriate career counseling to Agency Staff as needed.
3. Monitors all personnel areas of the agency's Equal Employment Opportunity program including: recruitment, promotions, training, disciplinary or adverse actions and incentive awards. In those areas found to be deficient, he/she will advise and make recommendations for remedial measures to the Executive Director and/or appropriate committee of the Board.
4. Provides counseling services for any employee or applicant for employment who alleges discrimination. If unable to informally resolve or adjust the problem to the satisfaction of the grievant, with permission, the AA/EEO Officer will contact the Maine Human Rights Commission, or other appropriate agencies.
5. Collaborates with the Executive Director to develop and disseminate information for employees and community groups on the Equal Employment Program to promote harmonious intergroup relations, support and cooperation in achieving the total objectives of the program.
6. Annually reviews, analyzes, and evaluates the agency's Affirmative Action Plan to ensure that the Plan is in compliance with regard to utilization of the available workforce, as well as to ensure that action items, if any, are implemented within the designated time frame or target date.

Supervisors

All program directors and supervisors will clearly understand their own responsibility for carrying out equal employment/affirmative action goals by fulfilling requirements set forth for recruiting, hiring, training and promoting in all job titles without regard to race, religion, color, sex (including pregnancy), national origin, age, disability, family medical history, or genetic information (GINA), sexual orientation, parental status, marital status, political affiliation, military service, or any legally protected group, status as a workers' compensation claimant, except where a bona fide occupational qualification exists. Failure on the part of supervisors to bring discriminatory acts to the attention of the Executive Director and AA/EEO Officer may be grounds for disciplinary action including dismissal.

All YCCAC Employees

Each employee is responsible for his/her own acts and those of his/her supervisors with respect to discrimination. All employees are responsible for reporting discriminatory acts to their immediate supervisor, Executive Director, and the AA/EEO Officer. Discrimination and/or harassing actions are grounds for disciplinary action including dismissal.

METHOD OF DISSEMINATION OF EEO INFORMATION

INTERNALLY

In January, 1978, copies of the original AAP were given to all staff and placed on file in the Administration office. Since that time, copies of the plan have been given to the Program Directors for staff review and are placed on file at satellite offices of this agency. Any revisions in the plan are made known to staff and Directors via staff memos. Revisions of the AAP are available at all times to employees on the intranet.

New employees are furnished with an Employee Handbook which includes a copy of YCCAC's Personnel Policies that explain in laymen's terms our commitment to Affirmative Action, so that if a discrimination complaint arises, they understand that recourse exists. A complete copy of the current Affirmative Action Plan is provided to all newly hired employees.

EEO posters and our Discrimination Complaint Procedure are posted on bulletin boards that are available to both clients and employees.

EXTERNALLY

The Equal Opportunity Clause is included on all applications and included or referenced in all contracts/agreements by and with YCCAC.

ACTION-ORIENTED PROGRAMS

YCCAC has instituted action programs to eliminate identified problem areas and to help achieve specific affirmative action goals. These programs include:

1. Conducting annual analyses of job descriptions to ensure they accurately reflect job functions;
2. Reviewing job descriptions by department and job title using job performance criteria;
3. Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes;
4. Evaluating the total selection process to ensure freedom from bias through;
 - a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
 - b. Evaluating selection methods that may have a disparate impact to ensure that they are job related and consistent with business necessity;
 - c. Training personnel and management and supervisory staff on proper interview techniques; and
 - d. Training in EEO for management and supervisory staff;
5. Using techniques to improve recruitment and increase the flow of minority Applicants. YCCAC presently undertakes the following actions:
 - a. Include the phrase "Equal Opportunity/Affirmative Action Employer" in all printed employment advertisements.
 - b. Disseminate information on job opportunities to employment development agencies when job opportunities occur;
 - c. Encourage all employees to refer qualified applicants;
 - d. Actively recruit at secondary school, junior colleges, colleges and universities.
6. Ensuring that all employees are given equal opportunity for promotion. This is achieved by;
 - a. Posting promotional opportunities;
 - b. Evaluating job requirements for promotion.

DISCRIMINATION COMPLAINT PROCEDURE

Any person who believes s/he has encountered discrimination either as an employee, job applicant, or program participant of this agency because of race, color, ancestry or national origin, religion, sex, sexual orientation, age, physical/mental disability, political affiliation, political belief, familial status, sexual harassment, veteran or Vietnam era, may register a complaint with the agency's EEO Officer or directly with the Maine Human Rights Commission, appropriate federal, state or local civil rights agencies. Such complaint must be filed not more than 180 calendar days after the act of discrimination has occurred.

If a discrimination complaint is registered with the agency's EEO Officer, the following policies shall govern the Complaint procedure:

- a. The EEO Officer and complainant shall, at all times, be free from restraint, interference, coercion and reprisal during the investigation and settlement of the alleged offense.
- b. At no time shall the EEO Officer reveal the identity of the aggrieved person without written approval by the aggrieved party.
- c. If the complainant is an agency employee, a reasonable amount of working time shall be given to allow for preparation and presentation of their case for a resolution of the complaint.
- d. The complainant has the right to be accompanied, represented and advised by a representative or attorney of his/her choice.
- e. If requested by the complainant, the EEO Officer shall assist in discussion with any party to the complaint and shall take any necessary steps to assist in the resolution of the complaint.

Within 21 working days of the filing of a complaint, regardless of the disposition of the complaint, the EEO Officer shall prepare a written report setting forth the summary of the complaint, the preliminary inquiry and the disposition of the complaint indicating the basis for that disposition.

Should the complainant be dissatisfied with the results of a resolution they may, within the 180 calendar day limitation, file a complaint with the Maine Human Rights Commission or other appropriate state and/or federal agencies.

CO= FL41732
 u= FL41732

EQUAL EMPLOYMENT OPPORTUNITY
 2018 EMPLOYER INFORMATION REPORT
 SINGLE ESTABLISHMENT REPORT - TYPE 1

SECTION B - COMPANY IDENTIFICATION

1. YORK COUNTY COMMUNITY ACTION CORP
 6 SPRUCE STREET
 PO BOX 72
 SANFORD, ME 04073

SECTION C - TEST FOR FILING REQUIREMENT

2a. YORK COUNTY COMMUNITY ACTION CORP 1-Y 2-N 3-Y DUNS NO.:099366536 EIN :016020406
 6 SPRUCE STREET
 PO BOX 72
 SANFORD, ME 04073
 YORK COUNTY
 c. y

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 813319 Other Social Advocacy Organizations

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS					
	MALE	FEMALE	***** MALE *****					***** FEMALE *****										
			WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES			
EXECUTIVE/SR OFFICIALS & MGRS	0	0	1	0	0	0	0	0	0	0	0	3	0	0	0	0	0	4
FIRST/MID OFFICIALS & MGRS	0	1	4	0	0	0	0	0	0	0	0	18	0	0	0	0	0	24
PROFESSIONALS	0	0	5	0	0	0	0	0	0	0	0	64	0	0	1	0	0	70
TECHNICIANS	0	1	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	4
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	0	0	0	0	39	0	0	0	0	0	40
CRAFT WORKERS	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OPERATIVES	0	0	13	0	0	0	0	0	0	0	0	4	0	0	0	0	0	17
LABORERS & HELPERS	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
SERVICE WORKERS	0	0	1	0	0	0	0	0	0	0	0	42	0	0	0	0	0	43
TOTAL	0	2	27	0	0	0	0	0	0	0	0	173	0	0	1	0	2	205
PREVIOUS REPORT TOTAL	0	3	33	0	0	0	0	0	0	0	0	166	0	0	0	0	2	204

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 11/19/2018 THRU 12/02/2018

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: BARBARA CRIDER
 EEO-1 REPORT CONTACT PERSON: MELISSA FLAYHAN
 EMAIL: MELISSA.FLAYHAN@YCCAC.ORG

TITLE: EXECUTIVE DIRECTOR
 TITLE: HUMAN RESOURCE DIRECTOR
 TELEPHONE NO: 2074592958

CERTIFIED DATE[EST]: 05/07/2019 01:23 PM

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: SANFORD SPRINGVALE CALL FIREFIGHTERS

Address: P.O. BOX 1269 SANFORD ME 04073

Mailing address:

Name of agency contact person: JACK BOBARD

Telephone: 202-490-4900

Sanford/Springvale address:

E-Mail address:

Name of Sanford/Springvale contact person:

Telephone:

Number of Total Persons Served/Benefit: Direct

Number of Sanford Residents/Benefit: Direct

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

THE MEMBERS OF THE SANFORD SPRINGVALE
CALL FIREFIGHTERS CONTINUE TO BE PROUD PAST
AND PRESENT MEMBERS OF THE FIRE DEPARTMENT.
WE WILL CONTINUE TO MAN THE MOUNT HOPE
FIRE TOWER AS WELL AS USE OUR ANTIQUE
FIRE TRUCK IN ANY & ALL REQUESTS BY
THE ADMINISTRATION.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

WE CONTINUE TO REGISTER & INSURE OUR 1935 SEAGRAVES ANTIQUE TRUCK THAT IS USED FOR PARADES FUNERALS & OUR ANNUAL MEMORIAL WHEN REQUESTED.

WE ALSO MAN & MAINTAIN ~~ON~~ THE MOUNT HOPE FIRE TOWER THROUGHOUT THE SPRING & SUMMER SEASONS WE ASSIST THE FIRE DEPT. IN THEIR ANNUAL FOOD DRIVE IN DECEMBER

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	1000.00		
2019/20	1000.00	YES	
2018/19	1000.00	YES	
<u>Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:</u>			
	2020/21	2019/20	2018/19
Source-Federal			
- State			
- Municipal			
- User Fees			
- Contributions			
Total Budget			

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

2) Agency services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

OUR SERVICES & EQUIPMENT IS OPEN TO ANY OR ALL RESIDENTS WHEN REQUESTED

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

WE HAVE 18 CURRENT MEMBERS & OVER 50 PAST MEMBERS ALL ON A NON PAID STATUS

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: Southern Maine Agency on Aging

Address: 136 U.S. Route One, Scarborough, ME 04074

Mailing address: 136 U.S. Route One, Scarborough, ME 04074

Name of agency contact person: Liz Thompson, Grant Writer

Telephone: 207-396-6591

Sanford/Springvale address: In September of this year, SMAA moved its Sanford-based Meals on Wheels site to 1491 Main Street in Sanford where we share space with Shain's of Maine. Meals are stored, organized and then distributed out of the Main Street location to older, homebound residents of Sanford and surrounding communities. The Bonanza Steak House, Egg Roll Café, and Mel's Raspberry Patch in both Sanford and Springvale all serve as "As You Like It" dining program locations where individuals can redeem vouchers for a nutritious meal and socialization. The First Baptist Church in Springvale serves as a Community Café location once a month, and we host Maine Seniors Games athletic events annually at the Sanford/Springvale YMCA.

E-Mail address: lthompson@smaaa.org

Name of Sanford/Springvale contact person: Deb Folsom,
Sanford/Springvale Meals on Wheels Site Coordinator and Client
Assessor

Telephone: 207-324-5181

Number of Total Persons Served/Benefit: Direct 20,876 (unduplicated)

Number of Sanford Residents/Benefit: Direct 1,132 (unduplicated)

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

The Mission of the Southern Maine Agency on Aging is to improve the quality of life for older adults, adults with disabilities, and the people who care for them.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

For the 2020/2021 Fiscal Year, SMAA requests a contribution of \$1,500 from the City of Sanford. Funds from the City would directly support the cost of serving Sanford/Springvale residents who come to SMAA for guidance and assistance.

Last year, SMAA provided the following services valued at **\$330,544** to **1,132** Sanford residents in need:

- **557** Sanford residents received assistance through the Agency's Information and Resources program - staffed by Resources Specialists and Social Workers who work with seniors and their families by phone or in-person to provide information and support, and to increase access to available benefits. Those residents experienced **638** contacts with SMAA staff;
- **91** residents received Medicare and other insurance counseling. In addition to helping choose the best coverage for each individual, Agency volunteers assisted in saving participants hundreds and often thousands of dollars on yearly insurance and prescription costs;
- **367** residents participated in SMAA's Community Café and/or "As You Like It" congregate dining programs where they received **6,547** affordable and nutritious meals, and socialized, helping to reduce their risk of isolation and loneliness;
- **33** Sanford residents received guidance, participated in classes and/or support groups to help better understand and manage their caregiving role through the Family Caregiver Support Programs. These Sanford residents had a total of **823** individual contacts with SMAA's Family Caregiver Support staff;
- **5** residents who are caregivers received **834** hours of valuable respite through the Caregiver Respite Program;
- **2** Sanford residents participated in **9** Agewell Program classes designed to help people reduce their risk and fear of falls, and better manage their chronic conditions;
- **7** residents participated in the yearly Maine Seniors Games sporting competition;
- **3** residents with dementia attended the Agency's Sam L. Cohen Adult Day Center where they received **681** hours of person-centered care and participated in therapeutic and engaging activities during the day;
- **3** Sanford residents were matched with Money Minders volunteers who helped them read, sort and organize mail, create a budget, pay bills, guard against financial exploitation and maintain control of their financial independence;
- and **135** Sanford residents, who are temporarily or permanently homebound and cannot shop for or prepare meals on their own, received **15,993** home-delivered meals, safety checks, and vital socialization through the Meals on Wheels and Simply Delivered for ME meal delivery programs.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	<u>1,500</u>	TBD	<u>N/A</u>
2019/20	<u>1,500</u>	<u>1,400</u>	<u>N/A</u>
2018/19	<u>1,500</u>	<u>1,400</u>	<u>N/A</u>
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	<u>2,287,760</u>	<u>2,278,760</u>	<u>2,253,400</u>
- State	<u>952,731</u>	<u>952,731</u>	<u>853,138</u>
- Municipal	<u>120,000</u>	<u>120,000</u>	<u>126,366</u>
- User Fees	<u>1,874,336</u>	<u>1,874,336</u>	<u>1,754,452</u>
- Contributions	<u>799,456</u>	<u>799,456</u>	<u>759,191</u>
Total Budget	<u>6,034,283</u>	<u>6,034,283</u>	<u>5,746,547</u>

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community:

Last year, SMAA served more older and disabled adults and caregivers in Sanford/Springvale than any other community in York County. More than 17% of Sanford residents live in poverty – significantly higher than the state average of 11.6% (2019 U.S. Census Bureau).

Sadly, Social Security is the only source of income for at least one in every three Mainers age 65 and older, and makes up 50% or more of the income for 64% of Maine seniors. Maine has the second lowest average Social Security retirement benefit in the entire country at \$1,314.22 a month.

Living on some of the smallest fixed incomes in the country forces older Mainers to make difficult choices related to their housing and energy costs, nutrition, medications, health care, and other basic human needs. SMAA's many programs are designed to help address these concerns and other health and human service needs such as:

- Hunger and food insecurity: Sadly, the number of seniors in Maine that experience food insecurity has doubled in less than 5 years and nearly 1 in 3 face hunger or the threat of hunger.
- Caregiving challenges: Caregiving takes a toll on individuals' finances, emotional and physical well-being and social life. Caregivers of someone with Alzheimer's are estimated to be 600% more likely to develop the disease themselves and many are leaving jobs early and/or turning down promotions due to the added stress.
- Alzheimer's disease and related dementia: Alzheimer's disease is the 6th leading cause of death in

the U.S. Currently 5.8 million Americans are living with the disease, but by 2050, that number is projected to rise to nearly 14 million. Towns, and their residents, are not prepared for the long-term toll this disease will have on their communities.

- Health challenges: One-in-four of Maine seniors will fall each year. Among seniors, falls are the leading cause of fractures, hospital admissions for trauma, and injury deaths.
- Financial exploitation: Financial exploitation is a fast-growing form of abuse of seniors and adults with disabilities. Financial exploitation commonly involves trusted persons in the life of vulnerable adults.

SMAA is receiving hundreds of calls every day from some of southern Maine's most vulnerable older adults. We are hearing from Sanford residents who are forced to shut off heat, neglect their medical needs, or even ration their meals just to get by. They are scared, vulnerable, and in need of our help.

2) Agency services must be accessible to all Sanford/Springvale residents on a non- discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

SMAA services that use Older Americans Act funds are provided without regard to income, race, religion, national origin or disability, free to older and disabled adults living in York and Cumberland counties of Maine. Typically, programs are available to people 60 and older and people 60 and younger who are disabled. Some programs have minimal eligibility criteria. For example, in order to be eligible to receive Meals on Wheels, the individual must be permanently or temporarily homebound and/or unable to regularly prepare meals for themselves.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

The Agency's staff of 101 is currently made up of 50 full-time and 49 part-time employees. It is estimated that 30+ employees work at SMAA sites located in York County including the Sam L. Cohen Adult Day Center in Biddeford, and Meals on Wheels Meal Sites in Sanford, Biddeford, Kezar Falls, and Kittery used for meal distribution.

The Agency has licensed social workers who serve as Resource Specialists, over the phone and in person, for residents across southern Maine (both York and Cumberland counties). The Agency also enlists the support of more than 300 York County volunteers who help deliver our many programs and services in and outside that region.

Space and personal considerations prevent us from listing all of the names of SMAA staff working in York County.

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

SMAA does not outsource any of its programs. Many programs including Meals on Wheels, insurance counseling, Money Minders, and one-on-one counseling, provide a direct human service. As part of our services to clients, staff do refer individuals to other community-based organizations (i.e. Legal Services for the Elderly, hospice, Alzheimer's Association, Adult Protective Services, home health nursing) for needs

that cannot be address through SMAA's scope of work. This level of collaboration enables SMAA and local CBOs to increase depth and quality of assistance provided, while avoiding duplication of services.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

(a) 501(c)3 Determination letter attached

(b) Client demographic information is included in the request narrative. See detailed SMAA budget for donation sources

(c) N/A

(d) Previous, current and proposed year's budgets attached



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077552845
Mar. 09, 2009 LTR 4168C 0
01-0360259 000000 00 000
00026798
BODC: TE

SOUTHERN MAINE AGENCY ON AGING
136 US ROUTE ONE
SCARBOROUGH ME 04074-9055



023852

Employer Identification Number: 01-0360259
Person to Contact: Mrs. Jones
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 16, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in April 1979, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott
Manager, EO Determinations

Southern Maine Agency on Aging

Budget for the 12 Months from October 1, 2019 to September 30, 2020 **FY2020 Budget**

REVENUE

FEDERAL FUNDS ANNUAL GRANTS	<u>2,287,760</u>
STATE FUNDS	<u>952,731</u>
ADULT DAYCARE FEE FOR SERVICE	<u>824,000</u>
CONTRACTED SERVICES	<u>622,329</u>
CLIENT PAID FEES/DONATIONS	<u>320,000</u>
OTHER OPERATING REVENUE	<u>54,807</u>
ALL FUNDRAISING	<u>860,456</u>
RESTRICTED INCOME	<u>28,000</u>
BUILDING RENTAL INCOME	<u>84,200</u>
Total REVENUE	6,034,283

EXPENSES

WAGES	<u>2,997,452</u>
FRINGE BENEFITS	<u>552,322</u>
TRAVEL	<u>85,350</u>
FOOD	<u>1,098,215</u>
PROGRAM SUPPLIES	<u>143,800</u>
MISCELLANEOUS PROGRAM EXPENSES	<u>58,330</u>
OTHER PROGRAM EXPENSES	<u>617,633</u>
SUBCONTRACTED FUNDS	<u>50,251</u>
DEPRECIATION	<u>185,000</u>
INTEREST	<u>113,500</u>
BUILDING EXPENSES	<u>132,430</u>
Total EXPENSES	6,034,283

SURPLUS/(DEFICIT) **0**



Southern Maine Agency on Aging

Budget for the 12 Months from October 1, 2018 to September 30, 2019 **FY2019
Budget**

REVENUE

FEDERAL FUNDS ANNUAL GRANTS	<u>2,225,069</u>
STATE FUNDS	<u>716,691</u>
ADULT DAYCARE FEE FOR SERVICE	<u>892,000</u>
CONTRACTED SERVICES	<u>482,401</u>
CLIENT PAID FEES/DONATIONS	<u>325,000</u>
OTHER OPERATING REVENUE	<u>61,896</u>
ALL FUNDRAISING	<u>908,404</u>
RESTRICTED INCOME	<u>33,000</u>
BUILDING RENTAL INCOME	<u>91,700</u>
Total REVENUE	5,736,161

EXPENSES

WAGES	<u>2,962,409</u>
FRINGE BENEFITS	<u>530,829</u>
TRAVEL	<u>81,454</u>
FOOD	1,011,000
PROGRAM SUPPLIES	<u>132,540</u>
MISCELLANEOUS PROGRAM EXPENSES	<u>61,252</u>
OTHER PROGRAM EXPENSES	<u>662,352</u>
SUBCONTRACTED FUNDS	<u>57,067</u>
DEPRECIATION	<u>170,000</u>
INTEREST	<u>116,500</u>
BUILDING EXPENSES	<u>161,663</u>
Total EXPENSES	5,947,066

(210,905)

SURPLUS/(DEFICIT)

The deficit is a result of projected losses at the Agency's Adult Day Centers. The Agency has consolidated to one Center and continues to work to build census at the facility to help reach the point of break even.

Southern Maine Agency on Aging

Budget for the 12 Months from October 1, 2017 to September 30, 2018 **FY2018
Budget**

REVENUE

FEDERAL FUNDS ANNUAL GRANTS	<u>2,307,776</u>
STATE FUNDS	<u>874,167</u>
ADULT DAYCARE FEE FOR SERVICE	<u>1,056,500</u>
CONTRACTED SERVICES	<u>492,400</u>
CLIENT PAID FEES/DONATIONS	<u>356,000</u>
OTHER OPERATING REVENUE	<u>103,000</u>
ALL FUNDRAISING	<u>789,124</u>
RESTRICTED INCOME	<u>3,000</u>
BUILDING RENTAL INCOME	<u>100,000</u>
Total REVENUE	6,081,967

EXPENSES

WAGES	<u>2,977,593</u>
FRINGE BENEFITS	<u>545,497</u>
TRAVEL	<u>105,885</u>
FOOD	<u>975,240</u>
PROGRAM SUPPLIES	<u>141,329</u>
MISCELLANEOUS PROGRAM EXPENSES	<u>525,866</u>
OTHER PROGRAM EXPENSES	<u>201,297</u>
SUBCONTRACTED FUNDS	<u>187,461</u>
DEPRECIATION	<u>170,000</u>
INTEREST	<u>98,500</u>
BUILDING EXPENSES	<u>153,299</u>
Total EXPENSES	6,081,967

SURPLUS/(DEFICIT) **0**



**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: Trafton Senior Center

Address: 19 Elm St. Sanford ME 04073

Mailing address: PO Box 249 Sanford ME 04073

Name of agency contact person: Robin Bibber

Telephone: 207-457-0080

Sanford/Springvale address: 19 Elm St. Sanford ME 04073

E-Mail address: rbibber@sanfordymca.org

Name of Sanford/Springvale contact person: Robin Bibber

Telephone: 207-457-0080

Number of Total Persons Served/Benefit: Direct 1450

Number of Sanford Residents/Benefit: Direct 950

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

The mission of the Y Trafton Senior Center is to provide a safe and welcoming environment for our senior citizens to gather and enjoy social interaction, wellness programs and opportunities for learning new skills vital to helping them maintain an active, independent and healthy lifestyle.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

The Trafton Senior Center has been serving the seniors of Sanford-Springvale and surrounding communities for more than 50 years. We are open Monday through Friday from 8 AM to 5 PM. We also offer limited programming (such as movie days, dances and BBQ's) on nights and weekends. We offer a wide variety of daily exercise programs including strength and balance training, yoga, tai chi and line dancing. All of our exercise programs are taught by certified instructors and designed for seniors. We offer opportunities for socialization which include art and wellness classes, card and board games, monthly lunch and learn programs and comfortable gathering spaces for seniors to visit and chat. The Trafton Café is open daily offering a wide variety of breakfast and lunch items (sometimes supper too) and we offer a congregate lunch on Tuesdays and Fridays. We serve more than 100 healthy meals per week. In 2019 we established our food co-op, allowing our members the opportunity to benefit financially through bulk buying. We were able to do this in part through grant and local funding. In 2020, our goal is to expand on our co-op opportunities and work to increase access to fresh, local produce. We maintain a working greenhouse. This year we were able to begin seedlings which then grew all summer in our courtyard. These plants (tomato, peppers, cucumber and lettuce) provided fresh produce for our noon lunches all season long. We aim to repeat this success next growing season. Our members enjoy our courtyard area for BBQ's and socialization. Our membership continues to grow and we average 75 to 85 visits per day.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	\$10000		
2019/20	\$10000	\$10000	
2018/19	\$10000	\$10000	
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal			
- State			
- Municipal	\$10000	\$10000	\$10000
- User Fees	\$40000	\$37900	\$34700
- Contributions	\$44000	\$44000	\$37000
Total Budget	\$169460	\$166900	\$154200

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

The Y Trafton Senior Center is open daily and available as a resource center and gathering place for seniors to stay warm in the winter and cool in the summer. The Trafton provides access to healthy foods , helping those seniors who are food insecure. Our fees are minimal and our programs are designed to help keep seniors healthy, active, connected with their peers and connected to their community. Seniors who live alone are particularly vulnerable to poor health outcomes which may lead to a loss of independence. The Y Trafton Senior Center plays a important and vital role in helping seniors thrive in place.

2) Agency services must be accessible to all Sanford/Springvale residents on a non- discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

The Trafton Center is open to all seniors age 50 and older regardless of their race, religion, sex, sexual orientation, marital status and /or financial status. No one is turned away from the Trafton Senior Center.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

Full Time Director \$36,000
Full Time Member Services Mngr. \$27,040
Part Time Custodian \$6240
Part Time Instructors \$11,767

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

1. MaineHealth Care at Home offers twice monthly foot clinics in additions to season flu shot clinics, wellness clinics and blood pressure checks.
2. The Trafton Senior Center is the access point for local seniors to access fresh, local produce at the Sanford Farmers Market through the Senior Farmshare program.
3. The Trafton Senior Center is the provides space for local Girl Scouts and Altrusa to meet. These groups in turn provide help to the community through their service projects.
4. The Trafton Senior has partnered with Sanford Recreation Dept. for Holly Daze and to provide their middle school campers with opportunity for volunteer service.
5. The Director has been active in the work of pursuing and implementing the work of AARP Age Friendly Communities which has led to the designation of Sanford as an age friendly community. This work is a partnership with Thriving in Place, York County Community Action and local Sanford residents.
6. SMAA, Southern Maine Health Care, York Hospital, YCCAC, Sanford School Dept. and many other local agencies work with Trafton to keep seniors informed about local issues, resources and policies that affect seniors daily lives.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

Name	2020 Budget	2019 Budget	2018 Budget	2017 Budget
Contributions	6000	12000	5000	6000
Trusts	15000	15000	15000	11200
Fundraising	9000	12000	12000	12000
United Way	5000	5000	5000	5000
Grants	10000	5000	2500	2500
City	10000	10000	10000	10000
Sr Adult	16560	13500	13200	13680
Programs	23500	22000	18500	16500
Trips	72000	70000	70000	70000
Facility Rent	2400	2400	3000	3600
	169460	166900	154200	150480
Personnel	81047	72767	69029	67029
contract	4500	7000	4500	4500
Trip Expense	62000	62000	62000	62000
Program Expense	13000	15500	11750	10250
office supp	850	850	700	700
maint supp	1000	1000	950	850
postage	250	250	300	300
Utilities	14000	14000	12500	10500
M&R Mat				
Promo Mat				
Mileage Allow				
Conferences	450		200	200
Dues/Organ			150	150
Total Exp	177097	173367	162079	156479
Operating Deficit	7637	6467	7879	5999

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

Date: **APR 08 1998**

Young Men's Christian Association
Sanford-Springvale
P.O. Box 249
Sanford, ME 04073-0249

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 01-0211814

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Young Mens Christian Association Sanford-Springvale.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

(Patricia Holub)

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Young Mens Christian Association
Sanford-Springvale

Date of Exemption Letter: January 1960

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization as described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: York County Community Action Corporation

Address: 6 Spruce Street, Sanford, ME 04073

Mailing address: 6 Spruce Street, P.O. Box 72, Sanford, ME 04073

Name of agency contact person: Brad Bohon

Telephone: 207 408-5625

Sanford/Springvale address: 6 Spruce Street, Sanford, ME 04073

E-Mail address: info@yccac.org

Name of Sanford/Springvale contact person: Brad Bohon

Telephone: 207 408-5625

Number of Total Persons Served/Benefit: Direct 19,810

Number of Sanford Residents/Benefit: Direct 6,541

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

York County Community Action Corporation is a private non-profit organization serving residents of York County, Maine. YCCAC is comprised of a variety of health, educational, and community development programs. Most YCCAC programs—which include WIC, Head Start and Early Head Start, Transportation, Economic Opportunity Department, Energy Services, Weatherization, and Nason Health Care—are designed to keep vulnerable families safe and to provide access to opportunities, which in turn leads to self-sufficiency and independence.

The mission of York County Community Action Corporation is to alleviate the effects of poverty, attack its underlying causes, and to promote the dignity and self-sufficiency of the people of York County, Maine.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

All YCCAC programs and services are available to Sanford residents; these include: Economic Opportunity Department (Financial Literacy, Legal Advocacy, Community Outreach, Homebuyer Education and Homebuyer Counseling, Foreclosure Prevention), Home Heating Assistance, WIC, Head Start and Early Head Start, Transportation Services, Weatherization, and Medical, Dental and Behavioral Health Services through Nasson Health Care.

Municipal funding is used to leverage federal dollars. The funding is generally directed to the Community Outreach program, which provides assistance to many of York County's neediest residents. Community Outreach maintains offices in Sanford, Kittery and Biddeford. Outreach workers can provide assistance ranging from information and referral, advocacy, emergency assistance for shelter, utilities, heat and food. Outreach workers can also help with long-term goals, like establishing or repairing personal credit, managing a budget, find childcare services, and building assets.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	<u>\$6,900</u>	<u>N/A</u>	<u>\$19,332,407</u>
2019/20	<u>\$6,900</u>	<u>\$3,677</u>	<u>\$19,074,814</u>
2018/19	<u>\$6,900</u>	<u>\$3,677</u>	<u>\$17,266,681</u>
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	<u>\$12,836,436</u>	<u>\$12,709,343</u>	<u>\$11,150,900</u>
- State	<u>\$743,000</u>	<u>\$943,000</u>	<u>\$993,191</u>
- Municipal	<u>\$184,373</u>	<u>\$179,003</u>	<u>\$172,666</u>
- User Fees	<u>\$3,030,400</u>	<u>\$2,730,400</u>	<u>\$2,432,872</u>
- Contributions	<u>\$2,538,198</u>	<u>\$2,513,068</u>	<u>\$2,517,052</u>
Total Budget	<u>\$19,332,407</u>	<u>\$19,074,814</u>	<u>\$17,266,681</u>

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

York County Community Action Corporation provided services valued at \$7,242,324 to Sanford/Springvale residents in fiscal 2019 (November 1, 2018 – October 31, 2019). The great majority of these services would have fallen to General Assistance had they not been provided by YCCAC.

2) Agency services must be accessible to all Sanford/Springvale residents on a non- discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

See attached statement policy.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

Executive Director	\$131,840
Deputy Director	\$116,905
Chief Financial Officer	\$119,480

Salary ranges for all 240-plus employees

Dentist, Medical Director/Physician, Nurse Practitioner, Behavioral Health Clinician	\$112,270 - \$158,620
Program Managers	\$66,950 - \$105,060
Program Asst. Managers	\$55,620 - \$78,280
Program Coordinators	\$46,350 - \$63,860
Accountants, Office Managers, Outreach Workers, Medical Assistant	\$38,110 - \$61,800
Administrative Assistants, Specialists, Lead Teachers, Counselors	\$32,960 - \$61,800
Transportation Schedulers, Drivers, Teachers	\$28,840 - \$41,200
Intake Schedulers, Maintenance, Main Reception	\$24,720 - \$35,020
Classroom/Support Aides Reception	\$23,566 - \$32,836
Cleaning Crew, Substitutes	\$21,506 - \$31,806

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

Some social service agencies that manage sheltered workshops and other activities contract with YCCAC to provide transportation services for their clients, as they are not able to provide these services on their own.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

Attachments:

- ✓ IRS letter on 501(c)3 status
- ✓ Services Provided to Sanford Residents
- ✓ YCCAC Affirmative Action Statement
- ✓ Copy of most recent Audit (one copy)

Note: YCCAC pays taxes on all property owned in the City of Sanford.

- Butler Street \$495.00
- 6 Merrill Street \$3,285.00
- 35 Island Ave. \$598.00
- 45 Mill Street \$4,616.00
- 6 Spruce Street \$5,601.00
(PILOT)
- Patriot's Place \$57,658

Total Sanford Taxes \$72,253.00

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

York County
**COMMUNITY
 ACTION**
 Corporation

Services provided to Sanford Residents
 By York County Community Action Corporation
 Fiscal Year 18/19

	<u># of households Served</u>
ECONOMIC OPPORTUNITY – Community Outreach	1,165
Emergency Financial Assistance	56
Legal Advocacy	15
Financial Coaching	25
Tax Preparation	198
Housing Counseling	94
Homeownership Education	31
Default Homeownership Assistance	29
Thriving in Place	21
ENERGY – LIHEAP	678
WEATHERIZATION	85
HEADSTART – Centers & Combo Option	80
EARLY HEADSTART	27
NASSON HEALTH CARE	2,542
TRANSPORTATION – Buses/Vans (Miles)	522,581
Volunteer Drivers (Miles)	77,045
Riders	805
WIC – Women Infants & Children	690
Dollar Value of Services provided to Sanford Residents	\$7,242,324
2018 - Total Amount Requested	\$6,900

POLICY STATEMENT

York County Community Action Corporation was incorporated in May, 1965, to act as a private, non-profit, charitable, educational Agency. As a recipient of Federal funds, the Agency is in compliance with Civil Rights requirements.

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participating in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 prohibits discrimination in hiring, recruiting, promotions, layoffs of any individual or otherwise discriminating against any individual with respect to his/her compensation, terms, conditions, or privileges because of such individual's race, color, religion, sex, or national origin except in such cases as religion, sex, or national origin constitutes a bona fide occupational qualification (BFOQ). (Race or color cannot be a bona fide occupational qualification.)

The Economic Opportunity Act of 1964, as amended, guarantees that no persons with responsibilities in the operations of programs receiving financial assistance under the Economic Opportunity Act will discriminate with respect to its programs because of race, creed, age, color, national origin, sex, political affiliation, or beliefs, or handicap.

Section 504 of the Rehabilitation Act of 1973 provides that no physical or mentally handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. All programs operated by this Agency and any of its delegate agencies will be made accessible to all handicapped persons.

The Age Discrimination Act of 1967 prohibits covered employers from discriminating against employees or applicants for employment between the ages of 40 and 70. Discrimination against applicants or employees in this protected age group is permitted where age is a bona fide occupational qualification.

The Age Discrimination Act of 1975 prohibits recipients of federal financial assistance from "unreasonable" discrimination on the basis of age in programs and activities supported by such assistance. However, age may be taken into account by those operating federally assisted programs where it is "a factor necessary" to the normal operation or the achievement of any objective of the funded program or activity.

Section 402 under the Vietnam Era Veterans Readjustment Act of 1974 guarantees that certain contractors and subcontractors contracting with the federal government take affirmative action to employ and advance in employment, qualified disabled veterans and Vietnam Era veterans. These contractors, of which JTPA is one, will list immediately with the appropriate local employment office, all of its suitable employment openings. Said office shall give veteran preference when referring to these employment openings.

Sexual Harassment is prohibited under Section 703, Title VII of the Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical gestures of a sexual nature constitutes sexual harassment. This could include such things as the distribution and/or displaying of cartoons of suggestive sexual nature and the telling of jokes and stories of a suggestive sexual nature. Sexual harassment will not be condoned by this Agency or by any of its delegate agencies when used to influence or affect the career advancement, salary, working conditions, or benefits of any employee. Neither will sexual harassment be a determining factor in the receiving of services being offered by this Agency or any of its delegate agencies. At the same time, in no way does this entity intend to regulate social interactions or relationships freely entered into by any of its employees and/or clients.

Every effort will be utilized by this Agency and any of its delegate agencies to assure minorities, low-income, underemployed and unemployed equal opportunity to apply for and be considered for job vacancies. This Agency or any of its delegate agencies do not discriminate on the basis of familial status, sexual preference, or former patients of state institutions.

The Maine Human Rights Act prohibits discrimination in the area of employment on the basis of race, color, sex, sexual orientation, physical or mental disability, genetic pre-disposition, religion, age, ancestry, or national origin. In access to public accommodations, it is unlawful to discriminate on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin.

In Housing, it is unlawful to discriminate on the basis of sex, sexual orientation, physical or mental disability, familial status, religion, ancestry, or national origin or status as a recipient of federal, state or local public assistance. Discrimination in credit transactions are prohibited on the basis of age, race, color, sex, sexual orientation, familial status, religion, ancestry, or national origin.

All Agency personnel, supervisory and non-supervisory alike, will be held responsible to assure that all policies set forth in the Affirmative Action Plan of York County Community Action Corporation are carried out.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752857510
Oct. 22, 2014 LTR 4168C 0
01-6020406 201312 67

00017400
BODC: TE

YORK COUNTY COMMUNITY ACTION CORP.
PO BOX 72
SANFORD ME 04073-0072



018818

Employer Identification Number: 01-6020406
Person to Contact: TAX EXEMPT & GOVERNMENT
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 10, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MARCH 1968.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: Literacy Volunteers of Greater Sanford

Address: 883 Main Street, Suite 4, Sanford, Maine 04073

Mailing address: the same

Name of agency contact person: Geoffrey Titherington

Telephone: 324-6121

Sanford/Springvale address: same

E-Mail address: lvgsanford@gmail.com

Name of Sanford/Springvale contact person: same

Telephone: 324-2486

Number of Total Persons Served/Benefit: **Direct 145**

Number of Sanford Residents/Benefit: **Direct 115**

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

The mission of Literacy Volunteers of Greater Sanford (LVGS) is supporting the literacy needs of adults age 18 and above with free, confidential, one-on-one tutoring in reading, writing, math, computing and English for Speakers of Other Languages (ESOL) by trained volunteer tutors. Our target population is adults whose literacy skills prevent them from achieving their potential at work and in the community and achieving their life goals.

Our approach is student-centered so that literacy services and instruction match life goals related to employment and further education, daily living, family care including raising children, and citizenship. After literacy instruction with an LVGS tutor, some of our students enroll in Adult Education and/or Community College classes to further their education or gain certification in a skilled trade, and others pursue a job or career opportunity through the Career Center.

Volunteer tutors meet with adult students at our literacy center and other locations such as public libraries, churches, and workplaces. We also conduct outreach and recruitment, participate in literacy awareness events, and distribute information to the community. In 2018 and 2019, we have provided onsite tutoring at the Springvale Career Center and worksite instruction in ESOL at Jagger Brothers Mill. We are delighted that more of our students made significant progress in the past year, and that they are achieving goals, graduating from our program and becoming more independent community members.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

Funding from the City of Sanford will support operations of our literacy center. This includes core program development and implementation such as workplace literacy and partnering with Adult Education offices and other partners to serve students seeking literacy assistance.

Operating the learning center also includes recruiting, training, supervising and supporting volunteer tutors and their students receiving tutoring, as well as conducting learner assessments and pairing students with tutors; helping with instructional strategies, programs, and materials; purchasing books for students; and maintaining learning resources. We also conduct outreach to increase public awareness of literacy needs such as speaking engagements, newspaper articles, brochures, newsletters, mailings, community events, and our website.

Breakdown of Funds Request: Total Budget: \$ 36,000 Total Funds Request: \$ 6,000

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/2021	<u>6,000</u>	_____	<u>30,000</u>
2019/2020	<u>6,000</u>	<u>6,000</u>	<u>30,000</u>
2018/2019	<u>6,000</u>	<u>6,000</u>	<u>30,000</u>
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	<u>0</u>	<u>0</u>	<u>0</u>
- State	<u>0</u>	<u>0</u>	<u>0</u>
- Municipal	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
- User Fees	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
- Contributions	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Total Budget	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

Literacy is “the ability to read, write, and speak English and compute and solve problems at levels of proficiency necessary to function on the job and in society, to achieve one’s goals, and to develop one’s knowledge and potential.” (National Literacy Act.) Employment and earning potential have fallen sharply for those with low literacy skills. Higher levels of literacy are required of today’s work force and the functionally illiterate are being left behind in today’s increasingly technology-driven society.

The most recent National Assessment of Adult Literacy (2003) found that 43% of adults with very low literacy skills live in poverty, and that 70% of adult welfare recipients have low level literacy skills. According to the 2010 U.S. Census, 8.4% of York County residents live below the poverty level; for individuals without a high school degree, which is often the case for students coming to Literacy Volunteers, the poverty rate is 18.3% (American Fact Finder).

In this day and age, literacy is extremely important to the success of the individual, and having the ability to read and understand materials in the workplace, fill out forms, do basic computing and other kinds of daily literacy activities is the cornerstone of independence and achievement in life.

Our community supports the learning of children, but it is critical to address literacy for adults as well. Research shows that no matter how much we emphasize literacy for children, if children come from homes in which the adults have low literacy skills, those children will have a very high chance of struggling in school and becoming low-literate adults (2004 ProLiteracy America Report; demonstrated again by study in December 2010 by ProLiteracy). Each time we help a parent or caregiver with his or her literacy skills, we help to break the cycle of intergenerational low literacy.

Education levels also correspond with career opportunities. Literacy instruction will benefit learners whether they are seeking to obtain their high school equivalency diploma, improve their English language skills, or increase their reading comprehension and math competency for on-the-job performance. In turn, this benefit to our learners will extend to the whole community.

In 2020, we plan to adapt our program to meet other important literacy needs by building our focus areas of financial literacy and health literacy. These are critical life skills for adults of all ages, especially older adults managing their finances and health care. The ability to obtain and understand health and financial information and to make appropriate decisions about it is fundamental to individual and community wellbeing, and we look forward to serving the community in new ways to address these literacy needs.

2) Agency services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

LVGS recruits, enrolls and pairs literacy students and tutors with a policy of non-discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age or disabling condition.

3) Please list all full and part time Agency positions in York County with corresponding twelve-month salary figures.

Note: The following paid staff position for FY 2020/2021 is based on pending grants and will be adjusted according to the funds that are available.

Executive Director: \$ 22,400 (including payroll tax). This is a part-time position for 15 hours/week.

Volunteer Services: Last year, 35 volunteers provided more than 1,800 hours of service to help improve literacy in Greater Sanford. The estimated value of these volunteer hours is about \$44,000 (valuation of volunteer time from Independent Sector). Besides tutoring students, volunteers worked in the office, planned and staffed events, donated time for keeping our computer technology functioning, gave their expertise to serving on the Board of Directors, and donated professional services including accounting and legal advice.

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

We provide tutoring for adults who want to improve their literacy skills, including those who do not test high enough in reading and/or math to enroll at Sanford Community Adult Education (SCAE). In these cases, students are referred to LVGS by SCAE for individual tutoring until they reach the reading or math level to qualify for enrollment there. We no longer receive funds from SCAE for this service.

Adult learners and tutors also are referred by individuals, local agencies, businesses, churches and civic groups. Referral agencies include Adult Education offices, Springvale Career Center, Goodall Library, Springvale Library, Nasson Health Care, medical offices, Sanford Schools, Maine Department of Health and Human Services, Waban Projects, York County Shelter Programs, and York County Community Action.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

- a) 501c3 certification attached
- b) Demographics

This year we provided individual tutoring to 55 literacy students; 40 are residents of Sanford/Springvale. Most of the remaining students are residents of Alfred (2), Lebanon (2) and Wells (2).

Major funding is provided by the United Way of York County. Private support includes grants from the Margaret Burnham Charitable Trust, Wish You Well Foundation, Fabulous Find Boutique in Kittery, Sanford/Springvale Altrusa, the Sanford/Springvale Rotary Club, Partners Bank, and Kennebunk Savings. We also are supported by donations from individuals, businesses, and service organizations.

c) We receive in-kind donations of office equipment and supplies, software, books, professional services, and tutoring space. Individuals from Sanford and surrounding communities generously donate their time and services. Our landlord at Townhouse Properties also has reduced our rent by 50% to assist with our financial need.

d) Please see attached budgets. The Board of Directors remains committed to fiscal responsibility. All grants are applied for each year in a highly competitive market and last for one year only. There is no guarantee of continual funding and private grantmakers often will not consider repeat funding until several years have passed, therefore we are always seeking out new potential foundations.

Our request for \$6,000 from the City of Sanford is a crucial component of our operating budget for 2020/21. While we continue to have success and strong private foundation support, it is more and more difficult to acquire funds for operations. The Board and staff are committed to grant writing and to finding new funding sources to replace grants that expire annually. It is very challenging to meet the needs of the community with dwindling resources. To increase our program's visibility and raise more program funds, in 2010 we held our first annual Trivia Night at the Town Club. This event attracts individuals, businesses, and civic club sponsors from Greater Sanford. Our eleventh annual Trivia Night is set for January 17, 2020 and we expect to net about \$5,000 again with this event. LVGS was founded thirty-three years ago, and we are very grateful to have had strong support from the City of Sanford for so many years. Thank you very much for your consideration.

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

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

DEPARTMENT OF THE TREASURY

Date: MAY 21 2004

LITERACY VOLUNTEERS OF GREATER
SANFORD
C/O ANNE GAMBLE
883 MAIN ST STE 4
SANFORD, ME 04073

Employer Identification Number:
01-0473535
DLN:
17053048054024
Contact Person:
PAUL D KERR ID# 31104
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
Yes

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

Letter 947 (DO/CG)

LITERACY VOLUNTEERS OF GREATER

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.

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

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

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

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

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

LITERACY VOLUNTEERS OF GREATER

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

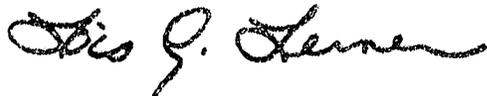
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal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



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

11/20/19

Literacy Volunteers of Greater Sanford
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
Fundraisers	11,947.98
Grants	17,800.00
Annual Dinner	1,090.00
Total Income	<u>30,837.98</u>
Gross Profit	30,837.98
Expense	
Advertising and Recruitment	207.24
Bank Service Charges	2.45
Dues and Subscriptions	497.00
Fundraising Expense	1,129.52
Instructional Materials	926.89
Insurance	1,804.30
Licenses and Permits	25.00
Office Supplies	699.25
Payroll Expenses	19,197.23
Program Expense	2,158.79
Rent	3,600.00
Staff Development	250.00
Utilities	1,487.47
Total Expense	<u>31,985.14</u>
Net Ordinary Income	-1,147.16
Other Income/Expense	
Other Income	
Interest Income	10.05
Total Other Income	<u>10.05</u>
Net Other Income	<u>10.05</u>
Net Income	<u><u>-1,137.11</u></u>

11/20/19

Literacy Volunteers of Greater Sanford
Budget Overview 2019-2020
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>
Ordinary Income/Expense	
Income	
Fundraisers	12,000.00
Grants	24,000.00
Total Income	<u>36,000.00</u>
Gross Profit	36,000.00
Expense	
Advertising and Recruitment	400.00
Dues and Subscriptions	300.00
Fundraising Expense	1,400.00
Instructional Materials	1,200.00
Insurance	1,500.00
Office Supplies	500.00
Payroll Expenses	22,400.00
Program Expense	2,500.00
Rent	3,600.00
Staff Development	400.00
Travel	300.00
Utilities	1,500.00
Total Expense	<u>36,000.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

11/20/19

Literacy Volunteers of Greater Sanford
Budget Overview
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Fundraisers	12,000.00
Grants	24,000.00
Total Income	<u>36,000.00</u>
Gross Profit	36,000.00
Expense	
Advertising and Recruitment	400.00
Bank Service Charges	0.00
Dues and Subscriptions	300.00
Fundraising Expense	1,400.00
Instructional Materials	1,200.00
Insurance	1,500.00
Office Supplies	500.00
Payroll Expenses	22,400.00
Program Expense	2,500.00
Rent	3,600.00
Staff Development	400.00
Travel	300.00
Utilities	1,500.00
Total Expense	<u>36,000.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

11/20/19

Literacy Volunteers of Greater Sanford
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account-6441	1,417.20
Money Market-2710	<u>25,024.22</u>
Total Checking/Savings	26,441.42
Other Current Assets	
PayPal Account	<u>-51.75</u>
Total Other Current Assets	<u>-51.75</u>
Total Current Assets	26,389.67
Fixed Assets	
Accumulated Depreciation	-5,708.00
Equipment	<u>5,876.27</u>
Total Fixed Assets	<u>168.27</u>
TOTAL ASSETS	<u>26,557.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Taxes Due	<u>415.94</u>
Total Other Current Liabilities	<u>415.94</u>
Total Current Liabilities	<u>415.94</u>
Total Liabilities	415.94
Equity	
Retained Earnings	28,644.39
Net Income	<u>-2,502.39</u>
Total Equity	<u>26,142.00</u>
TOTAL LIABILITIES & EQUITY	<u>26,557.94</u>

**LIBRARY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of library: Louis B. Goodall Memorial Library

Address: 952 Main St.,

Mailing address: Same as above

Name of program contact person: Jackie McDougal

Telephone: 324-4714

Sanford/Springvale address: Same as above

E-Mail address: jmcDougal@lbgoodall.org

Name of Sanford/Springvale contact person: Jackie McDougal

Telephone: Same as above

Number of Total Persons Served/Benefit: Direct 12,492 registered cardholders including non-residents

Number of Sanford Residents/Benefit: Direct 11,732 (excluding non-residents)

We serve many more daily that do not hold a library card for our numerous services.

Mission Statement: Program request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas program may be providing overlapping or duplicate services.

"Our Mission is to Enrich the Minds of our Community by Providing a Safe and Inspiring Environment to Broaden Horizons, Seek and Gain Knowledge and Create Meaningful Connections"

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

- * Maintain a Library Staff currently numbering 6 full-time & 3 part-time & 1 seasonal.
- * Maintain a library building and grounds for the benefit of the community.
- * Provide books, periodicals, newspapers, maps, audio-books, DVD's, computer hardware/software, wifi, internet access, informational pamphlets, museum passes, community bulletin boards, downloadable audiobooks & ebooks, adult programming.
- * Provide an inter-library loan service.
- * Maintain a Children's Dept. to provide children's material, technology, and programming.
- * Provide a meeting space for non-profit groups and organizations.
- * Provide cultural, informational & educational programs.
- * Provide technology help & instructions.
- * Offer printing, copying, scanning & faxing services.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	417,034		0
2019/20	417,034	397,175	0
2018/19	409,090	397,175	0
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	0	0	0
- State	0	0	0
- Municipal	417,034	397,175	397,175
- User Fees	18,600	18,600	18,905
- Contributions	115,022	115,022	117,538
Total Budget	550,656	530,797	533,618

1) Please demonstrate that there is a serious need for your program services in the Sanford/Springvale Community.

USER STATISTICS:

Library Visits - 60,112	Wifi Users - 17,214
Computer Visits - 11,077	Community Rm.
Youth Programs - 169	Reservations - 119
Attendance - 3193	Museum Passes - 150
Adult Programs - 39	Youth Summer
Attendance - 457	Reading Program - 168
Adult Reading Program - 124	

2) Program services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the program's Notice of Nondiscrimination.

The Sanford Library Association, d.b.a. Louis B. Goodall Memorial Library makes its services and programs accessible without regards to gender, age, race, national origin, religion, social status or disabling condition.

The Louis B. Goodall Memorial Library adheres to the ALA (American Library Association) Bill of Rights

3) Please list all full and part time positions in York County with corresponding twelve month salary figures. If volunteer positions are significant to your program, please explain.

Director - 57,809 FT	Lib. Asst. 20,280 PT
Asst. Dir. 48,901 FT	Lib. Clerk 18,538 PT
Reference 39,707 FT	Cataloger 13,544 PT
Youth Serv. 41,600 FT	Seasonal 1,872
Lib. Asst. 28,787 FT	
Lib. Asst. 27,810 FT	

...con't from 1) above: US Census - Sanford, ME Poverty Level 17.2%

Access to library and information resources, services, and technologies is essential for all people, especially the economically disadvantaged, who may experience isolation, discrimination and prejudice or barriers to education, employment, and housing.

Statement from the "American Library Association" (ALA) on "Room and/or Homeless Library Patrons"

4) Program request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

- a) SEE ATTACHMENT A - 501C(3) tax status
- b) The Louis B. Goodall Memorial Library serves residents of the City of Sanford/Springvale and outlying towns. Non-residents may purchase a library card for a fee. The library receives no funding from any municipalities aside from the City of Sanford. Typically, residents of the following towns may be served either through use of the non-resident card or through using the Library's resources on site.

We serve non-residents from the following towns including but not limited to: Acton, Alfred, Lebanon, Limerick, Limington, Lyman, Newfield, North Berwick, Parsonsfield, Shapleigh, Waterboro, Wells...
- c) The Louis B. Goodall Memorial Library receives no tax relief from the City of Sanford. The City owns the building and grounds.
- d) SEE ATTACHMENT B - Accounts of Town Appropriation Funds
SEE ATTACHMENT C Supplementary Revenue Sources

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

APR 10 1987

▷ Sanford Library Association
238 Main Street
Sanford, ME 04073

Date:
Employer Identification Number:
01-0216657
Accounting Period Ending:
December 31st
Form 990 Required: Yes No
Person to Contact:
Mrs. E. Novello
Contact Telephone Number:
(212) 264-8884

• 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(c)(3) of the Internal Revenue Code.

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 section(s) 509(a)(1) & 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. Also, you should inform us of all changes in your name or address.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in 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, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

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

Letter 947(DO)(5-77)

The line checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000*, or \$25,000 for years ended on or after December 31, 1982. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. 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.

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

cc:

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000, are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Letter 947(DO)(5-77)

ATTACHEMENT B

	Proposed Budget 2020-2021	Current Budget 2019-2020	Actual Figures 2018-2019
REVENUE	5%		
Town of Sanford Appropriation	417,033	397,175	397,175
Contribution	4,000	4,000	3,162
Non-Resident Fee	2,600	2,600	2,589
Fines	4,000	4,000	4,121
Lost/Damages Items	1,000	1,000	1,016
Printouts	7,000	7,000	6,680
Fax Charges	500	500	0
Book Sale	2,500	2,500	3,282
Miscellaneous	1,000	1,000	1,217
Thomas Goodall Trust	30,000	30,000	28,485
Russell Goodall Trust	2,000	2,000	1,980
Littlefield Trust	8,360	8,360	8,360
Thornburgh Trust	15,662	15,662	15,662
Goodwin Trust Fund	50,000	50,000	50,630
Grants	0	0	0
Fundraising	5,000	5,000	861
Energy Rebate	0	0	3,400
Net Gain/Loss			4,998
TOTAL	550,655	530,797	533,618

EXPENSES**PERSONNEL**

Wages	296,342	302,641	277,844
Health Insurance	70,166	67,458	61,951
Dental Insurance	2,693	2,654	2,514
403B Retirement Plan	14,723	11,881	14,023
Social Security Tax	22,670	23,152	20,745
State Unemployment Tax	125	150	70
Worker's compensation Insurance	1,200	1,200	1,198
Staff Development	400	400	190
Travel Reimbursement	300	300	121

INSURANCE

Content Insurance	5,200	5,100	5,089
Directors & Officers Insurance	1,600	1,600	1,572

UTILITIES

Electricity	16,000	16,000	16,451
Sewerage	900	900	858
Water	1,000	1,000	957

OTHER OPERATING EXPENSES

Postage	1,800	1,800	1,874
Telephone	1,500	1,500	1,432
Promotion & Advertising	0	0	149
Miscellaneous	1,200	1,200	1,743
Community Outreach	200	200	80

SUPPLIES

Office Supplies	6,000	6,000	5,879
Children's Services Supplies	800	800	1,171
Custodial Supplies	500	500	423
Maintenance Supplies	1,000	1,000	363

MAINTENANCE SERVICES

Grounds	7,000	7,000	6,824
Janitorial	14,000	14,000	13,180
Building	15,000	15,000	8,000
Plowing	2,000	2,000	2,555
Capital Improvement			

EQUIPMENT

Office Equipment	0	0	850
Furniture & Shelving	0	0	505
Copier Leasing & Maintenance	3,706	3,706	2,860

SERVICES, FEES, DUES

Accounting	2,000	2,000	2,061
Payroll Service Fee	3,400	3,400	3,496
Service Contracts	4,700	4,700	4,565
Bank Service Charge	0	0	47
Special Events	0	0	0
Maine Municipal Association Dues	600	600	600
Programming - Adult/Children	5,000	5,000	5,664
Chamber of Commerce Dues	125	125	125
Museum Passes	1,130	1,130	1,130
Property Taxes	1,000	1,000	595
MANP	275	275	275

PRINT & ELECTRONIC MEDIA

Books - Adult Fiction & Non-Fiction	12,300	12,300	11,303
Books - Reference	200	200	256
Books - Children	4,500	4,500	2,804
Books - Young Adult	800	800	602
Books - Replacement	1,500	1,500	1,893
Audio Media - Adult	6,000	6,000	6,072
Audio Media - Children	550	550	363
Video Media - Adult	2,250	2,250	2,269
Video Media - Children	750	750	787
Periodicals	3,500	3,500	4,137
Microform	0	250	444
Staff Books	0	0	102
Audio Download	650	650	650
Digitization	1,000	1,000	1,000

COMPUTERS

Hardware	0	0	741
Software	0	0	0
Maintenance	1,000	1,000	615
Supplies	500	500	608
Other	1,400	1,400	1,404

Fundraising Expenses	500	500	982
Grant Expenses	0	0	-9

Depreciation			26,470
--------------	--	--	--------

TOTAL	543,655	545,022	533,522
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ATTACHMENT C

**Sanford Library Association
d/b/a
Louis B. Goodall Memorial Library

Supplemental Revenue Sources**

Lela H. Thornburg Trust

Managed by H. M. Payson and Associates. 5% disbursed quarterly to Library to be used for building maintenance.

Thomas Goodall Trust

Invested by Trustees Charles L. Nickerson and Helen Wilkins. 5% disbursed monthly to library for use in its operating budget.

Doris C. Reando Memorial Children's Fund

Invested by Edward Jones Investments. Library has complete control of disbursements. To be at the discretion of the Library Board of Directors.

Russell Goodall Trust U/W/O

Managed by H. M. Payson and Associates. 5% disbursed quarterly to the Library for use in its operating budget.

Carrie E. Littlefield Memorial Fund for the Benefit of the Louis B. Goodall Memorial Library

Invested by the Maine Community Foundation. Proceeds are disbursed semi-annually to the Library for use in its operating budget.

A Faye Goodwin Trust

Invested by Edward Jones Investment. Library has complete control of disbursements. To be used for major repairs, books, equipment, etc. upon approval of the Library Board of Directors. Not to be used for operating expenses.

**LIBRARY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of library: Springvale Public Library

Address: 443 Main Street Springvale, Maine 04083

Mailing address: 443 Main Street Springvale, Maine 04083

Name of program contact person: Dawn Brown

Telephone: 207-324-4624

Sanford/Springvale address: 443 Main Street Springvale, Maine 04083

E-Mail address: dbrown@springvalelibrary.org

Name of Sanford/Springvale contact person: Dawn Brown

Telephone: 207-324-4624

Number of Total Persons Served/Benefit: Direct 2973

Number of Sanford Residents/Benefit: Direct 2629

Mission Statement: Program request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas program may be providing overlapping or duplicate services.

The mission of the Springvale Public Library is to nurture and support opportunities for life-long learning and the enjoyment of reading in a friendly, welcoming environment. The library provides the community with open access to information, enriching cultural activities, a reference collection for area genealogy research, and dynamic children's services. We honor the past and embrace the future.

Approved October 17, 2005
Springvale Public Library Association
Board of Trustees

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

We are requesting an additional 5% for FYE 2021. This \$8,200 increase is necessary to increase payroll and related insurances by \$7,100 in an effort to retain valuable employees.

We also need to increase our utility line by \$1,100 to keep up with oil and electric increases.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	173,000		
2019/20	169,700	164,800	
2018/19	168,800	164,800	
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal	0	0	0
- State	0	0	0
- Municipal	173,000	164,800	164,800
- User Fees	10,500	10,500	9,914
- Contributions	124,460	126,200	124,423
Total Budget	307,960	301,500 (prop.)	299,137 (act. inc.)

1) Please demonstrate that there is a serious need for your program services in the Sanford/Springvale Community.

- We provide programming for children of many age groups and needs
- Our youth services librarian visits local schools, daycares and non-profits to provide resources to families
- We meet community needs through technology, reference and literacy
- We host numerous programs like the Chamber of Commerce's music series
- We can obtain any book throughout the state for our patrons free of charge

2) Program services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the program's Notice of Nondiscrimination.

Library users are served on a first-come, first-served basis, regardless of the nature of their request, who they are, or why they ask a question or request an item. The Springvale Library building is ADA compliant.

3) Please list all full and part time positions in York County with corresponding twelve month salary figures. If volunteer positions are significant to your program, please explain.

Library Director	37 hrs/wk	49,012
Assistant Director	25 hrs/wk	30,030
Youth Services Librarian	35 hrs/wk	36,218
Circulation	31 hrs/wk	23,809
Library Assistant/Bookkeeper	6 hrs/wk	4,920
Library Assistant	20 hrs/wk	12,480
Library Assistant	12 hrs/wk	7,800
Library Assistant	7 hrs/wk	4,368
Custodian	27 hrs/wk	18,252
Assistant Custodian	5 hrs/wk	4,173

4) Program request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

Included:

- Our 501 c 3 tax letter
- Our Annual Report to identify demographic information and donor sources
- FYE 2019 Treasurer's report with balances on hand on the verso
- Proposed Budget with current budget for comparison

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

YRL GROUP

Accounting - Payroll - Tax Services
Rochester, NH - Springvale, ME - Limerick, ME

To the Board of Trustees:

Springvale Public Library
443 Main Street
Springvale, ME 04083

Management is responsible for the accompanying statement of financial position of Springvale Public Library (a nonprofit organization) as of June 30, 2019, and the related statement of activities and changes in net assets for the period then ended in accordance with accounting principles generally accepted in the United States of America.

We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows which are required by generally accepted accounting principles in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusion about the Library's financial position and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Library's financial statements for the year ended June 30, 2018, from which the summarized information was derived.



YRL GROUP
Certified Public Accountants
Sanford, Maine
November 08, 2019

Springvale Public Library Association
Statement of Financial Position
(See Independent Accountants' Compilation Report)
June 30, 2019
With Comparative Totals for June 30, 2018

	Unrestricted				June 30, 2018	
	Operating Fund	Endowment Fund	Temporarily Restricted	Permanently Restricted	Total	Total (Memorandum Only)
ASSETS						
CURRENT ASSETS						
Cash and cash equivalents	\$ 17,255	\$ 71,068	\$ -	\$ -	\$ 88,323	\$ 121,049
Receivables - Investment Income	-	3,604	-	-	3,604	3,402
Total Current Assets	<u>17,255</u>	<u>74,672</u>	<u>-</u>	<u>-</u>	<u>91,927</u>	<u>124,451</u>
PROPERTY AND EQUIPMENT						
Building	1,536,437	-	-	-	1,536,437	1,536,437
Furniture and equipment	207,459	-	-	-	207,459	206,068
Books	529,062	-	-	-	529,062	505,530
Land	333,127	-	-	-	333,127	333,127
Less Accumulated Depreciation	(1,302,023)	-	-	-	(1,302,023)	(1,232,552)
Total Property and Equipment	<u>1,304,062</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,304,062</u>	<u>1,348,610</u>
OTHER ASSETS						
Collections	8,370	-	-	4,780	13,150	13,150
Investments	-	2,302,928	31,231	40,550	2,374,709	2,190,830
Total Other Assets	<u>8,370</u>	<u>2,302,928</u>	<u>31,231</u>	<u>45,330</u>	<u>2,387,859</u>	<u>2,203,980</u>
Total Assets	<u>\$ 1,329,687</u>	<u>\$ 2,377,600</u>	<u>\$ 31,231</u>	<u>\$ 45,330</u>	<u>\$ 3,783,848</u>	<u>\$ 3,677,041</u>
LIABILITIES AND NET ASSETS						
LIABILITIES						
Total Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET ASSETS						
Unrestricted:						
Undesignated	1,328,187	-	-	-	1,328,187	1,369,720
Designated as capital projects fund	1,500	-	-	-	1,500	1,500
Designated as endowment fund	-	2,377,600	-	-	2,377,600	2,229,260
Total unrestricted	<u>1,329,687</u>	<u>2,377,600</u>	<u>-</u>	<u>-</u>	<u>3,707,287</u>	<u>3,600,480</u>
Temporarily restricted	-	-	31,231	-	31,231	31,231
Permanently restricted	-	-	-	45,330	45,330	45,330
Total Net Assets	<u>1,329,687</u>	<u>2,377,600</u>	<u>31,231</u>	<u>45,330</u>	<u>3,783,848</u>	<u>3,677,041</u>
Total Liabilities and Net Assets	<u>\$ 1,329,687</u>	<u>\$ 2,377,600</u>	<u>\$ 31,231</u>	<u>\$ 45,330</u>	<u>\$ 3,783,848</u>	<u>\$ 3,677,041</u>

Springvale Public Library Association
Statement of Activities and Changes in Net Assets
(See Independent Accountants' Compilation Report)
Year Ended June 30, 2019
With Comparative Totals for June 30, 2018

	Unrestricted				Total	June 30, 2018
	Operating Fund	Endowment Fund	Temporarily Restricted	Permanently Restricted		Total (Memorandum Only)
REVENUES AND SUPPORT						
Municipal subsidies	\$ 164,800	\$ -	\$ -	\$ -	\$ 164,800	\$ 164,800
User fees	9,914	-	-	-	9,914	9,789
Contributions	38,674	4,360	-	-	43,034	68,550
Other income	-	-	-	-	-	-
Interest and dividend income	9	44,244	808	-	45,061	42,466
Net realized gains (losses) on investment	-	139,770	1,201	-	140,971	83,689
Net unrealized gains (losses) on investment	-	62,011	1,129	-	63,140	88,540
Total Revenues and Support	213,397	250,385	3,138	-	466,920	457,834
EXPENSES						
Salaries and wages	183,208	-	-	-	183,208	178,223
Payroll taxes and benefits	26,786	-	-	-	26,786	26,176
Supplies	6,440	-	-	-	6,440	6,339
Maintenance	11,295	-	-	-	11,295	8,668
Utilities	26,246	-	-	-	26,246	23,441
Professional expense	1,798	-	-	-	1,798	635
Insurance	4,809	-	-	-	4,809	3,680
Depreciation	69,471	-	-	-	69,471	68,413
Payroll service fees	1,314	-	-	-	1,314	1,210
Contracted services	5,517	-	-	-	5,517	5,842
Investment expense	-	18,097	346	-	18,443	17,874
SOSL expenses	2,773	-	-	-	2,773	3,051
Education expense	392	-	-	-	392	497
Miscellaneous	1,621	-	-	-	1,621	2,349
Total Expenses	341,670	18,097	346	-	360,113	346,398
CHANGES IN NET ASSETS	(128,273)	232,288	2,792	-	106,807	111,436
NET ASSETS, BEGINNING OF YEAR	1,371,220	2,229,260	31,231	45,330	3,677,041	3,565,605
FUND TRANSFERS	86,740	(83,948)	(2,792)	-	-	-
NET ASSETS, END OF YEAR	\$ 1,329,687	\$ 2,377,600	\$ 31,231	\$ 45,330	\$ 3,783,848	\$ 3,677,041

NONPROFIT CORPORATION

Note: \$10.00 penalty to be assessed and not received in proper order for filing until you or before June 1, 1983.

STATE OF MAINE
BIENNIAL REPORT as of December 31, 1982

for

Springvale Public Library Assn.

SPRINGVALE PUBLIC LIBRARY ASSN
HARLAND H. EASTMAN, R.A.
66 MAIN ST
SPRINGVALE, MAINE 04083

To the Secretary of State of the State of Maine

Pursuant to 17-A MRSA §1301 the undersigned corporation executes and delivers for filing the following biennial report:

1. The jurisdiction of its incorporation is Maine (State)

2. The address of the registered office of the corporation in Maine is 66 Main Street, Springvale, Maine 04083 (Section MRSA §1301(d), (5) (A) (i))
(Street, city, state and zip code)

and the name of its registered agent at such address is Harland H. Eastman

3. (Foreign Corporations Only)

4. The address of its registered or principal office in its jurisdiction of incorporation is _____
(City, state and zip code)

5. Names of officers and their business or residence addresses (including street or rural route number, town or city, state and zip code) are:

	Officers	Address
Pres:	<u>Marjorie Davis</u>	<u>1110 Main Street, Scarborough, Maine 04073</u>
Vice Pres:	<u>Harland H. Eastman</u>	<u>66 Main Street, Springvale, Maine 04083</u>
Treas:	<u>Viollette Boyd</u>	<u>1105 Springvale, Maine 04083</u>
Sec and/or	<u>Viollette Boyd</u>	<u>1105 Springvale, Maine 04083</u>
Clk:	<u>Viollette Boyd</u>	<u>1105 Springvale, Maine 04083</u>

(Complete the following if applicable)

6. The material changes that have occurred since the submission of the last report to the Secretary of State are as follows:

Dated: February 21, 1983

Marjorie Davis
Springvale Public Library Assn.
(Legal name of corporation)

By Marjorie Davis
(Signature)

Marjorie Davis, President
(Type or print name and capacity of signor)
(Sec 51301 (2)) as to who may sign

	Contributions		Transfers/Withdrawals
Fiscal Yr 2017-18			
July 2017			\$1,800 from Capital Fund to PUB checking
Sep 2017			\$20,000 1st Q to SIS for operations
Dec 2017			\$20,000 2nd Q to SIS for operations
Jan 2018	\$995 annual appeal	Folsom	
	<i>stock donation</i>		
Feb 2018			\$2,000 from Capital Fund to PUB checking
Mar 2018	\$2,000 annual appeal	Durgin	\$20,000 3rd Q to SIS for operations
Jun 2018	\$30,000 bequest	Ronald G. Morin	\$20,000 4th Q to SIS for operations
Total	\$32,995		\$83,800
Fiscal Yr 2018-19			
Sep 2018			\$21,435 1st Q to SIS for operations
Oct 2018			\$3,000 from Capital Fund to PUB checking
Nov 2018	\$10,011 annual appeal	to capital fund	
	<i>stock donation</i>		
Dec 2018			\$5,006 1/2 of Nov donation to SIS for operations
Dec 2018			\$21,435 2nd Q to SIS for operations
Mar 2019			\$21,435 3rd Q to SIS for operations
Apr 2019	\$2,000 annual appeal	Durgin	
	\$1,240 to capital fund	Cornerpost Feb/Mar	
May 2019	\$500 bequest	Ethel M. Miles	
	\$620 to capital fund	Cornerpost Apr	
Jun 2019			\$21,435 4th Q to SIS for operations
Total	\$14,371		\$93,746

	A	B	C	D	E
1	Operating Income			Proposed	Accepted
				20-21	Budget 19-20
3					
4					
5	Town			173,000.00	\$164,800
6	Endowment			88,760.00	\$92,160
7	User Fees				
8	Nonresident			3,000.00	\$3,000
9	Copies + TeleFax			4,000.00	\$4,000
10	Late Fees			2,000.00	\$2,000
11	Meeting Room			1,500.00	\$1,540
12	Contributions				
13	Annual Appeal			15,000.00	\$15,000
14	Books			3,000.00	\$2,500
15	Misc & Unrestricted			3,000.00	\$2,500
16	Fundraising				
17	Book Boosters			12,000.00	\$12,000
18	Future Needs			2,700.00	\$2,000
19					
20	Total Operating Income			307,960.00	\$301,500
21					
22					
23	Operating Expenses				
24	Books				
25	Adult			15,000.00	\$15,000
26	Juvenile (Youth)			6,300.00	\$6,300
	Genealogy (ME)			1,600.00	\$1,600
28	Building Maintenance			4,600.00	\$4,600
29	Computer			2,000.00	\$2,600
30	Contract Services			6,000.00	\$6,000
31	Education/travel			800.00	\$800
32	Insurance				
33	Building / liability			4,900.00	\$4,900
34	Worker's ComMemic			1,500.00	\$1,400
35	Health - Employer shr			12,800.00	\$11,800
36	Programs			2,000.00	\$2,000
37	Book Boosters Expenses			2,000.00	\$3,000
38	Annual Appeal to Endowment				
39	Miscellaneous			100.00	\$100
40	Payroll				
41	Gross Wages			198,895.00	\$193,400
42	SS / Medicare			15,150.00	\$14,800
43	State Unemployment			715.00	\$700
44	Professional Fees			3,000.00	\$3,000
45	Supplies			4,500.00	\$4,500
46	Utilities			26,100.00	\$25,000
47					
48	Total Operating Expenses			307,960.00	\$301,500
49					
50	Surplus (Deficit)			0.00	\$0
51					
	11/18/2019				

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: Riverside Cemetery Association

Address: Riverbank Court, Springvale, ME

Mailing address: 4 Whitehouse Street, Springvale, ME 04083

Name of agency contact person: Glen Ridley

Telephone: 324-3330

Sanford/Springvale address: 4 Whitehouse Street, Springvale, ME 04083

E-Mail address: dgoodrich118@gmail.com

Name of Sanford/Springvale contact person: Glen Ridley

Telephone: 324-3330

Number of Total Persons Served/Benefit: Direct avail. to all

Number of Sanford Residents/Benefit: Direct avail. to all

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

To provide a clean and dignified memorial park for the purpose of the burial and memorialization of those who have died.

The cemetery contains 328 +/- graves of veterans who have served our country.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

Funds will be used to pay cemetery staff wages, to purchase and update cemetery equipment, and to maintain the cemetery in an appropriate condition. Needed items include loam, a small push mower and a weed wacker. Funds will also be used for maintenance and repair of stone that are deteriorating over time.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	33,105.00		
2019/20	33,105.00	33,105.00	
2018/19	33,105.00	33,105.00	
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal			
- State			
- Municipal	33,105.00	33,105.00	33,105.00
- User Fees	10,000.00	10,000.00	10,000.00
- Contributions			
Total Budget	43,105.00	43,105.00	43,105.00

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

The association is expected by the families to those who are interred there to maintain the property in a fashion which shows the proper amount of reverence due to their memories. The cemetery also needs to expand and improve its services to meet the needs of those who will need to call upon the cemetery for services in the future. Yields from trust funds are insufficient to meet the cemetery's needs.

2) Agency services must be accessible to all Sanford/Springvale residents on a non-discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

Riverside Cemetery offers its services to all, regardless of race, color, creed, faith, national origin or ability to pay.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

Cemetery Superintendent: \$27,200.00

Cemetery Laborer: \$7,500.00

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

Riverside Cemetery provides no services to other agencies. We provide services directly to those who call upon us.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

Riverside Cemetery is striving to maintain quality and growth of services by retaining dedicated and competent staff. Rising costs, coupled with restrictions on trust fund disbursements, places a heavy burden on the cemetery to be able to meet its obligations to the public as required by State law.

Riverside Cemetery pays no property tax to the City of Sanford.

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.

Riverside Cemetery Association	
Income - Expense	
1/1/2019 - 11/22/2019	
Income	
Burial	\$3,900.00
Interest & Dividends	\$669.95
Transfer from Investment Account	\$5,000.00
Perpetual Care Fund	\$250.00
Sale of Lot	\$250.00
City of Sanford	\$33,105.00
Total Income	\$43,174.95
Expenses	
Electricity and Phone	\$1,053.50
Flowers	\$187.70
Gas	\$1,054.99
Insurance	\$2,911.75
Maint. & Repair - Building	\$110.00
Maint. & Repair - Equipment	\$605.22
String Trimmer	\$440.94
Office Supplies	\$161.15
Opening Graves	\$600.00
Payroll Taxes	\$2,563.24
Supplies	\$1,470.11
Wages	\$30,625.00
Water	\$78.10
Total Expenses	\$41,861.70

**PUBLIC SERVICE AGENCY REQUEST
CITY OF SANFORD/VILLAGE OF SPRINGVALE
FISCAL YEAR 2020/2021**

Name of agency: Sanford/Springvale Chamber of Commerce

Address: 917 Main Street Suite B, Sanford, Maine 04073

Mailing address: Same

Name of agency contact person: Richard Staley

Telephone: 207-324-4280

Sanford/Springvale address: Same

E-Mail address: ricks@metrocast.net

Name of Sanford/Springvale contact person: Richard Stanley

Telephone: 207-324-4280

Number of Total Persons Served/Benefit: Direct 300

Number of Sanford Residents/Benefit: Direct Community

Mission Statement: Agency request must include a clear, concise and candid "mission statement", to aid city officials in discerning in what areas agencies may be providing overlapping or duplicate services.

To promote a positive business climate which best serves our membership and the community through business retention and expansion.

Proposed Service to Sanford/Springvale Residents: A detailed breakdown of how requested funds, if allocated, will be spent. Please provide concrete examples, including program descriptions where applicable.

Labor and materials associated with:

2020 York county Job Fair

Business advocacy and assistance

Partnerships with community events including Pumpkin fest, Sanford International Film Festival.

Partnership with Sanford Regional Economic Growth Council

Create a business investment fund of \$3,500 to be administered by the City to provide any new business locating in Sanford with a full year of chamber membership.

Amount Requested/Approved from Sanford:			
FISCAL YEAR	REQUESTED	APPROVED	LEVERAGED FUNDS
2020/21	\$13,500		
2019/20	\$15,000	\$10,000	
2018/19	\$15,000	\$10,000	
Total Agency Budget of Funds: Breakdown in Detail on Page 4, Item 5:			
	2020/21	2019/20	2018/19
Source-Federal			
- State			
- Municipal			
- User Fees	\$79,000		
- Contributions			
Total Budget	\$129,100		

1) Please demonstrate that there is a serious need for your agency's services in the Sanford/Springvale Community.

The chambers services are important to the business community providing needed workforce development services to businesses and residents. Our 2019 job fair attracted over 100 businesses and 700 job seekers proving a need on both sides of workforce development. We are a leading advocate for local businesses which is crucial to business expansion and retention.

2) Agency services must be accessible to all Sanford/Springvale residents on a non- discriminatory basis. Please so state or attach the agency's Notice of Nondiscrimination.

The Chamber is a highly visible organization visibly located on Main Street in downtown Sanford. The public utilizes the chamber resources for assistance with business referrals, community information, chamber on-line calendar, local and regional maps, and our summer music series. All services are accessible to everyone.

3) Please list all full and part time Agency positions in York County with corresponding twelve month salary figures.

Director and one part time assistant, and one part time bookkeeper. Total salary figures \$71,500.

4) Please provide details of the services supplied to other agencies. Agency requesting funds must provide a direct human service, and not simply serve as a referral agent for the providers of the actual assistance.

Partner of the Sanford Regional Economic Growth Council

Partner of Sanford International Film Festival

Partner with Mousam Way Land Trust

Partner in education with Sanford High School Academy of Business, Titan Challenge and Junior Achievement.

5) Agency request must include full financial disclosure, at a minimum to include: (a) verification of 501C tax status; (b) complete and relevant demographic information relative to clientele and donation sources; (c) disclosure of all tax relief received from the City of Sanford, including property tax relief and in-kind contributions; (d) previous year, current year and proposed years' total budgets, including expenditures, all revenue sources and balances on hand.

We are a 501C6 organization

This worksheet must be typed.

Complete and return to Ronni Lynn Champlin by 4:30 P.M. on Friday, November 22, 2019.

Submit ONE copy of Worksheet and 1 Copy of Audit.