

**GRANT AGREEMENT**

**BY AND BETWEEN**

**PINELLAS COMMUNITY FOUNDATION**

**AND**

**PINELLAS HABITAT FOR HUMANITY, INC.**

This **GRANT AGREEMENT** (hereinafter “**Agreement**”), effective upon the last date executed below, by and between **PINELLAS COMMUNITY FOUNDATION**, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time, whose address is 17755 US Highway 19 North, Suite 150, Clearwater Florida 33764, (hereinafter, “**AGENCY**”) and **HABITAT FOR HUMANITY OF PINELLAS COUNTY, INC.**, whose address is 13355 49th St N Clearwater, FL 33762 (hereinafter “**GRANTEE**”).

WITNESSETH:

**WHEREAS**, in response to the emergence of a novel coronavirus and the respiratory disease it causes (hereinafter, “**COVID-19**”), the World Health Organization (hereinafter, “**WHO**”) has officially characterized COVID-19 as a pandemic that constitutes a Public Health Emergency of International Concern; and

**WHEREAS**, on March 1, 2020, Governor Ron DeSantis issued Executive Order Number 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida are necessary, and accordingly the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida; and

**WHEREAS**, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52 declaring a State of Emergency for the state of Florida in furtherance of efforts to respond to and mitigate the effects of COVID-19 throughout the state; and

**WHEREAS**, the Pinellas County Board of County Commissioners (hereinafter, “**Board**”) passed Resolution 20-60 to define, expand, and add critical programs and services to mitigate the devastating impacts of COVID-19 on Pinellas County residents; and

**WHEREAS**, nonprofit community partners have seen an increased demand for many services and assistance in response to impacts from COVID-19, particularly in the areas of food programs, homelessness, behavioral health, and legal assistance for evictions; and

**WHEREAS**, as a direct result of the COVID-19 Public Health Emergency, many nonprofit community partners have experienced significant financial hardship as a result of higher demand for essential services and assistance related to the impact of the COVID-19 pandemic; and

**WHEREAS**, **AGENCY** is a subrecipient of pass-thru funds awarded by the U.S. Treasury Department (hereinafter, “**Treasury**”) to Pinellas County (hereinafter, “**County**”) made available under section 601(a) of the Social Security Act as added by section 5001 of the CARES Act (hereinafter, “**Coronavirus Relief Fund**” ); and

**WHEREAS**, the County in partnership with **AGENCY** wishes to reimburse **GRANTEE** for necessary expenditures previously incurred due to the public health emergency with respect to COVID-19; and

**WHEREAS**, **AGENCY** has determined that **GRANTEE** has previously incurred necessary expenditures due to the public health emergency with respect to COVID-19 during the period that begins on March 1, 2020 through the date of this award, that have not and will not be reimbursed through any other funding source;

**NOW THEREFORE**, the parties hereto, mutually agree as follows:

**1. Specific Grant Information:**

This project shall be undertaken and accomplished in accordance with the terms and conditions specified herein and the Appendices named below, which are attached hereto and by reference incorporated herein:

a) Grantee's Name: **HABITAT FOR HUMANITY OF PINELLAS COUNTY, INC.**

b) Grantee's Contact and Notice Information:

Primary Contact Name: **Mike Sutton, CEO**

Address: **13355 49th St N Clearwater, FL 33762**

Phone Number: **727-536-4755**

Grantee's Data Universal Numbering System (DUNS) number: **151901972**

c) Federal Award Identification Number: **Direct payment from the Department of the Treasury ('Treasury') pursuant to section 601(b) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).**

d) Federal Award Date: **March 27, 2020**

e) Period of Grant Performance, Start and End Date: **One-time reimbursement to be paid prior to December 30, 2020 of approved expenses incurred between March 18, 2020 and December 17, 2020**

f) Amount of Funds Awarded: **\$416,249.00** (hereinafter, "Awarded Funds").

g) Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information for Awarding Official of the Pass-Through Entity:

Federal Awarding Agency:

**United States Department of Treasury**

Pass-Through Entity:

**Pinellas Community Foundation**

Contact Information for Awarding Official of the Pass-Through Entity:

**Duggan Cooley, CEO, Pinellas Community Foundation**

**17755 US Highway 19 N, Suite 150**

**Clearwater, FL 33764**

h) CFDA Number and Name

CFDA Number (at time of disbursement): **21.019**

CFDA Name: **Coronavirus Relief Fund (CRF)**

i) Indirect Cost Rate for GRANTEE portion of the Federal Award: **NONE**

**2. Scope of Services:**

The **GRANTEE** shall receive reimbursement from the Pinellas CARES Nonprofit Partnership Fund from the **AGENCY** consistent with the purpose identified in the **GRANTEE's** documented and approved expenditures (attached as Appendix 3) and which are consistent with the purpose of mitigating COVID-19 related impacts within the community, including food insecurity, housing insecurity and or behavioral health access for COVID-19 affected residents.

a) **GRANTEE** shall receive funding in the amount of up to **Four Hundred and Sixteen Thousand, Two Hundred and Forty Nine-Dollars 00/100 cents (\$416,249.00)** for reimbursement of previously incurred expenses for expanded local services that have been approved by the **AGENCY**.

b) **GRANTEE** agrees to monitor and deliver these funds pursuant to the following requirements:

- i. Compliance with all rules and guidelines of the CARES Act including certifications and/or attestations of compliance where appropriate.
- ii. Compliance with Appendix 1 - CARES Act Guidance and Requirements.
- iii. Compliance with Appendix 2 – Attestation.
- iv. Consistency with regard to Appendix 3 - Appendix 3 – Reimbursement and Programmatic Performance Documentation.

**3. Term of Agreement.**

This Agreement is for one-time reimbursement of expenses incurred between March 18, 2020 and December 17, 2020 that have been approved by the **AGENCY** which will be paid to the **GRANTEE** prior to December 30, 2020 provided all other terms of this Agreement are met. This Agreement expires on December 30, 2020 except for provisions that by their nature apply after the expiration of the Agreement.

**4. Compensation.**

a) The **AGENCY** agrees to provide **GRANTEE** an amount not to exceed Four Hundred and Sixteen Thousand, Two Hundred and Forty-Nine Dollars 00/100 cents (\$416,249.00) as an award of the Pinellas CARES Nonprofit Partnership Fund for reimbursement of expenses previously incurred for expanded local services related to mitigation of the impact of COVID-19 in the community.

b) **GRANTEE** shall detail the request for reimbursement inclusive of appropriate documentation as approved by **AGENCY** to substantiate the eligibility and appropriateness of expenditures. These details shall be included in Appendix 3. Any changes that increase costs must

be in writing and in an amendment to this Agreement.

c) The **AGENCY** will reimburse expenses consistent with the documentation provided in Appendix 3 or provided directly by **GRANTEE** to **AGENCY** in another manner suitable to **AGENCY**.

d) Any funds expended in violation of this Agreement or in violation of appropriate Federal, State, and **AGENCY** requirements shall be refunded in full to the **AGENCY**. If this Agreement is still in force, future payments shall be withheld by the **AGENCY**.

#### **5. Insurance.**

**GRANTEE** will be required to maintain appropriate insurance to cover the Services funded for this Agreement. Before providing any funds under this Agreement, **AGENCY** will require that **GRANTEE** provide it with proof of insurance covering the Services funded and with policy limits and deductible deemed appropriate by **AGENCY**. Whether **GRANTEE** has acceptable insurance coverage with appropriate limits and deductible is within the sole discretion of the **AGENCY**. Said insurance must remain in full force and effect during the term of this Agreement and may be not changed without written approval of **AGENCY**. Failure to maintain the insurance approved by **AGENCY** or any changes to the approved insurance without approval of **AGENCY** will result in termination of this Agreement.

#### **6. Monitoring.**

**GRANTEE** will work with **AGENCY** to meet the requirements of 2 C.F.R. § 200.328 (Monitoring and reporting program performance). This may include, but is not limited to, the following:

a) **GRANTEE** will work with the **AGENCY** to establish policies and procedures as required.

b) **GRANTEE** will cooperate with any necessary review of staff, fiscal and client records, programmatic documents, and will provide related information at any reasonable time. Such review will be related only to the funds requested for reimbursement under this agreement.

c) **GRANTEE** will submit other reports and information in such formats and at such times as may be prescribed by the **AGENCY**.

d) All monitoring reports will be as detailed as may be reasonably requested by the **GRANTEE** and will be deemed incomplete if not satisfactory to the **AGENCY** as determined in its sole reasonable discretion. Reports will contain the information or be in the format as may be requested by the **AGENCY**.

**7. Special Situations.**

**GRANTEE** agrees to inform **AGENCY** within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Incidents may include, but are not limited to, those resulting in injury, media coverage or public reaction that may have an impact on the **AGENCY'S** or **GRANTEE'S** ability to protect and serve its participants, or other significant effect on the **AGENCY** or **GRANTEE**. Incidents shall be reported to the designated **AGENCY** contact below by phone or email only. Incident report information shall not include any identifying information of the participant.

**8. Amendment/Modification.**

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning all matters covered herein. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the

form of a written amendment to this Agreement and formally approved by the parties.

**9. Closeout**

a) Upon termination in whole or in part, the parties hereto remain responsible for compliance with the requirements in 2 C.F.R. Part 200.343 (Closeout) and 2 C.F.R. Part 200.344 (Post-closeout adjustments and continuing responsibilities).

b) This Agreement will not terminate, unless terminated as provided in Section 11, until Closeout is completed consistent with requirements detailed in the Appendices attached hereto, and to the satisfaction of the **AGENCY**. Such requirements shall include but are not limited to submitting final reports and providing program deliverables and closeout information as requested by **AGENCY**, and/or the US Treasury Department or its authorized representatives, and reconciliation of program funding.

c) All invoices and requests for reimbursement shall be submitted within 30 days following the end of the project and budget period.

d) This provision shall survive the expiration or termination of this Agreement.

**10. Termination.**

a) If the **GRANTEE** fails to fulfill or abide by any of the provisions of this Agreement, **GRANTEE** shall be considered in material breach of the Agreement. Where a material breach can be corrected, **GRANTEE** shall be given thirty (30) days to cure said breach. If **GRANTEE** fails to cure, or if the breach is of the nature that the harm caused cannot be undone, **AGENCY** may immediately terminate this Agreement, with cause, upon notice in writing to the **GRANTEE**.

b) In the event the **GRANTEE** uses any funds provided by this Agreement for any purpose or program other than authorized under this Agreement, the **GRANTEE** must repay such



amount to the **AGENCY** and may in the **AGENCY'S** sole discretion, be deemed to have waived the right to additional funds under this Agreement.

c) In the event sufficient budgeted funds are not available for a new fiscal period or are otherwise encumbered, the **AGENCY** shall notify the **GRANTEE** of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the **AGENCY**.

d) The **AGENCY** or the United States Department of Treasury may terminate this agreement in accordance with 2 C.F.R. § 200.339 (Termination).

**11. Assignment/Subcontracting.**

a) This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

b) The **GRANTEE** is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. The **GRANTEE** shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the **AGENCY**, without the prior written consent of the **AGENCY**, which shall be determined by the **AGENCY** in its sole discretion.

**12. Indemnification.**

The **GRANTEE** agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the **AGENCY**, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the **AGENCY**, of any character brought on account of any injuries or damages received or sustained by any person, persons, or

property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of **GRANTEE**; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the **AGENCY**. This provision survives termination/expiration of this Agreement.

**13. Business Practices.**

- a) The **GRANTEE** must utilize financial procedures in accordance with generally accepted accounting procedures and Florida Statutes, including adequate supporting documents, to account for the use of the funds provided by the **AGENCY**.
- b) The **GRANTEE** must retain all records (programmatic, property, personnel, and financial) relating to this Agreement for five (5) years after final payment is made.
- c) All **GRANTEE** records relating to this Agreement are subject to audit by the federal government or its representatives, or the **AGENCY** and its representatives.

**14. Nondiscrimination.**

- a) The **GRANTEE** shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.

b) The **GRANTEE** shall not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services and activities.

c) The **GRANTEE** shall, during the performance of this Agreement, comply with all applicable provisions of federal, state and local laws and regulations pertaining to prohibited discrimination.

**15. Independent Contractor.**

It is expressly understood and agreed by the parties that **GRANTEE** is at all times hereunder acting and performing as an independent contractor and not as an agent, servant, or employee of the **AGENCY**. No agent, employee, or servant of the **GRANTEE** shall be, or shall be deemed to be, the agent or servant of the **AGENCY**. None of the benefits provided by the **AGENCY** to their employees including, but not limited to, Worker's Compensation Insurance and Unemployment Insurance are available from **AGENCY** to the employees, agents, or servants of the **GRANTEE**

**16. Additional Funding.**

Funds from this Agreement may not be used as the matching portion for any federal grant except in the manner provided by Federal and State law and applicable Federal and State rules and regulations. The **GRANTEE** agrees to make all reasonable efforts to obtain funding from additional sources wherever said **GRANTEE** may qualify. Should this Agreement reflect a required match, documentation of said match is required to be provided to the **AGENCY**.

**17. Governing Law.**

The laws of the State of Florida shall govern this Agreement.

**18. Conformity to the Law.**

The **GRANTEE** shall comply with all federal, state and local laws and ordinances and any rules or regulations adopted thereunder, including but not limited to section 601(a) of the Social Security Act as added by section 5001 of the CARES Act and regulations applicable thereto.

**19. Prior Agreement, Waiver, and Severability.**

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties. The waiver of either party of a violation or default of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent violation or default hereof. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

**20. Agreement Management.**

Pinellas Community Foundation designates the following person(s) as the liaison for the

**AGENCY:**

Duggan Cooley, CEO  
Pinellas Community Foundation  
17755 US Highway 19 North, Suite 150  
Clearwater FL 33764  
727-531-0058

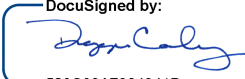
**GRANTEE** designates the following person(s) as the liaison for the **GRANTEE:**

Mike Sutton, CEO  
Habitat for Humanity of Pinellas County, Inc.  
13355 49th St N  
Clearwater, FL 33762  
727-536-4755

SIGNATURE PAGE FOLLOWS

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed on the day and year written below.

Pinellas Community Foundation

By:   
528C89A7304941D

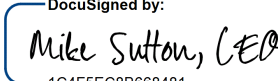
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Duggan Cooley  
CEO

Date: 12/23/2020

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GRANTEE: Habitat for Humanity of Pinellas County, Inc.

By:   
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Mike Sutton, CEO  
msutton@habitatpwp.org

Date: 12/23/2020

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## **Schedule of Appendices**

Appendix 1 – CARES Act Guidance and Requirements

Appendix 2 – Attestation

Appendix 3 – Reimbursement and Programmatic Performance Documentation (any required documentation not in this appendix will be required to be delivered to AGENCY by GRANTEE in a manner suitable to AGENCY)

# Appendix 1 - CARES Act Guidance and Requirements

- Coronavirus Relief Fund, Guidance for State, Territorial, Local,  
and Tribal Governments
  - Coronavirus Relief Fund Frequently Asked Questions
  - Coronavirus Relief Fund Reporting and Record Retention  
Requirements

Coronavirus Relief Fund  
Guidance for State, Territorial, Local, and Tribal  
Governments  
Updated June 30, 2020



**Coronavirus Relief Fund**  
**Guidance for State, Territorial, Local, and Tribal Governments**  
**Updated June 30, 2020<sup>1</sup>**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>2</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

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<sup>1</sup> This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

<sup>2</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
  6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

***Nonexclusive examples of ineligible expenditures<sup>3</sup>***

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>4</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

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<sup>3</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>4</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of July 8, 2020

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of July 8, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

***Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

***The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

***The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

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<sup>1</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.



***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

***Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

***Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

***May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

***If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

***May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

***Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

***May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

***May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

***May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

***May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

***May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

***Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

***May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

***May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

***May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

***May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?***

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

**Questions Related to Administration of Fund Payments**

***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

***Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

***Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.

***If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-

specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

***Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

***If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.



Coronavirus Relief Fund Reporting and Record  
Retention Requirements  
July 2, 2020

OFFICE OF  
INSPECTOR GENERALDEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

July 2, 2020

OIG-CA-20-021

**MEMORANDUM FOR      CORONAVIRUS RELIEF FUND RECIPIENTS****FROM:**                      Richard K. Delmar /s/  
Deputy Inspector General**SUBJECT:**                  Coronavirus Relief Fund Reporting and Record Retention  
Requirements

Title VI of the Social Security Act, as amended by Title V of Division A of the *Coronavirus Aid, Relief, and Economic Security Act* (Public Law 115-136), provides that the Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund payments. Treasury OIG also has authority to recover funds in the event that it is determined a recipient of a Coronavirus Relief Fund payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Accordingly, we are providing recipient reporting and record retention requirements that are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

**Reporting Requirements and Timelines**

Each prime recipient of Coronavirus Relief Fund payments<sup>1</sup> shall report Coronavirus Disease 2019 (COVID-19) related "costs incurred" during the "covered period"<sup>2</sup> (the period beginning on March 1, 2020 and ending on December 30, 2020), in the manner of and according to the timelines outlined in this memorandum. As described below, each prime recipient shall report interim and quarterly data and other recipient data according to these requirements. Treasury OIG is working on development of a portal with GrantSolutions<sup>3</sup> that is expected to be operational on

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<sup>1</sup> Prime recipients include all 50 States, Units of Local Governments, the District of Columbia, U.S. Territories, and Tribal Governments that received a direct payment from Treasury in accordance with Title V.

<sup>2</sup> Refer to Treasury's guidance dated June 30, 2020 for more information on costs incurred and the covered period.

<sup>3</sup> A grant management service provider under the U.S. Department of Health and Human Services.

September 1, 2020, for recipients to report data on a quarterly basis. Until the GrantSolutions portal is operational, each prime recipient shall follow the interim reporting requirements. Treasury OIG will notify each prime recipient when GrantSolutions is operational or of any changes to the expected September 1, 2020 start date.

Interim Reporting for the period March 1 through June 30, 2020

**By no later than July 17, 2020**, each prime recipient is responsible for reporting costs incurred during the period March 1 through June 30, 2020. For this interim report, prime recipients need only report totals by the following broad categories:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

Recipients should consult Treasury's guidance and Frequently Asked Questions in reporting costs incurred during the period March 1 through June 30, 2020. The total of all categories must equal the total of all costs incurred during that period. A spreadsheet is attached for your use in providing the data. As discussed below, the prime recipient will be required to report information for the period March 1 through June 30, 2020 into GrantSolutions once it is operational.

Quarterly Reporting

Each prime recipient of Coronavirus Relief Fund payments shall report COVID-19 related costs into the GrantSolutions portal. Data required to be reported includes, but is not limited to, the following:

1. the total amount of payments from the Coronavirus Relief Fund received from Treasury;
2. the amount of funds received that were expended or obligated for each project or activity;
3. a detailed list of all projects or activities for which funds were expended or obligated, including:
  - a. the name of the project or activity;
  - b. a description of the project or activity; and

4. detailed information on any loans issued; contracts and grants awarded; transfers made to other government entities; and direct payments made by the recipient that are greater than \$50,000.

The prime recipient is responsible for reporting into the GrantSolutions portal information on uses of Coronavirus Relief Fund payments.

**Recipient Portal Access:** For future quarterly reporting, each prime recipient will have GrantSolutions portal access for three (3) individuals: two (2) designees (preparers) to input quarterly data and one (1) official authorized to certify that the data is true, accurate, and complete.<sup>4</sup> **By no later than July 17, 2020**, please provide the name, title, email address, phone number, and postal address of these individuals so that portal access can be granted. After this information is received, guidance on the GrantSolutions portal access and data submission instructions will be issued separately.

#### Reporting timeline

**By no later than September 21, 2020**, recipients shall submit via the portal the first detailed quarterly report, which shall cover the period March 1 through June 30, 2020. Thereafter, quarterly reporting will be due no later than 10 days after each calendar quarter. For example, the period July 1 through September 30, 2020, must be reported no later than October 13, 2020 (Tuesday after the 10<sup>th</sup> day of October and the Columbus Day Holiday). Reporting shall end with either the calendar quarter after the COVID-19 related costs and expenditures have been liquidated and paid or the calendar quarter ending September 30, 2021, whichever comes first.

#### Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

1. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and

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<sup>4</sup> The certifying official is an authorized representative of the recipient organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the recipient.

3. were incurred<sup>5</sup> during the period that begins on March 1, 2020, and ends on December 30, 2020.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

Thank you and we appreciate your assistance.

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<sup>5</sup> Refer to Treasury's guidance dated June 30, 2020 for more information on the definition of costs incurred.


## Appendix 2 - Attestation

### ATTESTATION

I, Mike Sutton, CEO, am the Title: President & CEO of Name of Organization: Habitat for Humanity of Pinellas County, Inc., and I certify that:

1. I have the authority on behalf of Habitat for Humanity of Pinellas County, Inc. (Organization) to sign this Attestation.
2. I understand that the Pinellas Community Foundation will rely on this attestation as a material representation in making a direct payment to this Organization.
3. Habitat for Humanity of Pinellas County, Inc. (Organization) attests that proposed expenditures of this grant are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, do not supplant existing services or budgets, and are not reimbursable by alternate means.
4. Habitat for Humanity of Pinellas County, Inc. (Organization) attests it will only expend funds from this grant which are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, and do not supplant existing services or budgets, and are not reimbursable by alternate means.

By: Mike Sutton, CEO (Printed Name)

Signature:  1C4F5EC8B668481...

Title: President & CEO

Date: 12/23/2020

## **Appendix 3 – Reimbursement and Programmatic Performance Documentation**

## Habitat for Humanity COVID Response and Impact

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*Pinellas CARES Nonprofit Partnership Fund*

### *Habitat for Humanity of Pinellas and West Pasco Counties*

---

Mr. Michael Sutton  
13355 49th St N  
Clearwater, FL 33762-4002

msutton@habitatpwp.org  
O: 727-536-4755

### *Ms Stacey Efaw*

---

13355 49th St N  
Suite B  
Clearwater, FL 33762-4002

sefaw@habitatpwp.org  
O: 727-536-4755



# Application Form

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## *Introduction*

---

**Beginning 12/4/2020 at 9 AM, all applications will be reimbursement only. That is, no funding for future programming may be requested.**

**As of 5 PM, 11/12/2020, Behavioral Health proposals for future programming will no longer be accepted. Under the Behavioral Health category, you may only apply for reimbursement of past expenses related to COVID-19.**

**December 10 at 12 PM is the cutoff to submit an application for ANY funding.**

**NOTE: If your organization is awarded a grant, it is likely to be issued on a cost-reimbursement basis. This is determined at the contracting stage. Please consider this when developing your request and project start date.**

The submission of an application is not a guarantee or commitment of funding. This application will be made public, in its entirety, including any attachments or uploads.

To see the rubric by which your organization's application will be scored, [click here](#).

**Please answer these questions FIRST**, as the application will show you the required sections and fields to complete based on your answers.

### **Priority Funding Areas\***

Please select the priority area(s) most relevant to your request (see the PCF website for examples).

Eviction Mitigation through Legal Aid

### **Reimbursement\***

The Pinellas CARES Nonprofit Partnership Fund allows requests to ask for reimbursement of expenditures related to COVID-19 programming within the Priority Funding Areas that took place between March 1, 2020 and the time of application.

Will your organization be applying for this cost reimbursement?

Yes

### Future Programming\*

Will your organization be applying for funding for services to be delivered between the grant award decision and December 30, 2020?

**As of 5 PM, 11/12/2020, you may no longer apply for future programming for Behavioral Health. You may only apply for reimbursement of already-rendered services related to COVID-19.**

No

### Project Name\*

Habitat for Humanity COVID Response and Impact

### EIN\*

592509116

### DUNS Number\*

Please provide your organization's DUNS number. This is the Data Universal Numbering System.

You can search for your DUNS number here: <https://www.dnb.com/duns-number/lookup.html>

If you do not have a DUNS number, you can apply for one here (it is free and may take 3-4 days for approval): <https://www.dnb.com/duns-number/get-a-duns.html>

**This field is optional as to not stop a qualifying organization from applying. HOWEVER, a DUNS number *will* be required if your organization is approved for a grant. Your organization should apply for a DUNS number now if it does not yet have one.**

151901972

### Mission Statement\*

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

### Total Operating Expenditure\*

What are your total annual operating expenses?

\$16,407,000.00

## Amount Requested\*

Please review the entire application and its fiscal requirements before determining the total amount your organization will be requesting. This amount should include any reimbursements your organization is seeking for past COVID-19 programming.

Typical funding requests will range between \$25,000 and \$250,000. Amounts above and below are accepted, provided the request can be justified by community need.

**Requests at the higher end, or above this range must have a significant and sustained impact on the vulnerable community being served. Your organization's capacity for spending a large amount of funds must also be justified.**

\$416,249.00

If you are requesting more than \$250,000 or a large capital expenditure, please speak with PCF program staff to discuss the feasibility of your request **PRIOR TO submission**.

## Priority Populations\*

Please select the priority populations your programming will serve:

Note: Examples of "high-risk pandemic response jobs" include front-line workers, nurses, medical housekeeping staff, nonprofit employees, law-enforcement and medical first responders.

- Communities of color
- Children and/or the elderly
- Persons employed in high-risk pandemic response jobs
- Residents with language barriers
- Persons with disabilities
- Low-income families

## Guiding Principles\*

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

**From the priority populations you have indicated above, please explain to what extent one or more these populations are involved in the creation, design, and impact of your organization (or this specific project).**

Both current and past program participants play a significant role in the operation of our affiliate. At the Board of Directors level Habitat maintains a dedicated board position for a person with lived experience (Habitat homeowner) to sit on our Board of Directors, helping lead the organization and direct policy. At the staff level, there is a staff lead Diversity, Equity and Inclusion Council, which has a diverse range of representation and assists with applying an equity lens to operations. Additionally, we have an active strategy to recruit new hires from past program participant's, currently employing 5 Habitat homeowners who impact our affiliate on a daily basis in a multitude of diverse ways. We ensure our volunteer lead homeowner selection committee has representation of past program participants. Lastly, we incorporate quality assurance measures throughout a participant's time in the program, seeking feedback to improve our programmatic services.

## Length of time operating program/project\*

Please briefly explain how long you have been operating the program or project for which you are requesting funds. **This funding is for expansion of existing programming or sustaining an existing expansion to meet community needs.**

Habitat for Humanity of Pinellas and West Pasco Counties was established in 1985 and has been operational for 35 years. To date, our program has served over 700 families in Pinellas alone.

## Service Area\*

In which areas of the county do you physically provide services?

North County (locations such as Tarpon Springs, Crystal Beach, Palm Harbor)

Mid-County (locations such as Clearwater, Largo, Safety Harbor)

South County (locations such as St. Petersburg, Lealman, Kenneth City)

## Impact on Organization\*

What has been the impact of the coronavirus/COVID-19 on the services of your organization? (Example: inability to provide enough food, unable to provide behavioral health sessions, lack of volunteerism, etc.)

As a volunteer-powered organization, Covid-19 has significantly impacted our cost of home construction, necessitating a change in our business model after 30 plus years of volunteer assisted construction services. Typically, it takes 2,500 volunteer hours to complete a Habitat home. However, due to the inability to operate our standard volunteer-based model caused by the pandemic, we must now pay subcontractors to complete the tasks that volunteers used to accomplish. In addition to hiring subcontractors, another two staff construction site-supervisors positions needed to be hired to replace volunteer lead site-supervisor positions. This, coupled with an increase in material costs has led to a significant increase in construction expenses directly caused by Covid-19. Yet, the impact also extends to other areas of our organization. To keep our staff, program participants and customers safe as well as eventually reopen our retail operations a multitude of personal protective equipment and related items were purchased. Additionally, staff and volunteer safety concerns, led to Habitat hiring an outside company to complete home warranty work, which was traditionally completed in-house. Lastly, Covid-19 impacted our existing homeowner's ability to make their monthly mortgage payments. To date we have provided mortgage assistance to 27 homeowners, totaling over \$30,000 in direct mortgage payments. Due to the aforementioned expenses referenced above, the total Covid-19 financial impact to our affiliate exceeds \$600,000.

## *Fiscal Accountability*

### Federal Fund Disclosure\*

If your organization is awarded this grant, you may be considered a subrecipient of federal funding. THEREFORE, if you are deemed a subrecipient and your organization reaches a threshold of having spent more than \$750,000 in federal funding this fiscal year (this INCLUDES other federally funded programs), it will be subject to requirements of the Federal Single Audit Act. This will require your organization to comply with Federal Compliance Requirements and may necessitate additional expenses for your organization and you should prepare for this.

It is advisable that you contact a certified public accountant (CPA) or other professional for guidance.

Yes, my organization understands and assumes all liabilities/costs in regards to federal funding.

### **Audited Financial Statements\***

Does your organization routinely contract to have an audit conducted of its financial statements?

Yes

### **Most Recently Filed IRS Form 990\***

Please upload a copy of the organization's most recently filed IRS Form 990. **This is absolutely required.**

Client Copy 990 6-30-2019.pdf

### **Board-Approved Budget\***

Please upload your most recently board-approved budget for this fiscal year in PDF format.

2020-2021 Budget.pdf

## ***Audited Financial Statements***

---

### **Most Recent Audited Financial Statements\***

If your organization routinely contracts for an independent audit of its financial statements, including audits in accordance with Uniform Guidance and/or Chapter 10.650, Rules of the Auditor General, upload the most recent audit. The document should not be more than a year old.

Habitat for Humanity of Pinellas Country Inc.-6-30-20-Final.pdf  
Attached

### **Management Letter\***

Please provide a management letter indicating any findings from your organization's most recent independent audit.

**If there is no management letter, please explain why.**

Habitat for Humanity of Pinellas County Inc.\_TCWG Communications\_Final.pdf  
Attached

## ***Reimbursement of COVID-19 Related Expenses***

---

Your organization may seek reimbursement for COVID-19 related expenditures between March 1, 2020 and the time of submittal of this application. **This is NOT a replacement for the loss of revenue from canceled fundraising**

**events or a decrease in private/public support. These are costs already incurred and paid from reserves or rainy day funds that were used to deliver services within this funding's focus areas, *specifically* in response to the COVID-19 pandemic. These are funds that were NOT budgeted for use in this fiscal year.**

### Attestation\*

I affirm that this funding was expended by my organization solely for program costs in relation to COVID-19, and is not being requested on a unit-of-service basis. None of these costs have been reimbursed by any other funding source.

Yes, I affirm the above is accurate and true.

### Amount of Reimbursement Requested\*

Please specify the total amount of reimbursement your organization is seeking.

\$416,249.00

### Documentation of Expenses\*

**Please use this template to describe the expenses for which you are seeking reimbursement.**

Upload records of expenses indicating the use of unbudgeted funds using some or all of the financial documents:

- Receipts documenting the purchase of unbudgeted items or service
- Credit Card Statements showing payment of items (with MOST account numbers REDACTED)
- Bank Statements showing payment of credit cards (with MOST account numbers REDACTED)
- Financial reports that were presented to a Board of Directors
- Board minutes that show authorization of withdrawal(s) from reserve funds
- Bank statements with redacted account numbers indicating usage of unbudgeted funds

**If you have selected more than one Priority Funding Area in the introductory section, please ensure to include information that separates the expenses.** If necessary, use the textbox below to indicate any clarifying information regarding uploaded documentation.

Habitat for Humanity - Reimbursement Request\_Part1.pdf

### Documentation of Expenses, 2nd Upload\*

If documentation does not fit into one file, upload a second file here.

Habitat for Humanity - Reimbursement Request\_Part2.pdf

### Number Served by Funding Area\*

Please *briefly* specify how many people were served by the programming for which you are seeking reimbursement. If you are applying for reimbursement in multiple Funding Areas, *be sure* to provide numbers for each one. Numbers do not need to be unduplicated.

**Example**

**Food: 1250 people**

**Behavioral Health: 250 people**

Mortgage Assistance: 35; Construction: 100; Warranty: 23; HR: 5; PPE: 100 & 15,000 ReStore customers

## *Funder Involvement*

---

**Which of the funders have provided a grant to your organization within the last three years?\***

Pinellas Community Foundation  
Pinellas County Government  
Regions Bank  
Wells-Fargo

## **Other Funding Sources**

If your organization has submitted applications to other funders or has received funding in response to coronavirus/COVID-19 from another funder, please briefly describe below:

Thrivent Financial - \$30,000 for mortgage assistance

## **Corrective Action\***

Is your organization currently under a corrective action agreement with any funder (including but not limited to those listed above)? If yes, please explain in detail, including the status of the corrective action. If no, state **No**.

No.

## *Confirmation*

---

### **Signature and Affirmation\***

By submitting this application, I hereby swear that executive leadership is aware of this request for funding, and if this funding is approved, my organization will be able to use these funds in the manner described in the application.

**Please type your name as an electronic signature and the date on which you are submitting this application.**

Michael Sutton, President & CEO

Stacey Efaw

Habitat for Humanity of Pinellas and West Pasco Counties



## File Attachment Summary

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### *Applicant File Uploads*

- Client Copy 990 6-30-2019.pdf
- 2020-2021 Budget.pdf
- Habitat for Humanity of Pinellas Country Inc.-6-30-20-Final.pdf
- Habitat for Humanity of Pinellas County Inc.\_TCWG Communications\_Final.pdf
- Habitat for Humanity - Reimbursement Request\_Part1.pdf
- Habitat for Humanity - Reimbursement Request\_Part2.pdf



**RSM US LLP**

100 2<sup>nd</sup> Ave N, Ste 600  
St. Petersburg, FL 33713, USA

**T** +1 727 821 6161

**F** +1 727 822 4573

[www.rsmus.com](http://www.rsmus.com)

February 20, 2020

Michael Sutton  
Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity  
13355 49th Street North  
Clearwater, FL 33762

Dear Mike:

We have prepared the enclosed returns from information provided by you without verification or audit. We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions regarding this return, please do not hesitate to call.

Sincerely,

Byron C. Smith, CPA

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

**Filing Instructions**

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

**Exempt Organization Tax Return**

**Taxable Year Ended June 30, 2019**

**Date Due:** May 15, 2020

**Remittance:** None is required. Your Form 990 for the tax year ended 6/30/19 shows no balance due.

**Signature:** You are using a Personal Identification Number (PIN) for signing your return electronically. An officer should sign and date the IRS e-file Signature Authorization and return it prior to the due date by mail, fax (727-822-4573), or e-mail (laura.jones@rsmus.com):

RSM US LLP  
100 2nd Ave South Ste 600  
Saint Petersburg, FL 33701-4336

**Other:** Initial and date the copies of the IRS e-file Signature Authorization and the Form 990. Retain them for your records. If previously signed and returned no further action is required for Form 8879-EO.

Your return is being filed electronically with the IRS and is not required to be mailed. Mailing a paper copy of your return to the IRS will delay the processing of your return.

Form **8879-EO**

**IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2018, or fiscal year beginning 7/01, 2018, and ending 6/30, 20 19

**2018**

Department of the Treasury  
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**

▶ **Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**

Name of exempt organization

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number

**59-2509116**

Name and title of officer

**Nancy Ridenour  
Chief Strategy Offic**

**Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here ▶ <input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<b>18,581,189</b>
2a	Form 990-EZ check here ▶ <input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here ▶ <input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here ▶ <input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here ▶ <input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

**Part II Declaration and Signature Authorization of Officer**

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize RSM US LLP to enter my PIN 09116 as my signature  
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶

**Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**59551059551**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

*D.C.S.*

Date ▶

2-28-2020

**ERO Must Retain This Form — See Instructions**

**Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2018)

Form **990**

Department of the Treasury  
Internal Revenue Service

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**  
Open to Public Inspection

**A For the 2018 calendar year, or tax year beginning 07/01/18, and ending 06/30/19**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>Habitat for Humanity of Pinellas County Inc dba Habitat for Humanity</b> Doing business as <b>of Pinellas &amp; West Pasco Counties</b> Number and street (or P.O. box if mail is not delivered to street address) <b>13355 49th Street North</b> Room/suite City or town, state or province, country, and ZIP or foreign postal code <b>Clearwater FL 33762</b>	<b>D</b> Employer identification number <b>59-2509116</b> <b>E</b> Telephone number <b>727-536-4755</b> <b>G</b> Gross receipts\$ <b>19,184,297</b>
<b>F</b> Name and address of principal officer: <b>Michael Sutton</b> <b>13355 49th Street N.</b> <b>Clearwater FL 33762</b>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>H(c)</b> Group exemption number
<b>J</b> Website: <b>www.habitatpwp.org</b>		<b>L</b> Year of formation: <b>1985</b> <b>M</b> State of legal domicile: <b>FL</b>
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities, and hope.</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>37</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>37</b>
	<b>5</b> Total number of individuals employed in calendar year 2018 (Part V, line 2a)	<b>5</b>	<b>84</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>11626</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, line 38	<b>7b</b>	<b>0</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	<b>9</b> Program service revenue (Part VIII, line 2g)	5,681,152	5,884,919
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	9,726,477	12,748,933
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	83,782	33,465
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	754,584	-86,128
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	16,245,995	18,581,189
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	214,000	0
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0	0
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	2,631,417	3,033,209
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25)	0	0
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	524,762	11,226,726
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	11,226,726	13,576,769	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	14,072,143	16,609,978	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	2,173,852	1,971,211
	<b>21</b> Total liabilities (Part X, line 26)	Beginning of Current Year	End of Year
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	13,578,858	15,164,812
		6,658,695	6,313,972
		6,920,163	8,850,840

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>Michael Sutton</b>	Date	
	Type or print name and title <b>CEO</b>		
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>Byron C. Smith, CPA</b>	Preparer's signature	Date
	Firm's name <b>RSM US LLP</b>	Firm's EIN <b>42-0714325</b>	Check <input type="checkbox"/> if self-employed PTIN <b>P00744293</b>
	Firm's address <b>100 2nd Ave South Ste 600 Saint Petersburg, FL 33701-4336</b>	Phone no. <b>727-821-6161</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

**Provide home ownership to the working poor to break the cycle of poverty and create inter-generational wealth as measured by the number of families served, delinquency rate on mortgages, and foreclosure rate on mortgages.**

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ **13,958,987** including grants of \$ ) (Revenue \$ **11,614,388** )

**Homes transferred to eligible families formerly living in substandard housing. Volunteers and future homeowners construct the homes, which are sold at no profit and financed with a zero-interest loan. Habitat homeowner candidates earn 30 to 80 percent of area median income. Candidates must demonstrate need for adequate shelter; ability to pay back a zero-interest loan and willingness to partner with Habitat to invest 350 to 450 sweat equity hours. Mortgage monies are then used to build more homes, making each donation to Habitat a perpetual legacy to the community.**

4b (Code: ) (Expenses \$ **1,815,571** including grants of \$ ) (Revenue \$ **1,134,545** )

**Sell donated furniture and construction supplies to general public. Proceeds are used to fund home ownership program. Habitat ReStores are home improvement outlets where new and gently used building materials and home furnishings are sold at discounted prices. The ReStores are a solution for turning these donations, from generous and environmentally concerned individuals and businesses, into money to build homes for deserving families.**

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**N/A**

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses **15,774,558**

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	X	
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	X	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	X	
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	X	
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	X	
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

**Part IV Checklist of Required Schedules (continued)**

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	<b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	X	
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	<b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	



**Part V Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No		
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	<b>2a</b>	<b>84</b>		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>2b</b>	<b>X</b>		
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>		<b>X</b>	
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	<b>3b</b>			
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>		<b>X</b>	
<b>b</b>	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>		<b>X</b>	
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>		<b>X</b>	
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>			
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>		<b>X</b>	
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>			
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>				
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>		<b>X</b>	
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>			
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>		<b>X</b>	
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>			
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>		<b>X</b>	
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>		<b>X</b>	
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>			
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>			
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>			
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>				
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>			
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>			
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:				
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>			
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>			
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:				
<b>a</b>	Gross income from members or shareholders	<b>11a</b>			
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>			
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>			
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>			
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>				
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>			
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>			
<b>c</b>	Enter the amount of reserves on hand	<b>13c</b>			
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>		<b>X</b>	
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>14b</b>			
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	<b>15</b>		<b>X</b>	
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>		<b>X</b>	

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	37													
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent		37												
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?														X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?														X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?														X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?														X
<b>6</b> Did the organization have members or stockholders?														X
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?														X
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?														X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
<b>a</b> The governing body?										X				
<b>b</b> Each committee with authority to act on behalf of the governing body?										X				
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O														X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?															X
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?															
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?			X												
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.															
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13					X										
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?					X										
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done							X								
<b>13</b> Did the organization have a written whistleblower policy?							X								
<b>14</b> Did the organization have a written document retention and destruction policy?							X								
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?															
<b>a</b> The organization's CEO, Executive Director, or top management official										X					
<b>b</b> Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).										X					
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?												X			
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?													X		

**Section C. Disclosure**

<b>17</b> List the states with which a copy of this Form 990 is required to be filed	FL
<b>18</b> Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. <input checked="" type="checkbox"/> Own website <input type="checkbox"/> Another's website <input checked="" type="checkbox"/> Upon request <input type="checkbox"/> Other (explain in Schedule O)	
<b>19</b> Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.	
<b>20</b> State the name, address, and telephone number of the person who possesses the organization's books and records	Bob Arnold 13355 49th Street Clearwater FL 33762 727-536-4755

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Jason Clement	4.00									
Board Chair	0.00	X					0	0	0	
(2) Alfredo Anthony	2.00									
Board Vice Chair	0.00	X					0	0	0	
(3) Scott Gault	2.00									
Treasurer	0.00	X					0	0	0	
(4) Anthony Esposito	2.00									
Secretary	0.00	X					0	0	0	
(5) Joe Faw	1.00									
Director	0.00	X					0	0	0	
(6) Chris Chambers	1.00									
Director	0.00	X					0	0	0	
(7) Jarrett Dixon	1.00									
Director	0.00	X					0	0	0	
(8) Julie Holt	1.00									
Director	0.00	X					0	0	0	
(9) Dav Mosby	1.00									
Director	0.00	X					0	0	0	
(10) Amy Rettig	1.00									
Director	0.00	X					0	0	0	
(11) Massimo Bosso	1.00									
Director	0.00	X					0	0	0	

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) <b>Kimberly Falana</b>	1.00									
Director	0.00	X						0	0	
(13) <b>Heather Ford</b>	1.00									
Director	0.00	X						0	0	
(14) <b>Karl Nurse</b>	1.00									
Director	0.00	X						0	0	
(15) <b>Tonjua Williams</b>	1.00									
Director	0.00	X						0	0	
(16) <b>Doug Woolard</b>	1.00									
Director	0.00	X						0	0	
(17) <b>Tamara DeBose (non-voting)</b>	1.00									
Director	0.00	X						0	0	
(18) <b>Amanda Hart</b>	1.00									
Director	0.00	X						0	0	
(19) <b>Ronice Barlow</b>	1.00									
Director	0.00	X						0	0	
<b>1b Sub-total</b>										
<b>c Total from continuation sheets to Part VII, Section A</b>								<b>153,489</b>	<b>13,462</b>	
<b>d Total (add lines 1b and 1c)</b>								<b>153,489</b>	<b>13,462</b>	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual	3	X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	4	X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person	5	X

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
<b>Abaco Construction Associates LLC</b> 783 Ranch Road <b>Tarpon Springs FL 34688</b>	<b>Construction</b>	<b>914,450</b>
<b>Glaros Construction, Inc.</b> PO Box 474 <b>Tarpon Springs FL 34689</b>	<b>Construction</b>	<b>488,392</b>
<b>Finke Brothers Inc</b> 360 LaHacienda Drive <b>Indian Rocks FL 33785</b>	<b>Excavating con</b>	<b>416,580</b>
<b>Raimondi Plumbing LLC</b> 2780 Summerdale Drive <b>Clearwater FL 33761</b>	<b>Plumbing</b>	<b>398,707</b>
<b>AAA Electrical Contractors, Inc.</b> 6636 Industrial Avenue <b>Port Richey FL 34668</b>	<b>Electrician</b>	<b>374,217</b>

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

26

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b> Federated campaigns	<b>1a</b>					
	<b>b</b> Membership dues	<b>1b</b>					
	<b>c</b> Fundraising events	<b>1c</b>	547,106				
	<b>d</b> Related organizations	<b>1d</b>					
	<b>e</b> Government grants (contributions)	<b>1e</b>	343,615				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b>	4,994,198				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$		2,844,100				
	<b>h Total.</b> Add lines 1a-1f		5,884,919				
	<b>Program Service Revenue</b>		<b>Busn. Code</b>				
<b>2a</b> Transfers of Homes		624229	11,614,388	11,614,388			
<b>b</b> ReStore Revenue		453310	1,134,545	1,134,545			
<b>c</b>							
<b>d</b>							
<b>e</b>							
<b>f</b> All other program service revenue							
<b>g Total.</b> Add lines 2a-2f		12,748,933					
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts)		10,337			10,337	
	<b>4</b> Income from investment of tax-exempt bond proceeds						
	<b>5</b> Royalties						
	<b>6a</b> Gross rents	(i) Real	66,576				
		(ii) Personal					
	<b>b</b> Less: rental exps.		76,691				
	<b>c</b> Rental inc. or (loss)		-10,115				
	<b>d</b> Net rental income or (loss)		-10,115			-10,115	
	<b>7a</b> Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other		279,326			
	<b>b</b> Less: cost or other basis & sales exps.			256,198			
	<b>c</b> Gain or (loss)			23,128			
	<b>d</b> Net gain or (loss)			23,128		23,128	
	<b>8a</b> Gross income from fundraising events (not including \$ 547,106 of contributions reported on line 1c). See Part IV, line 18	<b>a</b>		102,366			
		<b>b</b> Less: direct expenses		270,219			
<b>c</b> Net income or (loss) from fundraising events			-167,853		-167,853		
<b>9a</b> Gross income from gaming activities. See Part IV, line 19	<b>a</b>						
	<b>b</b> Less: direct expenses						
<b>c</b> Net income or (loss) from gaming activities							
<b>10a</b> Gross sales of inventory, less returns and allowances	<b>a</b>						
	<b>b</b> Less: cost of goods sold						
<b>c</b> Net income or (loss) from sales of inventory							
	Miscellaneous Revenue	<b>Busn. Code</b>					
<b>11a</b> Other Income		925120	52,726			52,726	
<b>b</b> CCML Leverage II LLC		923130	39,114			39,114	
<b>c</b>							
<b>d</b> All other revenue							
<b>e Total.</b> Add lines 11a-11d			91,840				
<b>12 Total revenue.</b> See instructions.			18,581,189	12,748,933	0	-52,663	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX 

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	166,951	125,213	20,869	20,869
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,525,626	2,042,614	105,539	377,473
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	29,625	25,601	3,315	709
9 Other employee benefits	311,007	247,058	27,682	36,267
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal	25,914		25,914	
c Accounting	41,750		41,750	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	175,219	169,554	2,830	2,835
12 Advertising and promotion	44,505	42,404		2,101
13 Office expenses	173,674	149,786	3,850	20,038
14 Information technology	88,720	67,538	1,005	20,177
15 Royalties				
16 Occupancy	414,318	381,926	17,212	15,180
17 Travel	162,910	138,689	241	23,980
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	18,046	15,448		2,598
20 Interest	17,841		17,841	
21 Payments to affiliates	231,500	231,500		
22 Depreciation, depletion, and amortization	188,281	158,055	30,226	
23 Insurance	112,806	108,860	3,946	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>Construction Costs</b>	10,769,020	10,769,020		
b <b>Donated &amp; Purchased Merch</b>	969,051	969,051		
c <b>Bank Service &amp; Maintenanc</b>	66,481	58,370	8,111	
d <b>Taxes &amp; Licenses - Constr</b>	25,604	25,604		
e All other expenses	51,129	48,267	327	2,535
<b>25 Total functional expenses.</b> Add lines 1 through 24e	<b>16,609,978</b>	<b>15,774,558</b>	<b>310,658</b>	<b>524,762</b>
<b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. 

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	1	Cash—non-interest bearing	4,923,591	1	5,127,943
	2	Savings and temporary cash investments		2	737,511
	3	Pledges and grants receivable, net	130,262	3	110,329
	4	Accounts receivable, net	34,431	4	53,898
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7	Notes and loans receivable, net	1,298,173	7	1,787,744
	8	Inventories for sale or use	208,030	8	155,711
	9	Prepaid expenses and deferred charges	350,000	9	380,561
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,900,363		
	b	Less: accumulated depreciation	10b 659,112	10c	1,241,251
	11	Investments—publicly traded securities		11	6,396
	12	Investments—other securities. See Part IV, line 11	2,654,953	12	3,888,801
	13	Investments—program-related. See Part IV, line 11	3,248,602	13	1,580,128
	14	Intangible assets	88,369	14	16,131
	15	Other assets. See Part IV, line 11	55,990	15	78,408
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	13,578,858	16	15,164,812	
<b>Liabilities</b>	17	Accounts payable and accrued expenses	398,267	17	462,703
	18	Grants payable		18	
	19	Deferred revenue	41,024	19	12,323
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D	641,911	21	664,096
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties	5,557,459	23	5,053,203
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	20,034	25	121,647
	26	<b>Total liabilities.</b> Add lines 17 through 25	6,658,695	26	6,313,972
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>				
	27	Unrestricted net assets	6,317,745	27	8,412,482
	28	Temporarily restricted net assets	582,418	28	418,358
	29	Permanently restricted net assets	20,000	29	20,000
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.</b>				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	6,920,163	33	8,850,840	
34	<b>Total liabilities and net assets/fund balances</b>	13,578,858	34	15,164,812	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>18,581,189</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>16,609,978</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>1,971,211</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	<b>6,920,163</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	<b>-40,534</b>
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	<b>8,850,840</b>

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	<b>X</b>	
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	<b>X</b>	
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	<b>X</b>	



**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(20) <b>Ellen Hirsch de Haan</b>	1.00									
Director	0.00	X						0	0	0
(21) <b>Dan Ernest</b>	1.00									
Director	0.00	X						0	0	0
(22) <b>Jack Mariano</b>	1.00									
Director	0.00	X						0	0	0
(23) <b>Lauren LeTona</b>	1.00									
Director	0.00	X						0	0	0
(24) <b>James Downey</b>	1.00									
Director	0.00	X						0	0	0
(25) <b>Chuck Aldrich</b>	1.00									
Director	0.00	X						0	0	0
(26) <b>Scott Daigle</b>	1.00									
Director	0.00	X						0	0	0
(27) <b>Tracy West</b>	1.00									
Director	0.00	X						0	0	0
<b>1b Sub-total</b>										
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>										

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(28) <b>Matt Frey</b>	1.00									
Director	0.00	X						0	0	
(29) <b>Brandon Brayboy</b>	1.00									
Director	0.00	X						0	0	
(30) <b>Chris Kamke</b>	1.00									
Director	0.00	X						0	0	
(31) <b>Matt Godri</b>	1.00									
Director	0.00	X						0	0	
(32) <b>Anysia McDowell</b>	1.00									
Director	0.00	X						0	0	
(33) <b>Kristi Cheatham Pettit</b>	1.00									
Director	0.00	X						0	0	
(34) <b>Barry Horvath</b>	1.00									
Director	0.00	X						0	0	
(35) <b>David Longspaugh</b>	1.00									
Director	0.00	X						0	0	
<b>1b Sub-total</b>										
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>										

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(36) Patti Templeton	1.00									
Director	0.00	X					0	0	0	
(37) Kim Bogart	1.00									
Director	0.00	X					0	0	0	
(38) Michael Sutton	50.00									
CEO	0.00			X			153,489	0	13,462	
(39) Nancy Ridenour	50.00									
Chief Strategy Offic	0.00			X			0	0	0	
<b>1b Sub-total</b>							<b>153,489</b>		<b>13,462</b>	
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>										

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

**2018**

Department of the Treasury  
Internal Revenue Service

Attach to Form 990 or Form 990-EZ.

Open to Public  
Inspection

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number

**59-2509116**

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2  A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: .....
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations
  - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	3,658,897	3,467,818	3,722,369	5,681,152	5,884,919	22,415,155
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3	3,658,897	3,467,818	3,722,369	5,681,152	5,884,919	22,415,155
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						22,415,155

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	3,658,897	3,467,818	3,722,369	5,681,152	5,884,919	22,415,155
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	82,894	82,923	82,710	83,782	10,337	342,646
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	-1,161	293,741	753,551	754,584	91,840	1,892,555
11 <b>Total support.</b> Add lines 7 through 10						24,650,356

12 Gross receipts from related activities, etc. (see instructions) 12 **43,909,020**

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	90.93 %
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	88.32 %

16a **33 1/3% support test—2018.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

b **33 1/3% support test—2017.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

17a **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

b **10%-facts-and-circumstances test—2017.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>6 Total.</b> Add lines 1 through 5						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>9</b> Amounts from line 6						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	<b>15</b>	%
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	<b>17</b>	%
<b>18</b> Investment income percentage from 2017 Schedule A, Part III, line 17	<b>18</b>	%

- 19a 33 1/3% support tests—2018.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b	<b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	<b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations (continued)**

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in (a) above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
<b>2</b>		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
<b>3</b>		

**Section E. Type III Functionally-Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
<b>2</b> Activities Test. Answer (a) and (b) below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
<b>2a</b>		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
<b>2b</b>		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
<b>3a</b>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
<b>3b</b>		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 <b>Total annual distributions.</b> Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013 .....			
b From 2014 .....			
c From 2015 .....			
d From 2016 .....			
e From 2017 .....			
f <b>Total</b> of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 <b>Excess distributions carryover to 2019.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014 .....			
b Excess from 2015 .....			
c Excess from 2016 .....			
d Excess from 2017 .....			
e Excess from 2018 .....			

**Part VI Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Part II, Line 10 - Other Income Detail**

Special Event Income	\$	917,407
Gain sale of mortgages	\$	398,477
Forgiveness of debt	\$	508,000
BP Settlement	\$	402,208
Impairment loss	\$	-657,861
Other Income	\$	174,909
JV Income	\$	149,415

**Schedule B**  
**(Form 990, 990-EZ,**  
**or 990-PF)**  
Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

OMB No. 1545-0047

**2018**

Attach to Form 990, Form 990-EZ, or Form 990-PF.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization <b>Habitat for Humanity of Pinellas County Inc dba Habitat for Humanity</b>	Employer identification number <b>59-2509116</b>
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Organization type (check one):

- Filers of:**                      **Section:**
- Form 990 or 990-EZ             501(c)( **3** ) (enter number) organization
- 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
- 527 political organization
- Form 990-PF                       501(c)(3) exempt private foundation
- 4947(a)(1) nonexempt charitable trust treated as a private foundation
- 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33<sup>1</sup>/<sub>3</sub>% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ► \$ .....

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

**Habitat for Humanity of Pinellas**

Employer identification number

**59-2509116**

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	David A. Glynn Trust 1000 16th Street N St. Petersburg FL 33705	\$ 250,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MPH Hotels (Michael P. Holtz) 100 2nd Ave S, Ste 1103-S St. Petersburg FL 33701	\$ 159,243	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	HFHI-SA Leverage IX, LLC 201 St. Charles Avenue, Suite 4400 New Orleans LA 70170	\$ 338,647	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
4	West Pasco Habitat for Humanity 4131 Madison Street New Port Richey FL 34652	\$ 1,281,642	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
.....	..... ..... .....	\$ .....	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	..... ..... .....	\$ .....	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

**Habitat for Humanity of Pinellas**

Employer identification number

**59-2509116**

**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
3	<p><b>Forgiveness of Debt</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ 338,647</p>	<p>06/30/19</p>
4	<p><b>Fixed Assets</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ 1,281,642</p>	<p>03/01/19</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>
.....	<p>.....</p> <p>.....</p> <p>.....</p>	<p>\$ .....</p>	<p>.....</p>

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

Habitat for Humanity of Pinellas County Inc dba Habitat for Humanity

Employer identification number

59-2509116

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number at end of year, aggregate values, and questions about donor advisement.

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include purpose of easements, number of easements, and monitoring expenses.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include questions about reporting art and historical treasures.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	641,911
d Additions during the year	1,212,154
e Distributions during the year	1,161,302
f Ending balance	692,763

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	20,000	20,000	20,000	20,000	20,000
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	20,000	20,000	20,000	20,000	20,000

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
- b Permanent endowment **100.00** %
- c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(ii) related organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		255,787		255,787
b Buildings		595,845	13,668	582,177
c Leasehold improvements		373,030	224,135	148,895
d Equipment		309,337	170,583	138,754
e Other		366,364	250,726	115,638
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				<b>1,241,251</b>



**Part VII Investments—Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other <b>Land for Future Construction</b>	<b>2,620,711</b>	<b>Cost</b>
(A) <b>Construction in Progress</b>	<b>1,268,090</b>	<b>Cost</b>
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)	<b>3,888,801</b>	

**Part VIII Investments—Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) <b>Program related investments</b>	<b>1,580,128</b>	<b>Cost</b>
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)	<b>1,580,128</b>	

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) <b>Capital Lease Payable</b>	<b>66,594</b>
(3) <b>Down Payments &amp; Advance payments</b>	<b>55,053</b>
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	<b>121,647</b>

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	19,576,175
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a		
	b Donated services and use of facilities	2b	844,363	
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d	156,388	
	e Add lines 2a through 2d		2e	1,000,751
3	Subtract line 2e from line 1		3	18,575,424
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b	5,765	
	c Add lines 4a and 4b		4c	5,765
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	18,581,189

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	17,645,498
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a	844,363	
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d	191,157	
	e Add lines 2a through 2d		2e	1,035,520
3	Subtract line 2e from line 1		3	16,609,978
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
	c Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	16,609,978

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**Part IV, Line 1b - Explanation for Unreported Contributions or Assets**

Habitat services the mortgages on the homes it sells. Homeowner escrow funds include cash collected from the homeowners and held in escrow for insurance and property taxes on the homes.

**Part IV, Line 2b - Escrow Liability Arrangement Explanation**

Habitat services the mortgages on the homes it sells. Homeowner escrow funds include cash collected from the homeowners and held in escrow for insurance and property taxes on the homes.

**Part X - FIN 48 Footnote**

The Organization is a not-for-profit organization that is exempt from

**Part XIII Supplemental Information** (continued)

income taxes under Section 501(c)(3) of the Internal Revenue Code.

Accordingly, no provision for income taxes is reflected in the consolidated financial statements.

The Organization accounts for the effect of any uncertain tax positions based on a "more likely than not" threshold to the recognition of the tax positions being sustained based on the technical merits of the position under scrutiny by the applicable taxing authority. If a tax position or positions are deemed to result in uncertainties of those positions, the unrecognized tax benefit is estimated based on a "cumulative probability assessment" that aggregates the estimated tax liability for all uncertain tax positions. The Organization has identified its tax status as a tax-exempt entity as its only significant tax position; however, the organization has determined that such tax position does not result in an uncertainty requiring recognition. The Organization is not currently under examination by any taxing jurisdiction. The Organization's federal returns are generally open for examination for three years following the date filed.

**Part XI, Line 2d - Revenue Amounts Included in Financials - Other**

Bad Debt	\$ 15,900
Rental Expenses	\$ 76,691
Mortgage Interest Discount	\$ 35,096
Deferred Amort from JV	\$ 28,701

**Part XI, Line 4b - Revenue Amounts Included on Return - Other**

Discount on Pledges Receivable	\$ 5,765
--------------------------------	----------

**Part XIII** Supplemental Information *(continued)*

**Part XII, Line 2d - Expense Amounts Included in Financials - Other**

<b>Bad Debt</b>	<b>\$</b>	<b>15,900</b>
<b>Rental Expense</b>	<b>\$</b>	<b>76,691</b>
<b>Mortgage Discount Expense</b>	<b>\$</b>	<b>98,566</b>

**SCHEDULE G  
(Form 990 or 990-EZ)**

**Supplemental Information Regarding Fundraising or Gaming Activities**

OMB No. 1545-0047

**2018**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number

**59-2509116**

**Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a  Mail solicitations
- b  Internet and email solicitations
- c  Phone solicitations
- d  In-person solicitations
- e  Solicitation of non-government grants
- f  Solicitation of government grants
- g  Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?  Yes  No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
			Yes	No			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Total</b>							

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events	
		<u>Gala</u> (event type)	<u>Golf</u> (event type)	<u>3</u> (total number)	(add col. (a) through col. (c))	
Revenue	1	Gross receipts	348,885	105,014	195,573	649,472
	2	Less: Contributions	266,620	84,913	195,573	547,106
	3	Gross income (line 1 minus line 2)	82,265	20,101		102,366
Direct Expenses	4	Cash prizes				
	5	Noncash prizes				
	6	Rent/facility costs	17,894	13,784	1,650	33,328
	7	Food and beverages	92,884	13,261	30,483	136,628
	8	Entertainment	16,075	2,500	10,500	29,075
	9	Other direct expenses	48,678	6,563	15,947	71,188
	10	Direct expense summary. Add lines 4 through 9 in column (d)				
11	Net income summary. Subtract line 10 from line 3, column (d)					-167,853

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
Revenue	1	Gross revenue				
Direct Expenses	2	Cash prizes				
	3	Noncash prizes				
	4	Rent/facility costs				
	5	Other direct expenses				
	6	Volunteer labor	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %	
	7	Direct expense summary. Add lines 2 through 5 in column (d)				
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_



**SCHEDULE G  
(Form 990 or  
990-EZ)****Fundraising Other Events****2018**For calendar year 2018, or tax year beginning **07/01/18**, and ending **06/30/19**

Name

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer Identification Number

**59-2509116**

		(a) Other event	(b) Other event	(c) Other event	(d) Total other events
		<u>Other Events</u>	_____	_____	(add col. (a) through
		(event type)	(event type)	(event type)	col. (c))
Revenue	<b>1</b> Gross receipts	<b>195,573</b>			<b>195,573</b>
	<b>2</b> Less: Charitable contributions	<b>195,573</b>			<b>195,573</b>
	<b>3</b> Gross income (line 1 minus line 2)				
Direct Expenses	<b>4</b> Cash prizes				
	<b>5</b> Noncash prizes				
	<b>6</b> Rent/facility costs	<b>1,650</b>			<b>1,650</b>
	<b>7</b> Food/beverages	<b>30,483</b>			<b>30,483</b>
	<b>8</b> Entertainment	<b>10,500</b>			<b>10,500</b>
	<b>9</b> Other expenses	<b>15,947</b>			<b>15,947</b>



**SCHEDULE J**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Compensation Information**

**For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.  
Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

Open to Public Inspection

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number  
**59-2509116**

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Compensation committee          | <input type="checkbox"/> Written employment contract                                |
| <input type="checkbox"/> Independent compensation consultant        | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input checked="" type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment? **4a**  Yes  No
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? **4b**  Yes  No
- c** Participate in, or receive payment from, an equity-based compensation arrangement? **4c**  Yes  No
- If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? **5a**  Yes  No
- b** Any related organization? **5b**  Yes  No
- If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? **6a**  Yes  No
- b** Any related organization? **6b**  Yes  No
- If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
<b>1a</b>		
<b>2</b>		
<b>3</b>		
<b>4a</b>		<input checked="" type="checkbox"/>
<b>4b</b>		<input checked="" type="checkbox"/>
<b>4c</b>		<input checked="" type="checkbox"/>
<b>5a</b>		<input checked="" type="checkbox"/>
<b>5b</b>		<input checked="" type="checkbox"/>
<b>6a</b>		<input checked="" type="checkbox"/>
<b>6b</b>		<input checked="" type="checkbox"/>
<b>7</b>		<input checked="" type="checkbox"/>
<b>8</b>		<input checked="" type="checkbox"/>
<b>9</b>		

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1 Michael Sutton CEO	(i)	143,489	10,000	0	4,293	9,169	166,951	0
	(ii)	0	0	0	0	0	0	0
2	(i)							
	(ii)							
3	(i)							
	(ii)							
4	(i)							
	(ii)							
5	(i)							
	(ii)							
6	(i)							
	(ii)							
7	(i)							
	(ii)							
8	(i)							
	(ii)							
9	(i)							
	(ii)							
10	(i)							
	(ii)							
11	(i)							
	(ii)							
12	(i)							
	(ii)							
13	(i)							
	(ii)							
14	(i)							
	(ii)							
15	(i)							
	(ii)							
16	(i)							
	(ii)							



**SCHEDULE M  
(Form 990)**

**Noncash Contributions**

OMB No. 1545-0047

**2018**

**Open To Public  
Inspection**

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.

Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number

**59-2509116**

**Part I Types of Property**

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods	X		841,231	Fair Market Value
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded	X	3	56,397	Fair Market Value
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial				
17 Real estate — Other	X	1	16,912	Fair Market Value
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other (Appliances)	X	62	101,535	Fair Market Value
26 Other (Engineer/Elect/)	X	178	172,057	Fair Market Value
27 Other (Forgive Debt)	X	2	374,326	Principal Balance
28 Other (Fixed Assets)	X	1	1,281,642	Cost

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement 29 0

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	X	
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?		X
b If "Yes," describe in Part II.		
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		



**SCHEDULE O**  
(Form 990 or 990-EZ)Department of the Treasury  
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018****Open to Public  
Inspection**

Name of the organization	<b>Habitat for Humanity of Pinellas County Inc dba Habitat for Humanity</b>	Employer identification number	<b>59-2509116</b>
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**Form 990, Part VI - Material Differences in Voting Rights Explanation**

According to our by-laws, section 3.10 Habitat Homeowner on Board: "In accordance with the laws of the State of Florida, members of a Habitat for Humanity of Pinellas County household with an active mortgage may serve on the board of directors in a non-voting capacity. Habitat homeowners without an active mortgage may serve on the board with full rights of a director." Our one-homeowner on the board has an active mortgage so she is non-voting.

**Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**

The Form 990 is reviewed by the CEO/President, CFO, and the Finance Committee. If any corrections are necessary, the preparer makes the corrections and the revised 990 is sent for review and approval by the Finance Committee before the final Form 990 is filed.

**Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy**

Board members are required to annually sign the conflict of interest policy.

**Form 990, Part VI, Line 15a - Compensation Process for Top Official**

Professional salary survey is conducted annually by Habitat for Humanity International. Some independent consulting of similar organizations with similar positions are also polled on occasion, especially during times of hiring or providing salary increases/benefits.

Name of the organization

Employer identification number

**Habitat for Humanity of Pinellas****59-2509116****Form 990, Part VI, Line 15b - Compensation Process for Officers**

Professional salary survey is conducted annually by Habitat for Humanity International. Some independent consulting of similar organizations with similar positions are also polled on occasion, especially during times of hiring or providing salary increases/benefits.

**Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation**

The Governing Documents, Conflict of Interest Policy, and Financial Statements are available upon request.

**Form 990, Part VII - Additional Information**

Nancy Ridenour, Chief Strategy Officer, is the top financial official of the Organization. Her start date was May 1, 2019 and she does not have a 2018 Form W-2 from the Organization. Her salary for the fiscal year ending June 30, 2019 is included in line 7 of Part IX - Statement of Functional Expense.

**Form 990, Part XI, Line 9 - Other Changes in Net Assets Explanation**

Bad Debt	\$	15,900
Rental Expenses	\$	76,691
Mortgage Interest Discount	\$	35,096
Deferred Amort from JV	\$	28,701
Discount on Pledges Receivable	\$	-5,765
Bad Debt	\$	-15,900
Rental Expense	\$	-76,691
Mortgage Discount Expense	\$	-98,566
<b>Total</b>	<b>\$</b>	<b>-40,534</b>

**SCHEDULE R  
(Form 990)**

**Related Organizations and Unrelated Partnerships**

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Habitat for Humanity of Pinellas  
County Inc dba Habitat for Humanity**

Employer identification number

**59-2509116**

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1) <b>Pinellas Funding Company I, LLC 13355 49th Street N Clearwater FL 33762 47-4185309</b>	<b>Mortgages</b>	<b>FL</b>		<b>805,226</b>	<b>N/A</b>
(2)					
(3)					
(4)					
(5)					

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) <b>Pinellas County Habitat for Humanit 13355 49th Street North Clearwater FL 33762 61-1620810</b>	<b>CHDO</b>	<b>FL</b>	<b>501c3</b>	<b>7</b>	<b>N/A</b>		<b>X</b>
(2)							
(3)							
(4)							
(5)							



**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate alloc.?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1) HFHI-SA Leverage IX, LLC 201 St. Charles Avenue, Suite 4400 New Orleans LA 70170 45-2476879	Investment	LA	N/A	Related	338,647			X	N/A		X	7.40
(2) CCML Leverage II LLC 201 St. Charles Avenue, Suite 4400 New Orleans LA 70170 90-0865120	Investment	LA	N/A	Related	39,114	282,465		X	N/A		X	9.00
(3)												
(4)												

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1)									
(2)									
(3)									
(4)									

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
<b>a</b> Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity .....		X
<b>b</b> Gift, grant, or capital contribution to related organization(s) .....		X
<b>c</b> Gift, grant, or capital contribution from related organization(s) .....	X	
<b>d</b> Loans or loan guarantees to or for related organization(s) .....		X
<b>e</b> Loans or loan guarantees by related organization(s) .....	X	
<b>f</b> Dividends from related organization(s) .....		X
<b>g</b> Sale of assets to related organization(s) .....		X
<b>h</b> Purchase of assets from related organization(s) .....		X
<b>i</b> Exchange of assets with related organization(s) .....		X
<b>j</b> Lease of facilities, equipment, or other assets to related organization(s) .....		X
<b>k</b> Lease of facilities, equipment, or other assets from related organization(s) .....		X
<b>l</b> Performance of services or membership or fundraising solicitations for related organization(s) .....		X
<b>m</b> Performance of services or membership or fundraising solicitations by related organization(s) .....		X
<b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s) .....		X
<b>o</b> Sharing of paid employees with related organization(s) .....		X
<b>p</b> Reimbursement paid to related organization(s) for expenses .....		X
<b>q</b> Reimbursement paid by related organization(s) for expenses .....		X
<b>r</b> Other transfer of cash or property to related organization(s) .....		X
<b>s</b> Other transfer of cash or property from related organization(s) .....		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) <b>HFHI-SA Leverage IX LLC</b>	<b>c</b>	<b>338,647</b>	<b>Fair Market Value</b>
(2) <b>CCML Leverage II LLC</b>	<b>e</b>	<b>1,864,444</b>	<b>Fair Market Value</b>
(3)			
(4)			
(5)			
(6)			

**Part VI Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1) .....													
(2) .....													
(3) .....													
(4) .....													
(5) .....													
(6) .....													
(7) .....													
(8) .....													
(9) .....													
(10) .....													
(11) .....													



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Form **8868**

(Rev. January 2019)

Department of the Treasury  
Internal Revenue Service

# Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**E-FILE ACCEPTED**

**NOV 07 2019**

BY: 

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

## Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Enter filer's identifying number, see instructions

Type or print	Name of exempt organization or other filer, see instructions. <b>Habitat For Humanity of Pinellas County, Inc.</b>	Employer identification number (EIN) or <b>59-2509116</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>13355 49th Street North</b>	Social security number (SSN)
File by the due date for filing your return. See instructions.	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>Clearwater FL 33762</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return)

**01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**Nancy Ridenour**  
**13355 49th Street N.**

• The books are in the care of ▶ **Clearwater**

**FL 33762**

Telephone No. ▶ **727-536-4755**

Fax No. ▶

• If the organization does not have an office or place of business in the United States, check this box

• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_ . If this is for the whole group, check this box  . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **05/15/20** , to file the exempt organization return for the organization named above. The extension is for the organization's return for:

**E-FILE TRANSMITTED**

▶  calendar year \_\_\_\_\_ or

▶  tax year beginning **07/01/18** , and ending **06/30/19** .

**NOV 07 2019**

2 If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return

BY: 

Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0</b>

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2019)

*365*  
*11-5-19*

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	TOTAL	PY Budget TOTAL	Actual through 4-30-19/Budget for 5/31 and 6/30
<b>Income</b>															
<b>4000 · Fundraising Inc</b>															
4001.01 · Individuals - Unrestricted	10,000.00	33,125.00	80,000.00	47,500.00	95,000.00	55,000.00	33,125.00	61,250.00	33,125.00	33,125.00	33,125.00	33,125.00	547,500.00	600,000.00	631,344.89
4002.01 · Churches -Unrestricted	-	-	-	-	-	-	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	50,000.00	55,000.00	108,228.19
4002.02 · Churches- Temp Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,820.00
4003.01 · Corporations - Unrestricted	25,000.00	25,000.00	25,000.00	25,000.00	50,000.00	50,000.00	105,000.00	200,000.00	150,000.00	150,000.00	200,000.00	200,000.00	1,205,000.00	1,517,500.00	898,572.28
4003.02 · Corporations-Temp Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	149,300.00
4004.01 · Foundations - Unrestricted	22,083.33	7,083.33	37,083.33	7,083.33	7,083.33	72,083.33	12,083.33	7,083.33	57,083.33	12,083.33	12,083.33	12,083.33	265,000.00	352,500.00	237,177.14
4004.02 · Foundations - Temp Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00
4005.01 · Wills & Bequests - Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	118,312.19
4021.01 · Grants-Unrestricted	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	2,836.17	34,034.00	90,000.00	49,034.03
4022.01 · Grants-Constr Unrestricted	70,000.00	30,000.00	50,000.00	30,000.00	25,000.00	25,000.00	140,000.00	25,000.00	25,000.00	115,000.00	40,000.00	25,000.00	600,000.00	400,000.00	679,832.10
4022.02 · Grants-Constr - Temp Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00
4030.01 · Special Events - Gala	-	-	-	-	-	-	3,333.33	33,333.33	53,333.33	33,333.33	210,000.00	53,333.33	400,000.00	400,000.00	199,437.04
4030.02 · Special Events-Golf	-	5,000.00	5,000.00	20,000.00	70,000.00	-	-	-	-	-	-	-	100,000.00	125,000.00	125,922.00
4030.04 · Special Events - 3rd Party	-	6,666.67	-	-	6,666.67	6,666.67	4,166.67	-	-	21,666.67	4,166.67	-	50,000.00	50,000.00	61,427.76
4030.06 · Community Builders Breakfast	-	-	-	-	-	-	-	-	-	-	-	-	-	-	283,077.85
4116.01 · In Kind-Fundraising-Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total 4000 · Fundraising Inc</b>	<b>129,919.50</b>	<b>109,711.17</b>	<b>199,919.50</b>	<b>132,419.50</b>	<b>256,586.17</b>	<b>214,919.50</b>	<b>340,544.50</b>	<b>359,502.83</b>	<b>311,377.83</b>	<b>554,711.17</b>	<b>355,544.50</b>	<b>286,377.83</b>	<b>3,251,534.00</b>	<b>3,590,000.00</b>	<b>3,570,485.47</b>
<b>4050 · ReStore Sales</b>	<b>104,666.00</b>	<b>130,670.00</b>	<b>117,354.00</b>	<b>127,209.00</b>	<b>119,868.00</b>	<b>100,263.00</b>	<b>166,887.00</b>	<b>153,271.00</b>	<b>90,098.00</b>	<b>125,805.00</b>	<b>117,949.00</b>	<b>119,392.00</b>	<b>1,473,432.00</b>	<b>1,528,439.40</b>	<b>1,370,143.05</b>
<b>4070 · Other Income</b>															
4070.01 · Interest Income	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	1,680.00	1,680.00	15,602.25
4070.02 · Rental Income	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	13,406.75	160,881.00	171,681.00	144,735.25
4070.03 · Late Fee Income	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	17,000.00	14,148.22
4070.04 · Investment Income	-	-	-	-	-	20,000.00	-	-	-	-	-	-	20,000.00	20,000.00	2,110.86
4070.05 · Misc Income	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	25,000.00	25,000.00	38,838.88
4070.07 · NMTC Amortization Expense	1,912.13	1,912.13	1,912.03	1,912.03	-	-	-	-	-	-	-	-	7,648.32	7,648.32	12,322.99
4070.08 · Debt Forgiveness	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,014.41
4070.09 · Sustainable Communities Income	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	5,208.33	62,500.00	62,500.00	25,946.81
4070.10 · Rental Income Pasco	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00	-	7,150.00
4070.11 · NMTC III Amortization Expense	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	4,732.14	56,785.68	-	18,928.56
<b>Total 4070 · Other Income</b>	<b>29,357.69</b>	<b>29,357.69</b>	<b>29,357.59</b>	<b>29,357.59</b>	<b>27,445.56</b>	<b>47,445.56</b>	<b>27,445.56</b>	<b>27,445.56</b>	<b>27,445.56</b>	<b>27,445.56</b>	<b>27,445.56</b>	<b>27,445.56</b>	<b>356,995.00</b>	<b>305,509.32</b>	<b>320,798.23</b>
<b>4100 · In Kind Contributions</b>															
4110.01 · Bldg Materials & Svcs-Unrestric	36,232.00	72,464.00	72,464.00	72,464.00	108,696.00	90,580.00	108,696.00	108,696.00	108,696.00	108,696.00	126,812.00	108,696.00	1,123,192.00	1,310,000.00	868,948.99
4110.04 · Restricted Lot Donations	-	-	37,500.00	-	37,500.00	37,500.00	-	-	37,500.00	-	-	-	150,000.00	150,000.00	117,629.00
4112.01 · ReStore Merchandise	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115.01 · Other - Unrestricted Legal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total 4100 · In Kind Contributions</b>	<b>36,232.00</b>	<b>72,464.00</b>	<b>109,964.00</b>	<b>72,464.00</b>	<b>146,196.00</b>	<b>128,080.00</b>	<b>108,696.00</b>	<b>108,696.00</b>	<b>146,196.00</b>	<b>108,696.00</b>	<b>126,812.00</b>	<b>108,696.00</b>	<b>1,273,192.00</b>	<b>1,460,000.00</b>	<b>986,577.99</b>
<b>4200 · House Transfers</b>															
4200 · Transfers to Homeowners	360,000.00	720,000.00	720,000.00	590,000.00	855,000.00	900,000.00	1,020,000.00	1,050,000.00	1,015,000.00	1,080,000.00	1,195,000.00	1,080,000.00	10,585,000.00	11,840,000.00	9,788,837.00
4200.05 · Neighborhood Revitalization Inc	25,000.00	25,000.00	-	-	-	-	-	-	-	-	-	-	50,000.00	250,000.00	199,616.50
4200.10 · Open Market Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	629,693.29
4200.98 · POB Home Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total 4200 · House Transfers</b>	<b>385,000.00</b>	<b>745,000.00</b>	<b>720,000.00</b>	<b>590,000.00</b>	<b>855,000.00</b>	<b>900,000.00</b>	<b>1,020,000.00</b>	<b>1,050,000.00</b>	<b>1,015,000.00</b>	<b>1,080,000.00</b>	<b>1,195,000.00</b>	<b>1,080,000.00</b>	<b>10,635,000.00</b>	<b>12,090,000.00</b>	<b>10,618,146.79</b>
<b>Total Income</b>	<b>685,175.19</b>	<b>1,087,202.85</b>	<b>1,176,595.09</b>	<b>951,450.09</b>	<b>1,405,095.72</b>	<b>1,390,708.06</b>	<b>1,663,573.06</b>	<b>1,698,915.39</b>	<b>1,590,117.39</b>	<b>1,896,657.73</b>	<b>1,822,751.06</b>	<b>1,621,911.39</b>	<b>16,990,153.00</b>	<b>18,973,948.72</b>	<b>16,866,151.53</b>
<b>Cost of Goods Sold</b>															
5230 · Program Cost of Homes Transfer	360,000.00	720,000.00	720,000.00	590,000.00	855,000.00	900,000.00	1,020,000.00	1,050,000.00	1,015,000.00	1,080,000.00	1,195,000.00	1,080,000.00	10,585,000.00	11,400,000.00	9,703,837.00
5231 · Open Market Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	516,151.34
5232 · Program Cost - NPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NEW** Neighborhood Revitalization program	20,000.00	20,000.00	-	-	-	-	-	-	-	-	-	-	40,000.00	225,000.00	147,457.75
8250 · Cost of Purchased Inventory	1,474.00	5,826.00	5,499.00	10,026.00	5,283.00	4,367.00	3,592.00	18,830.00	2,331.00	3,150.00	3,150.00	3,150.00	66,678.00	37,800.00	86,902.76
<b>Total COGS</b>	<b>381,474.00</b>	<b>745,826.00</b>	<b>725,499.00</b>	<b>600,026.00</b>	<b>860,283.00</b>	<b>904,367.00</b>	<b>1,023,592.00</b>	<b>1,068,830.00</b>	<b>1,017,331.00</b>	<b>1,083,150.00</b>	<b>1,198,150.00</b>	<b>1,083,150.00</b>	<b>10,691,678.00</b>	<b>11,662,800.00</b>	<b>10,454,348.85</b>
<b>Gross Profit</b>	<b>303,701.19</b>	<b>341,376.85</b>	<b>451,096.09</b>	<b>351,424.09</b>	<b>544,812.72</b>	<b>486,341.06</b>	<b>639,981.06</b>	<b>630,085.39</b>	<b>572,786.39</b>	<b>813,507.73</b>	<b>624,601.06</b>	<b>538,761.39</b>	<b>6,298,475.00</b>	<b>7,311,148.72</b>	<b>6,411,802.68</b>
<b>5000 · Program Expenses</b>															
5010 · Program Employee Salaries	156,094.30	156,094.30	156,094.30	234,141.45	156,094.30	156,094.30	156,094.30	156,094.30	156,094.30	234,141.45	156,094.30	156,094.30	2,029,225.89	2,411,668.00	1,900,125.76
(Salary Allocation to CIP)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(41,666.67)	(500,000.00)	(500,000.00)	-
5040 · Program - Health Insurance	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	18,849.30	226,191.63	245,667.37	211,801.23
5041 · Program-Disability Ins	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	1,533.88	18,406.54	17,276.17	17,235.51
5042 · Program 401 K Benefit	1,940.09	2,910.13	1,940.09	1,940.09	1,940.09	1,940.09	1,940.09	1,940.09	2,910.13	1,940.09	1,940.09	1,940.09	25,221.12	34,610.44	23,616.54
5043 · Workmans Comp	1,686.42	2,529.64	1,686.42	1,686.42	1,686.42	1,686.42									

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	TOTAL	PY Budget TOTAL	Actual through 4-30-19/Budget for 5/31 and 6/30
5261.97 · POB III Amortization Expense	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	6,017.85	72,214.20	-	24,071.40
5261.98 · Affiliate GTD Fee-Amortize	-	-	-	-	-	-	-	-	-	-	-	-	-	7,648.00	3,824.26
5262.98 · CED Structuring Fee-Amortize	-	-	-	-	-	-	-	-	-	-	-	-	-	2,100.00	1,050.88
5263.98 · NMTC Closing Cost-Amortize	-	-	-	-	-	-	-	-	-	-	-	-	-	564.00	15,555.31
5265 · Program Amortization Expense	263.16	263.16	263.16	263.16	263.16	263.16	263.16	263.16	263.16	263.16	263.16	263.16	3,157.92	1,080.00	1,484.34
5320 · Program Dues	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00	47,200.00	11,824.70
5340 · Program Food & Lodging	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	20,000.00	35,400.00	23,888.69
5420 · Program Liability Insurance	22,502.07	-	-	22,502.07	-	-	22,502.07	-	-	22,502.07	-	-	90,008.28	81,700.00	79,447.51
5430 · Program Licenses & Permits	-	-	233.00	145.00	573.00	-	-	414.00	-	-	-	-	1,365.00	360.00	1,364.43
5460 · Program Office Equip Rental	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	14,000.00	25,500.00	13,694.57
5470 · Program Rent	22,624.96	22,624.96	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	22,882.67	274,076.63	250,023.65	270,194.80
5510 · Program Office Supplies	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	70,000.00	61,354.00	69,420.14
5525 · Program - Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5530 · Program -Credit Reports	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00	7,500.00	10,580.91
5535 · Program - CHDO Expense	-	-	-	-	-	1,000.00	-	-	-	-	-	-	1,000.00	1,000.00	-
5540 · Program Postage & Freight	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00	13,415.00	9,523.71
5550 · Program Printing	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00	30,000.00	23,905.65
5560 · Program Professional Services	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	10,916.67	131,000.00	75,000.00	121,254.67
5560.97 · POB III-CDE Audit & Tax Exp	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	22,000.00	-	22,000.00
5570 · Program Property Taxes	-	-	-	-	3,500.00	-	-	-	-	-	-	-	3,500.00	-	3,446.35
5580 · Interest / Taxes	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	1,475.90	17,710.78	35,794.00	45,277.20
5580.98 · POB Interest Expense	768.79	768.79	768.79	768.79	768.79	768.79	768.79	768.79	768.79	768.79	768.79	768.79	9,225.48	-	3,075.16
5580.99 · POB Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2,383.84)
5581.97 · POB QLICI Interest Expense	10,613.57	-	-	10,613.57	-	-	10,613.57	-	-	10,613.57	-	-	42,454.28	-	11,203.18
5607 · Dedication Expense	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5,000.00	7,500.00	4,682.04
5610 · Late Fees/Finance Charges	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	400.00	-	385.55
5611 · Program Public Relations	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	41,000.00	35,000.00	41,159.29
5620 · Program Repairs	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	6,000.00	5,888.34
5635 · Warranties-Homeowners	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00	7,500.00	9,057.61
5640 · Program Small Tools	541.67	541.67	541.67	541.67	541.67	541.67	541.67	541.67	541.67	541.67	541.67	541.67	6,500.00	17,100.00	6,007.68
5670 · Program Telephone & Fax	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	3,500.00	583.30
5675 · Program Tithe	7,000.00	14,000.00	14,000.00	14,000.00	21,000.00	17,500.00	21,000.00	21,000.00	21,000.00	21,000.00	24,500.00	21,000.00	217,000.00	210,000.00	94,500.00
5680 · Program Cell Phone	965.00	965.00	965.00	965.00	965.00	965.00	965.00	965.00	965.00	965.00	965.00	965.00	11,580.00	20,000.00	19,149.68
5720 · Seminars/Conferences	-	1,125.00	-	-	1,125.00	-	-	1,125.00	-	-	1,125.00	-	4,500.00	14,300.00	4,329.00
5730 · Program Travel	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00	39,755.00	20,142.52
5740 · Program Utilities	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00	62,840.00	48,130.55
5760 · Program Affiliate Assessment	27,700.00	-	-	-	-	-	-	-	-	-	-	-	27,700.00	27,700.00	36,310.57
7562 · Accounting Fees	-	2,500.00	21,500.00	6,000.00	-	-	6,000.00	-	-	-	-	-	36,000.00	36,000.00	31,100.00
7563 · Legal Fees	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	52,000.00	86,000.00	50,596.75
5000 · Program Exepnses - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60.00
<b>Total 5000 · Program Expenses</b>	<b>302,785.71</b>	<b>249,416.93</b>	<b>265,969.38</b>	<b>366,535.57</b>	<b>256,434.38</b>	<b>248,736.38</b>	<b>295,343.42</b>	<b>252,775.38</b>	<b>253,049.64</b>	<b>367,390.57</b>	<b>255,861.38</b>	<b>251,236.38</b>	<b>3,365,535.14</b>	<b>3,755,925.34</b>	<b>2,810,578.39</b>

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	TOTAL	PY Budget TOTAL	Actual through 4-30-19/Budget for 5/31 and 6/30
<b>6000 · Fundraising Expenses</b>															
6010 · Fund Raising Employee Salaries	30,376.17	30,376.17	30,376.17	30,376.17	45,564.25	30,376.17	30,376.17	30,376.17	30,376.17	30,376.17	45,564.25	30,376.17	394,890.18	448,228.00	461,061.06
6040 · Fund Raising-Health Insurance	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	2,802.99	33,635.84	45,115.91	39,272.12
6041 · Fund Raising Disability Ins	162.05	162.05	162.05	162.05	162.05	162.05	162.05	162.05	162.05	162.05	162.05	162.05	1,944.65	1,277.73	2,270.51
6042 · Fund Raising 401 K Benefit	141.18	211.78	141.18	141.18	141.18	141.18	141.18	141.18	211.78	141.18	141.18	141.18	1,835.39	2,311.47	2,142.94
6043 · Workers Comp	11.88	17.82	11.88	11.88	11.88	11.88	11.88	11.88	17.82	11.88	11.88	11.88	154.42	515.01	180.29
6000 · Fundraising Expenses - Other															2,966.20
6135 · Fundraising - Auto & Gas	-	-	-	-	-	-	-	-	-	-	-	-	-	2,900.00	538.01
6140 · Fund -Raising -Advertising															117.14
6160 · Fund-Raising Books & Subscripti															263.50
6210 · Fund-Raising Computer Software	666.67	5,616.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	6,166.67	666.67	18,450.00	9,758.70	7,980.17
6320 · Fund Raising-Dues	304.17	304.17	304.17	304.17	304.17	304.17	304.17	304.17	304.17	304.17	304.17	304.17	3,650.00	5,900.00	3,643.80
6340 · Fund-Raising Food & Lodging	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67	12,500.00	17,850.00	14,955.25
6430 · Fund-Raising- Licenses and Perm	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106.25
6460 · Fund-Raising Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	256.09
6470 · Fund-Raising Rent	1,126.04	1,126.04	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	13,934.93	13,463.71	13,452.05
6510 · Fund Raising Office Supplies	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00	10,700.00	4,465.77
6530 · Photography	-	500.00	-	-	500.00	-	-	500.00	-	-	500.00	-	2,000.00	7,500.00	1,875.00
6540 · Fund-Raising Postage & Freight	158.33	158.33	158.33	158.33	158.33	158.33	158.33	158.33	158.33	158.33	158.33	158.33	1,900.00	1,350.00	1,924.04
6550 · Fund-Raising Printing	-	3,000.00	-	-	3,000.00	-	-	3,000.00	-	-	3,000.00	-	12,000.00	20,000.00	11,429.93
6560 · Fund-Raising Professional Serv	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	3,500.00	2,150.00	3,478.30
6610 · Fund-Raising Public Relations	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00	5,500.00	2,894.70
6620 · Fund- Raising Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6670 · Fund-Raising Telephone & Fax	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	780.00	780.00	130.00
6680 · Fund Raising-Cell Phone	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	2,000.00	1,870.00	2,141.45
6720 · Fund Raising Seminars/Conference	-	375.00	-	-	375.00	-	-	375.00	-	-	375.00	-	1,500.00	8,000.00	2,402.30
6730 · Fund-Raising Travel	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	2,500.00	10,000.00	7,068.07
6740 · Fund- Raising Utilities	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	1,950.00	2,510.00	1,943.40
7602 · Ask Event	-	-	-	-	-	6,250.00	6,250.00	6,250.00	6,250.00	-	-	-	25,000.00	25,000.00	28,353.66
7603 · Golf Expense	-	-	500.00	500.00	36,000.00	1,000.00	-	-	-	-	-	-	38,000.00	38,000.00	43,320.41
7606 · Gala Expense	-	-	-	-	-	-	1,000.00	1,000.00	7,500.00	45,000.00	121,000.00	4,500.00	180,000.00	200,000.00	25,119.52
<b>Total 6000 · Fundraising Expenses</b>	<b>38,310.31</b>	<b>47,211.84</b>	<b>38,852.56</b>	<b>38,852.56</b>	<b>93,415.64</b>	<b>45,602.56</b>	<b>45,602.56</b>	<b>49,477.56</b>	<b>52,179.09</b>	<b>83,352.56</b>	<b>183,915.64</b>	<b>42,852.56</b>	<b>759,625.40</b>	<b>880,680.53</b>	<b>685,751.93</b>
<b>7000 · Administrative Expenses</b>															
7010 · Admin-Employee Salaries	17,558.49	17,558.49	17,558.49	17,558.49	26,337.74	17,558.49	17,558.49	17,558.49	17,558.49	17,558.49	26,337.74	17,558.49	228,260.40	278,572.00	242,386.33
7040 · Admin-Health Insurance	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	2,437.79	29,253.48	55,259.01	31,063.84
7041 · Admin Disability Ins	199.37	199.37	199.37	199.37	199.37	199.37	199.37	199.37	199.37	199.37	199.37	199.37	2,392.40	2,619.79	2,540.45
7042 · Admin 401K Benefit	467.70	701.55	467.70	467.70	467.70	467.70	467.70	467.70	701.55	467.70	467.70	467.70	6,080.13	7,472.09	6,456.40
7043 · Admin Workers Comp	82.76	124.14	82.76	82.76	82.76	82.76	82.76	82.76	124.14	82.76	82.76	82.76	1,075.85	4,493.93	1,142.43
7210 · Admin Computer Software & Supp	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	1,200.00	234.37
7260 · Admin Depreciation Exp	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	2,820.25	33,843.01	33,125.00	38,590.80
7320 · Admin Dues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	887.20
7450 · Admin Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,409.23
7460 · Admin Office Equip Rental	139.58	139.58	139.58	139.58	139.58	139.58	139.58	139.58	139.58	139.58	139.58	139.58	1,675.00	-	182.70
7470 · Admin - Rent	1,126.04	1,126.04	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	1,168.29	13,934.93	7,056.88	1,686.18
7510 · Admin Office Supplies	491.67	491.67	491.67	491.67	491.67	491.67	491.67	491.67	491.67	491.67	491.67	491.67	5,900.00	13,463.71	13,452.04
7540 · Admin Postage & Freight	54.17	54.17	54.17	54.17	54.17	54.17	54.17	54.17	54.17	54.17	54.17	54.17	650.00	1,350.00	5,924.80
7550 · Admin Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	650.00	533.30
7560 · Admin Professional Services	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00	-	-
7604 · Volunteer Appreciation	-	-	-	-	-	-	-	-	-	5,000.00	-	-	5,000.00	250.00	2,871.18
7609 · Bank Charges	633.33	633.33	633.33	633.33	633.33	633.33	633.33	633.33	633.33	633.33	633.33	633.33	7,600.00	5,000.00	-
7609.1 · Credit Card Fees	533.33	533.33	533.33	533.33	533.33	533.33	533.33	533.33	533.33	533.33	533.33	533.33	6,400.00	-	7,600.93
7609.2 · Bank Charges Other	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00	5,100.00	6,402.16
7609.98 · Bank Charges POB	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500.00	891.73
7609 · Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7609.97 · Bank Fees POB III	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	-	260.00
7610 · Late Fees/Finance Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7612 · NMTC Transaction Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	3,750.00	5,479.18
7613 · NMTC III Transaction Fee	-	-	3,750.00	-	-	7,500.00	-	-	3,750.00	-	-	12,500.00	27,500.00	-	3,750.00
7670 · Admin Telephone & Fax	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	150.00	900.00	150.00
7720 · Admin Seminars / Conferences	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	29.17	350.00	1,900.00	316.70
7730 · Admin Travel	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00	-	1,750.00
7740 · Admin Utilities	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	3,200.00	6,750.00	3,200.00
<b>Total 7000 · Administrative Expenses</b>	<b>27,381.15</b>	<b>27,656.38</b>	<b>31,173.39</b>	<b>27,423.39</b>	<b>36,202.64</b>	<b>34,923.39</b>	<b>27,423.39</b>	<b>27,423.39</b>	<b>31,448.62</b>	<b>32,423.39</b>	<b>36,202.64</b>	<b>39,923.39</b>	<b>379,605.20</b>	<b>431,412.41</b>	<b>379,161.95</b>



	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	TOTAL	PY Budget TOTAL	Actual through 4-30-19/Budget for 5/31 and 6/30
<b>8000 · ReStore Expenses</b>															
8010 · ReStore-Employee Salaries	38,176.31	38,176.31	38,176.31	44,653.31	50,787.46	38,176.31	38,176.31	38,176.31	38,176.31	44,653.31	50,787.46	38,176.31	496,292.02	502,982.00	495,256.99
8040 · ReStore-Health Insurance	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	7,051.46	84,617.47	67,085.34	84,441.00
8041 · Restore-Disability Ins	370.51	370.51	370.51	370.51	370.51	370.51	370.51	370.51	370.51	370.51	370.51	370.51	4,446.15	4,235.32	5,841.11
8042 · Restore 401K Benefit	646.13	969.20	646.13	646.13	646.13	646.13	646.13	646.13	969.20	646.13	646.13	646.13	8,399.73	8,782.76	5,322.26
8043 · Workers Comp	1,262.57	1,893.85	1,262.57	1,262.57	1,262.57	1,262.57	1,262.57	1,262.57	1,893.85	1,262.57	1,262.57	1,262.57	16,413.36	15,219.39	8,991.45
8130 · ReStore-Auto Insurance	439.07	439.07	439.07	4,259.07	439.07	1,689.07	439.07	439.07	1,589.07	439.07	1,585.07	1,585.07	13,780.82	22,750.00	16,068.84
8135 · Restore-Auto & Gas Expense	1,543.90	3,126.27	990.21	2,403.97	403.90	626.05	1,202.77	672.09	1,376.51	204.90	3,088.00	3,088.00	18,726.57	37,050.00	18,723.93
8140 · Restore-Advertising	-	-	-	-	-	-	-	-	-	-	2,250.00	2,250.00	4,500.00	27,000.00	4,500.00
8210 · ReStore-Computer Software	100.00	100.00	100.00	100.00	-	135.00	100.00	400.00	79.00	-	150.00	150.00	1,414.00	1,800.00	1,463.96
8225 · ReStore-Equipment Rental	-	-	-	-	-	-	50.00	-	99.00	124.00	-	-	273.00	-	-
8260 · ReStore-Depreciation Expense	759.00	759.00	759.00	759.00	759.00	759.00	759.00	759.00	759.00	759.00	759.00	759.00	9,108.04	8,943.33	10,390.53
8320 · ReStore-Dues	300.00	300.00	300.00	300.00	300.00	300.00	300.00	360.00	-	-	300.00	300.00	3,060.00	3,600.00	3,060.00
8340 · ReStore-Food & Lodging	-	-	-	-	-	-	-	-	-	-	538.00	538.00	1,076.00	6,450.00	-
8370 · Restore-Interest	-	-	839.00	806.00	822.00	796.00	817.00	811.00	754.00	786.00	10.00	10.00	6,451.00	120.00	7,509.95
8420 · ReStore-Liability Insurance	5,480.09	-	-	5,480.09	-	3,412.50	2,067.59	-	3,412.50	2,067.59	-	-	21,920.37	27,300.00	16,320.00
8430 · ReStore- Permits and Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	500.00	-
8460 · Restore-Office Equip. Rental	124.06	124.06	124.06	124.06	124.06	124.06	124.06	124.06	124.06	124.06	124.06	124.06	1,488.72	240.00	263.42
8470 · ReStore-Rent	10,477.85	11,228.30	10,990.98	10,626.13	10,728.33	10,516.28	12,835.28	11,294.13	9,883.38	11,171.93	10,779.13	10,851.28	131,382.99	131,564.65	126,941.37
8510 · ReStore-Store Supplies	1,366.00	167.00	161.00	604.00	692.00	646.00	591.00	825.00	261.00	91.00	300.00	300.00	6,004.00	3,600.00	6,004.65
8540 · ReStore-Postage & Freight	-	-	-	-	-	-	-	-	-	-	100.00	100.00	200.00	1,200.00	200.00
8545 · ReStore-Fees and Freight	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	700.00	700.00	116.70
8550 · ReStore-Printing	-	-	-	-	-	-	-	-	-	-	200.00	200.00	400.00	2,400.00	400.00
8560 · ReStore-Professional Services	100.00	125.00	125.00	100.00	50.00	50.00	-	-	-	-	40.00	40.00	630.00	480.00	930.00
8609.1 · Credit Card Fees	2,565.33	2,362.33	2,673.33	3,019.33	2,942.33	2,760.33	2,776.33	3,098.33	3,195.33	2,741.33	2,716.33	2,716.33	33,567.00	26,700.00	28,048.55
8609.2 · Bank Charges Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315.22
8609 · Bank Charges Outlet - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,033.96
8620 · ReStore-Repairs	-	-	-	-	-	-	-	167.00	-	-	100.00	100.00	367.00	1,200.00	366.97
8670 · ReStore-Telephone & Fax	-	-	-	-	-	-	-	-	-	-	80.00	80.00	160.00	960.00	160.00
8680 · ReStore-Cellular Telephone	50.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	74.00	125.00	100.00	949.00	1,200.00	950.00
8720 · Restore-Seminars/Conferences	-	-	-	-	-	-	-	-	-	-	75.00	75.00	150.00	900.00	150.00
8730 · ReStore Travel	-	-	41.00	105.00	26.00	-	-	-	-	-	50.00	50.00	272.00	600.00	272.22
8525 · Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8740 · ReStore-Utilities	375.00	1,446.00	1,870.00	1,500.00	1,374.00	369.00	281.00	546.00	294.00	2,500.00	1,387.00	1,387.00	13,329.00	16,650.00	13,329.44
<b>Total 8000 · ReStore Expenses</b>	<b>71,245.62</b>	<b>68,771.69</b>	<b>67,052.96</b>	<b>84,303.97</b>	<b>78,912.16</b>	<b>69,823.60</b>	<b>69,983.42</b>	<b>67,135.99</b>	<b>70,421.51</b>	<b>75,125.20</b>	<b>84,933.06</b>	<b>72,369.05</b>	<b>880,078.23</b>	<b>922,212.78</b>	<b>860,372.52</b>
9000 · Loss On Sale Of Land Held For	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9004 · Gain (Loss) on Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,847.01
9005 · Impairment on Land Held for Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(299,872.27)
9900 · Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	16,000.00	16,000.00	-	-
<b>Total Expense</b>	<b>439,722.78</b>	<b>393,056.84</b>	<b>403,048.30</b>	<b>517,115.48</b>	<b>464,964.82</b>	<b>399,085.94</b>	<b>438,352.78</b>	<b>396,812.33</b>	<b>407,098.86</b>	<b>558,291.71</b>	<b>560,912.72</b>	<b>422,381.39</b>	<b>5,400,843.96</b>	<b>5,990,231.06</b>	<b>4,454,839.53</b>
<b>Net Income</b>	<b>(136,021.60)</b>	<b>(51,679.99)</b>	<b>48,047.79</b>	<b>(165,691.40)</b>	<b>79,847.90</b>	<b>87,255.12</b>	<b>201,628.27</b>	<b>233,273.06</b>	<b>165,687.53</b>	<b>255,216.01</b>	<b>63,688.34</b>	<b>116,380.00</b>	<b>897,631.04</b>	<b>1,320,917.66</b>	<b>1,956,963.15</b>

# **Habitat for Humanity of Pinellas County, Inc. and Subsidiaries**

Consolidated Financial Report and Compliance Report  
June 30, 2020

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RSM US LLP

## Independent Auditor's Report

Board of Directors  
Habitat for Humanity of Pinellas County, Inc.

We have audited the accompanying consolidated financial statements of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries (the Organization), which comprise the consolidated statement of financial position as of June 30, 2020, the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements (collectively, the financial statements).

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries as of June 30, 2020, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter – Recently Adopted Accounting Pronouncements**

As discussed in Note 1 to the accompanying financial statements, the Organization adopted new accounting guidance, Accounting Standards Update 2014-09, *Revenue from Contracts with Customers (Topic 606)* and Accounting Standards Update 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Our opinion is not modified with respect to this matter.

**Other Matters – Prior Year Financial Statements**

The financial statements of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries as of and for the year ended June 30, 2019, were audited by other auditors, whose report dated October 14, 2019, expressed an unmodified opinion on those statements.

**Other Matters – Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2020, on our consideration of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries' internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Habitat for Humanity of Pinellas County, Inc. and Subsidiaries' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Habitat for Humanity of Pinellas County, Inc. and Subsidiaries' internal control over financial reporting and compliance.

*RSM US LLP*

St. Petersburg, Florida  
November 16, 2020

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statements of Financial Position Years Ended June 30, 2020 and 2019

	2020	2019
<b>Assets</b>		
Cash and cash equivalents	\$ 8,439,609	\$ 5,127,943
Assets held in escrow	796,822	737,511
Accounts receivable	57,641	53,898
Unconditional promises to give, net	199,281	110,329
Habitat ReStore inventory	262,737	155,711
Homes under construction	1,767,797	1,268,090
Land held for development	2,729,696	2,620,711
Property and equipment, net	995,511	1,241,251
Mortgages receivable, net	778,112	838,945
Other mortgages receivable	771,110	805,226
Other receivables	358,720	143,573
Beneficial interest in assets held by foundations	22,135	20,000
Investment in joint venture	4,022,108	1,580,128
Deferred affordable housing notes receivable	350,000	350,000
Other assets	162,611	111,496
	<b>\$ 21,713,890</b>	<b>\$ 15,164,812</b>
<b>Liabilities and Net Assets</b>		
Liabilities:		
Accounts payable and accrued expenses	\$ 462,491	\$ 462,703
Deferred revenue – joint venture	-	12,323
Escrow deposits	826,742	664,096
Down payments and advance payments	44,100	55,053
Capital lease payable	55,519	66,594
Notes payable, net	9,264,810	4,703,203
Deferred affordable housing note payable	350,000	350,000
<b>Total liabilities</b>	<b>11,003,662</b>	<b>6,313,972</b>
Commitments and contingencies (Notes 13 and 14)		
Net assets:		
Net assets without donor restrictions	10,241,308	8,412,482
Net assets with donor restrictions	468,920	438,358
<b>Total net assets</b>	<b>10,710,228</b>	<b>8,850,840</b>
<b>Total liabilities and net assets</b>	<b>\$ 21,713,890</b>	<b>\$ 15,164,812</b>

See notes to consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statement of Activities and Changes in Net Assets Year Ended June 30, 2020 (With Summarized Comparative Totals for 2019)

	2020			2019 Total
	Without Donor Restrictions	With Donor Restrictions	Total	
Support and revenue:				
Contributions:				
Building materials and services	\$ 840,631	\$ 94,500	\$ 935,131	\$ 1,116,639
Donated land	74,968	130,924	205,892	16,912
Cash	2,092,194	273,577	2,365,771	2,011,283
Habitat ReStore merchandise	1,425,299	-	1,425,299	841,231
In-kind other	-	-	-	1,563
Transfers to homeowners	10,936,438	-	10,936,438	11,614,388
Gain on sale of mortgages	98,456	-	98,456	-
Mortgage discount amortization	48,743	-	48,743	35,096
Sales – Habitat ReStore	1,312,804	-	1,312,804	1,134,545
Fundraising events, net of direct costs of \$94,606	259,736	-	259,736	379,253
Foundations and grants	989,626	5,750	995,376	548,715
Other	208,799	-	208,799	207,956
Investment income from joint venture	2,111	-	2,111	39,811
Net assets released from restrictions	474,189	(474,189)	-	-
<b>Total support and revenue</b>	<b>18,763,994</b>	<b>30,562</b>	<b>18,794,556</b>	<b>17,947,392</b>
Expenses:				
Program:				
Construction	13,687,019	-	13,687,019	14,817,687
Mortgage discounts	102,906	-	102,906	98,566
Habitat ReStore	2,240,743	-	2,240,743	1,892,262
Supporting services:				
General and administrative	445,972	-	445,972	294,380
Fundraising	587,514	-	587,514	524,762
<b>Total expenses</b>	<b>17,064,154</b>	<b>-</b>	<b>17,064,154</b>	<b>17,627,657</b>
<b>Changes in net assets before other     changes</b>	<b>1,699,840</b>	<b>30,562</b>	<b>1,730,402</b>	<b>319,735</b>
Other changes:				
Interest expense	(76,883)	-	(76,883)	(17,841)
Loss on sale of land and property and equipment	(152,946)	-	(152,946)	(20,207)
Forgiveness of debt	346,492	-	346,492	338,647
Contribution from West Pasco Habitat for Humanity, Inc.	-	-	-	1,281,642
Amortization of joint venture deferred revenue	12,323	-	12,323	28,701
<b>Total other changes</b>	<b>128,986</b>	<b>-</b>	<b>128,986</b>	<b>1,610,942</b>
<b>Changes in net assets</b>	<b>1,828,826</b>	<b>30,562</b>	<b>1,859,388</b>	<b>1,930,677</b>
Net assets:				
Beginning	8,412,482	438,358	8,850,840	6,920,163
Ending	\$ 10,241,308	\$ 468,920	\$ 10,710,228	\$ 8,850,840

See notes to consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statement of Activities and Change in Net Assets Year Ended June 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenue:			
Contributions:			
Building materials and services	\$ 1,060,639	\$ 56,000	\$ 1,116,639
Donated land	-	16,912	16,912
Cash	1,851,933	159,350	2,011,283
Habitat ReStore merchandise	841,231	-	841,231
In-kind other	1,563	-	1,563
Transfers to homeowners	11,614,388	-	11,614,388
Mortgage discount amortization	35,096	-	35,096
Sales – Habitat ReStore	1,134,545	-	1,134,545
Fundraising events, net of direct costs of \$270,219	379,253	-	379,253
Foundations and grants	538,715	10,000	548,715
Other	207,956	-	207,956
Investment income from joint venture	39,811	-	39,811
Net assets released from restrictions	406,322	(406,322)	-
<b>Total support and revenue</b>	<b>18,111,452</b>	<b>(164,060)</b>	<b>17,947,392</b>
Expenses:			
Program:			
Construction	14,817,687	-	14,817,687
Mortgage discounts	98,566	-	98,566
Habitat ReStore	1,892,262	-	1,892,262
Supporting services:			
General and administrative	294,380	-	294,380
Fundraising	524,762	-	524,762
<b>Total expenses</b>	<b>17,627,657</b>	<b>-</b>	<b>17,627,657</b>
<b>Changes in net assets before other changes</b>	<b>483,795</b>	<b>(164,060)</b>	<b>319,735</b>
Other changes:			
Interest expense	(17,841)	-	(17,841)
Loss on sale of land and property and equipment	(20,207)	-	(20,207)
Forgiveness of debt	338,647	-	338,647
Contribution from West Pasco Habitat for Humanity, Inc.	1,281,642	-	1,281,642
Amortization of joint venture deferred revenue	28,701	-	28,701
<b>Total other changes</b>	<b>1,610,942</b>	<b>-</b>	<b>1,610,942</b>
<b>Changes in net assets</b>	<b>2,094,737</b>	<b>(164,060)</b>	<b>1,930,677</b>
Net assets:			
Beginning	6,317,745	602,418	6,920,163
Ending	\$ 8,412,482	\$ 438,358	\$ 8,850,840

See notes to consolidated financial statements.



## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

**Consolidated Statement of Functional Expenses**  
**Year Ended June 30, 2020**  
**(With Summarized Comparative Totals for 2019)**

	2020										2019 Total
	Program Services				Supporting Services						
	Construction	Mortgage Discounts	Habitat ReStore	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	Total			
Salaries	\$ 1,904,145	\$ -	\$ 491,771	\$ 2,395,916	\$ 256,445	\$ 467,823	\$ 724,268	\$ 3,120,184	\$	\$ 2,679,115	
Employee benefits	237,194	-	98,575	335,769	29,056	41,013	70,069	405,838		320,175	
Retirement plan	19,091	-	4,146	23,237	5,554	1,920	7,474	30,711		33,919	
	<u>2,160,430</u>	<u>-</u>	<u>594,492</u>	<u>2,754,922</u>	<u>291,055</u>	<u>510,756</u>	<u>801,811</u>	<u>3,556,733</u>		<u>3,033,209</u>	
Building materials and supplies	10,247,453	-	-	10,247,453	-	-	-	10,247,453		11,611,820	
Insurance and taxes	150,896	-	28,577	179,473	-	-	-	179,473		138,410	
Repairs and maintenance	15,209	-	-	15,209	-	-	-	15,209		15,810	
Depreciation and amortization	120,867	-	10,344	131,211	38,437	-	38,437	169,648		188,281	
Mortgage discounts	-	102,906	-	102,906	-	-	-	102,906		98,566	
Office supplies, equipment and utilities	203,550	-	19,940	223,490	9,144	9,124	18,268	241,758		262,923	
Printing and advertising	58,643	-	300	58,943	-	12,853	12,853	71,796		90,130	
Travel	55,906	-	13,613	69,519	3,230	5,456	8,686	78,205		148,700	
Professional services	139,122	-	975	140,097	73,851	3,795	77,646	217,743		244,446	
Other	83,912	-	33,552	117,464	16,805	32,080	48,885	166,349		172,584	
Donated merchandise sold	-	-	1,312,804	1,312,804	-	-	-	1,312,804		904,670	
Purchased merchandise sold	-	-	100,539	100,539	-	-	-	100,539		64,381	
Rent	275,464	-	125,607	401,071	13,450	13,450	26,900	427,971		406,327	
Bad debt expense	25,567	-	-	25,567	-	-	-	25,567		15,900	
Support of Habitat for Humanity International	150,000	-	-	150,000	-	-	-	150,000		231,500	
	<u>\$ 13,687,019</u>	<u>\$ 102,906</u>	<u>\$ 2,240,743</u>	<u>\$ 16,030,668</u>	<u>\$ 445,972</u>	<u>\$ 587,514</u>	<u>\$ 1,033,486</u>	<u>\$ 17,064,154</u>	<u>\$</u>	<u>\$ 17,627,657</u>	

See notes to consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statement of Functional Expenses Year Ended June 30, 2019

	Program Services			Total Program Services	Supporting Services			Total
	Construction	Mortgage Discounts	Habitat ReStore		General and Administrative	Fundraising	Total Supporting Services	
Salaries	\$ 1,742,808	\$ -	\$ 414,923	\$ 2,157,731	\$ 124,725	\$ 396,659	\$ 521,384	\$ 2,679,115
Employee benefits	182,412	-	71,522	253,934	28,828	37,413	66,241	320,175
Retirement plan	24,208	-	4,613	28,821	3,852	1,246	5,098	33,919
	1,949,428	-	491,058	2,440,486	157,405	435,318	592,723	3,033,209
Building materials and supplies	11,611,820	-	-	11,611,820	-	-	-	11,611,820
Insurance and taxes	114,870	-	19,594	134,464	3,946	-	3,946	138,410
Repairs and maintenance	14,725	-	-	14,725	1,050	35	1,085	15,810
Depreciation and amortization	149,928	-	8,127	158,055	30,226	-	30,226	188,281
Mortgage discounts	-	98,566	-	98,566	-	-	-	98,566
Office supplies, equipment and utilities	199,180	-	45,902	245,082	6,342	11,499	17,841	262,923
Printing and advertising	67,893	-	7,637	75,530	-	14,600	14,600	90,130
Travel	102,758	-	35,931	138,689	241	9,770	10,011	148,700
Professional services	168,614	-	940	169,554	72,057	2,835	74,892	244,446
Other	87,681	-	37,125	124,806	10,093	37,685	47,778	172,584
Donated merchandise sold	-	-	904,670	904,670	-	-	-	904,670
Purchased merchandise sold	-	-	64,381	64,381	-	-	-	64,381
Rent	103,390	-	276,897	380,287	13,020	13,020	26,040	406,327
Bad debt expense	15,900	-	-	15,900	-	-	-	15,900
Support of Habitat for Humanity International	231,500	-	-	231,500	-	-	-	231,500
	\$ 14,817,687	\$ 98,566	\$ 1,892,262	\$ 16,808,515	\$ 294,380	\$ 524,762	\$ 819,142	\$ 17,627,657

See notes to consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statements of Cash Flows Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities:		
Changes in net assets	\$ 1,859,388	\$ 1,930,677
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Depreciation	146,841	127,628
Amortization of intangibles	22,807	60,653
Amortization of loan costs	50,536	24,373
Bad debt expense	25,567	15,900
Investment income from joint venture	(2,111)	(39,811)
Mortgage discount amortization	(48,743)	(35,096)
Net donated materials and labor	(17,500)	(77,000)
Gain on sale of mortgages	(98,456)	-
Mortgage discounts	102,906	98,566
Loss (gain) on sale of land held for investment or sale	157,068	(43,335)
(Gain) loss on sale of property and equipment	(4,122)	20,207
Donated land for development	(205,892)	(16,912)
Forgiveness of debt	(346,492)	(338,647)
Contribution from West Pasco Habitat for Humanity, Inc.	-	(1,281,642)
(Increase) decrease in:		
Accounts receivable	(3,743)	(6,702)
Other receivables	(215,147)	(33,236)
Unconditional promises to give	(114,519)	4,033
Land held for development	(1,388,626)	(2,090,282)
Habitat ReStore inventory	(107,026)	52,319
Homes under construction	667,189	1,568,210
Other assets	(76,057)	(82,729)
(Decrease) increase in:		
Accounts payable and accrued expenses	(212)	33,157
Deferred revenue in joint venture	(12,323)	(28,701)
Escrow deposits	162,646	11,178
Down payments and advance payments	(10,953)	25,453
<b>Net cash provided by (used in) operating activities</b>	<b>543,026</b>	<b>(101,739)</b>
Cash flows from investing activities:		
Cash received from acquisition of West Pasco Habitat for Humanity, Inc.	-	254,618
Proceeds from sale of land held for development	179,069	79,326
Proceeds from sale of property and equipment	117,238	-
Purchases of property and equipment	(14,217)	(28,003)
Contributions to investment in joint venture	(4,022,108)	-
Distributions from investment in joint venture	-	23,276
Proceeds from sale and payments received on mortgages	139,242	130,367
<b>Net cash (used in) provided by investing activities</b>	<b>(3,600,776)</b>	<b>459,584</b>

(Continued)

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Consolidated Statements of Cash Flows (Continued) Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from financing activities:		
Payments on notes payable	\$ (5,020,443)	\$ (1,231,375)
Proceeds from notes payable	11,680,107	1,826,459
Payments of deferred financing costs	(219,862)	-
Payments on capital lease obligations	(11,075)	(30,699)
<b>Net cash provided by financing activities</b>	<b>6,428,727</b>	<b>564,385</b>
<b>Net increase in cash</b>	<b>3,370,977</b>	<b>922,230</b>
Cash and cash equivalents (including assets held in escrow):		
Beginning	5,865,454	4,943,224
Ending	\$ 9,236,431	\$ 5,865,454
Supplemental disclosure of cash flow information:		
Cash paid during the year for interest	\$ 94,289	\$ 16,144
Supplemental schedule of noncash investing transactions:		
Acquisition of property and equipment through capital leases	\$ -	\$ 77,259
Transfers of property to homeowners through issuance of mortgages receivable	\$ 9,916,062	\$ 11,614,388

See notes to consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies

Habitat for Humanity of Pinellas County, Inc. (Habitat) was incorporated in January 1985. Habitat is an affiliate of Habitat for Humanity International, Inc. (Habitat International), a nondenominational Christian, not-for-profit organization, whose mission is to build and repair simple, decent, affordable houses for those who lack adequate shelter. Although Habitat International assists with information resources, training, publications, prayer support and in other ways, Habitat is primarily and directly responsible for its own operations.

Pinellas Funding Company I, LLC (Pinellas Funding) was incorporated in July 2013 and is solely-owned by Habitat. Pinellas Funding was formed to complete the sale of mortgages with PNC Bank (see Note 17). Pinellas Funding purchased mortgages from Habitat and subsequently sold these mortgages to PNC Bank.

On August 31, 2010, Pinellas County Habitat for Humanity Community Development Organization (Pinellas CHDO) was incorporated as a not-for-profit organization in accordance with the laws of the State of Florida. Pinellas CHDO is wholly-owned by Habitat and has met the requirements specified by the U.S. Department of Housing and Urban Development (HUD) to act in the capacity of a Community Housing Development Organization (CHDO) and has been certified by Pinellas County, Florida. As a result, Pinellas CHDO is eligible to participate in government programs that provide special set-aside funds that can be used to provide affordable housing to low income families within Pinellas County.

The following are the significant policies used in the preparation of the accompanying consolidated financial statements:

**Principles of consolidation:** The accompanying consolidated financial statements include the accounts of Habitat, Pinellas Funding and Pinellas CHDO (collectively, the Organization), which are not-for-profit corporations. The entities comprising the Organization are related through a controlling financial interest and Habitat's direct and indirect ability to determine the direction of management. All significant intercompany accounts and transactions have been eliminated in the consolidation.

**Basis of accounting:** The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), whereby revenue is recognized when earned and expenses are recognized when incurred.

**Basis of presentation:** A not-for-profit organization is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

**Net assets without donor restrictions:** Contributions and other inflows of assets that are not subject to donor imposed stipulations, but may be designated for specific purposes by actions of the Board of Directors (Board). This designation may be removed at the Board's discretion. Net assets without donor restrictions include expendable funds available to support operations as well as net assets invested in property and equipment.

**Net assets with donor restrictions:** Contributions and other inflows of assets subject to donor-imposed stipulations. Some donor-imposed restrictions are temporary in nature, such as those that will be met by actions of the Organization or by the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates resources be maintained in perpetuity. Donor-restricted contributions for which restrictions are met within the same year as received are reported as contributions without donor restrictions.

**Use of estimates:** The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the consolidated financial statements and the reported revenues and expenses. Accordingly, actual results could differ from those estimates.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

**Fair value measurements:** The Organization measures beneficial interest in assets held by foundations at fair value on a recurring basis (at least annually). The Organization defines fair value in accordance with U.S. GAAP, which specifies a hierarchy of valuation techniques used to measure fair value. The disclosure of fair value estimates is based on whether the significant inputs into the valuation are observable. In determining the level of hierarchy in which the estimate is disclosed, the highest priority is given to unadjusted quoted prices in active markets and the lowest priority to unobservable inputs.

The following is a brief description of the type of valuation information (inputs) that qualifies a financial asset for each level:

**Level 1:** Unadjusted quoted market prices for identical assets or liabilities in active markets which are accessible by the Organization.

**Level 2:** Observable prices in active markets for similar assets or liabilities. Prices for identical or similar assets or liabilities in markets that are not active. Market inputs that are not directly observable but are derived from or corroborated by observable market data.

**Level 3:** Unobservable inputs based on the Organization's own judgment as to assumptions a market participant would use, including inputs derived from extrapolation and interpolation that are not corroborated by observable market data.

The Organization evaluates the various types of financial assets to determine the appropriate fair value hierarchy based upon trading activity and the observability of market inputs. The Organization employs control processes to validate the reasonableness of the fair value estimates of its assets and liabilities, including those estimates based on prices and quotes obtained from independent third-party sources.

While the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies and assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the report date.

During the years ended June 30, 2020 and 2019, there were no changes to the Organization's valuation techniques that had, or are expected to have, a material impact on its consolidated statements of financial position or activities and changes in net assets.

**Cash and cash equivalents:** Cash and cash equivalents consist of cash on deposit with financial institutions. The Organization considers all highly liquid assets with an initial maturity of three months or less as cash. Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash held in financial institutions in excess of federally insured limits. From time to time the Organization's cash balances may have exceeded the federally insured limit. However, the Organization has not experienced, and does not expect, to incur any losses in such accounts.

**Assets held in escrow:** The Organization currently services the mortgages on the homes it sells. Included in assets held in escrow are cash amounts received for insurance and property taxes on such homes. These cash amounts are recorded as an asset and offset by escrow deposits, a related liability.

**Accounts receivable and other receivables:** Accounts receivable consist of various amounts due from homeowners and homeowner candidates. Other receivables consists of second mortgages, a note receivable in connection with a new markets tax credit program (see Note 9), and amounts due from various financial institutions. Management estimates the allowance for uncollectible accounts receivable and other receivables based on a review of the individual receivable outstanding as of the end of the year. The Organization has determined that all amounts are collectible; accordingly, no allowance for potentially uncollectible accounts has been recorded at June 30, 2020 and 2019.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

**Unconditional promises to give:** Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Unconditional contributions that are restricted by the donor are reported as increases in net assets without donor restrictions, if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, or when a pledge becomes due, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Unconditional promises to give that are expected to be collected within one year are recorded as contributions receivable at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated cash flows. Conditional promises to give are not included as support until the performance and/or control barriers are substantially met.

The Organization uses the allowance method to determine uncollectible unconditional promises. The allowance is based on prior years' experience and management's analysis of specific promises made.

At June 30, 2020 and 2019, the Organization recorded allowances in the amount of \$28,000 and \$20,000, respectively.

**Habitat ReStore inventory:** Habitat ReStore inventory includes donated and purchased household building materials, appliances and furniture that are sold at the Habitat ReStores. Donated merchandise is stated at its estimated fair market value, which is determined based on its future economic benefit. During the years ended June 30, 2020 and 2019, the Organization estimated the fair market value of donated merchandise to be approximately \$1,425,000 and \$841,000, respectively. Purchased merchandise is stated at lower of cost or net realizable value, with cost being determined by the first-in, first-out method.

**Homes under construction:** Homes under construction consist of labor, material and lot costs using the specific identification method, and include indirect construction costs incurred during the construction period. When the home is ultimately sold, construction costs are expensed and reported as building materials and supplies in the consolidated statements of functional expenses. As the purpose and mission of the Organization is to build affordable housing for low-income families, the Organization does not generally write down the value of homes under construction to estimated sales value, because any excess cost over sales value is a component of program services. Habitat transferred 54 and 62 homes to homeowners during the years ended June 30, 2020 and 2019, respectively.

**Land held for development:** Land held for development includes the cost of land and land improvements or, if donated, the approximate fair value of the land at the date of the donation, held for future construction of homes. Land held for development is carried as the lower of costs or net realizable value.

**Property and equipment:** Property and equipment are recorded at acquisition cost, including costs necessary to prepare the asset for its intended use, less accumulated depreciation. Depreciation expense is provided on a straight-line basis over the estimated useful lives of the assets ranging from 3 to 10 years.

Maintenance and repairs are charged to expense as incurred, while renewals and betterments in excess of \$1,000 are capitalized. Upon retirement, sale or other disposition of property and equipment, the costs and accumulated depreciation are eliminated from the accounts and any resulting gain or loss is included within the consolidated statements of activities and changes in net assets.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

**Impairment of long-lived assets:** The Organization's long-lived assets, such as land, building and equipment, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized for the amount by which the carrying amount exceeds the fair value of the asset. The Organization determined there was no impairment on long-lived assets as of June 30, 2020 and 2019.

**Mortgages receivable, net and other mortgages:** Mortgages receivable consist predominantly of non-interest bearing residential first mortgages secured by real estate and payable in monthly installments over the life of the mortgage, generally ranging from 5 to 35 years. Non-interest-bearing mortgages have been discounted based upon prevailing market rates for low income housing at the inception of the mortgages, as provided by Habitat International. This discount will be recognized as mortgage discount amortization income over the term of the mortgage.

In addition to the mortgages receivable included in the consolidated statements of financial position, the Organization also enters into equity creation agreements with certain homebuyers. These equity creation agreements known as a silent second mortgage originate at the same time of the first mortgage and reflect the difference between the purchase price and the fair market value of the house. This equity creation agreement is part of the mortgage document and is executed for protection against homeowners who may sell their house for a profit before the mortgage is repaid, and to protect the homeowner by preventing predatory lenders from paying off the first mortgage and saddling the homeowners with an onerous new mortgage. This amount is considered forgiven by the mortgagee over the life of the mortgage and the mortgagor agrees that the remaining balance is secured by the mortgage until forgiven in full. The Organization does not record a value for the equity creation agreements as it is unlikely that the amount will ever be collected.

The Organization uses established underwriting criteria to ensure that only families who meet the Organization's financial and credit criteria are approved to be partner families and receive a non-interest-bearing mortgage loan from the Organization. This includes, but is not limited to, a thorough review of each prospective homeowner's credit report, sources of income and financial history.

The Organization regularly reviews its mortgages receivable and monitors the accounts for delinquencies. The Organization has documented delinquency procedures that are followed starting with 10 to 15 days after the payment due date. Once a payment is 120 days or more late, the Organization will turn the file over to its attorney who will send a letter or other notice as required by law. If the homeowner does not cure the default, foreclosure proceedings are initiated.

Non-interest-bearing mortgages originated are discounted based on prevailing market rates at the time of the sale, which results in the net mortgage receivable balances being generally less than 50% of the home's fair market value. Therefore, the Organization believes that losses resulting from nonpayment of mortgage notes receivable, given its collateral value, are not likely. Accordingly, the Organization has not recorded an allowance for mortgages receivable.

**Debt issuance costs:** Debt issuance costs are amortized using the straight-line method over the expected life of the related debt, which approximates the effective interest method, and are presented as a direct deduction from the face amount of the financings (see Note 11). The related expense is included in interest expense in the consolidated statements of activities and changes in net assets.



## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

**Investment in joint venture:** The Organization makes investments in various companies to facilitate New Markets Tax Credit transactions (see Note 9). The Organization accounts for their investment under the equity method of accounting as they maintain significant influence over the investment, however, do not have control.

**Beneficial interest in assets held by foundations:** The beneficial interest in assets held by foundations is recorded at fair value in the consolidated statements of financial position.

**Other assets:** Other assets consist mainly of prepaid expenses, refundable deposits and intangible assets. In accordance with U.S. GAAP, if an intangible asset is determined to have an indefinite useful life, it shall not be amortized until its useful life is determined to be no longer indefinite.

**Revenue recognition:** Effective July 1, 2019, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standard Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)* using the modified retrospective method of transition and ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* using the modified prospective method of transition. No cumulative effect adjustment to net assets upon adoption of these standards was recorded as of July 1, 2019. The identified impacts resulted in additional disclosures, however, did not have a material effect on the Organization's overall consolidated financial statements as of and for the year ended June 30, 2020 from amounts that would have been reported under legacy U.S. GAAP. In addition, the adoption of Topic 606 had no impact to cash provided by or used for operating, financing or investing on the Organization's consolidated statements of cash flows.

These ASUs replaced existing revenue recognition guidance, including industry-specific guidance that require revenue to be recognized consistent with the consideration the Organization expected to be entitled for services provided. The Organization first determines if a transaction represents an exchange transaction and if so, accounts for the transaction under Topic 606, which provides a five-step model for recognizing revenue from contracts with customers as follows:

- Identify the contract with a customer
- Identify the performance obligations in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligations in the contract
- Recognize revenue when or as performance obligations are satisfied.

The Organization's revenue from contracts with customers consists of transfers to homeowners and Habitat ReStore sales. The Organization's contracts have a single performance obligation. The transaction price is the amount of consideration to which the Organization expects to be entitled in exchange for transferring goods to the customer. Revenue is recorded based on transaction price, which is a fixed consideration. The Organization recognizes Habitat ReStore sales at a point in time when control of the goods is passed to the customer, which typically occurs at point of sale and is also when customer payment is collected. Sales from the Habitat ReStore are reported net of sales tax collected.

The Organization recognizes revenue from home sales at a point in time, when a closing occurs. A closing is considered to occur when title, possession and other attributes of ownership have been transferred to the buyer; and the Organization is not obligated to perform significant activities and changes in net assets after the sale. Revenue from the sale of homes is recorded in the consolidated statements of activities and changes in net assets as transfers to homeowners. Transfers to homeowners are recorded at the gross mortgage amount plus down payment received.

Federal, state and local government and other grant transactions within the scope of Topic 606, if any, are recognized as support when performance occurs pursuant to the contract agreement.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

The Organization performs an evaluation at contract inception focused on whether a performance obligation is satisfied over time or at a point in time. Performance obligations meeting certain specific criteria, is recognized over time as the customer consumes and receives the benefit of the Organization's services as they are performed. If certain criteria is not met, the revenue is recognized at a point in time.

All revenue recognized under Topic 606 is recognized at a point in time.

The Organization has elected to apply Topic 606 only to those contracts that were not completed as of July 1, 2019. The reported results for 2020 reflect the application of Topic 606 guidance while reported results for prior years were prepared under the guidance of Accounting Standards Codification (ASC) 605, *Revenue Recognition (ASC 605)*. In adopting ASC 606, the Organization utilized the following practical expedients, which did not have as significant effect on the consolidated financial statements:

- The Organization has not restated contracts that begin and are completed in the same annual reporting period.
- For contracts that were modified before the beginning of the earliest reporting period presented in accordance with Topic 606, the Organization has not retrospectively restated the contract for those modifications and instead reflected the aggregate effect of those modifications when identifying the satisfied and unsatisfied performance obligations, determining the transaction price and allocating the transaction price to the satisfied and unsatisfied performance obligations.

Revenue recognition on contracts and grants deemed to be non-exchange transactions follow Topic 958. Unconditional contributions received, including promises to give, cash, other assets and grants and contracts deemed to be non-exchange transactions, are recorded as support to net assets with or without donor restrictions, at estimated fair value, depending on the existence and/or nature of any donor restrictions. All donor-restricted support is reported as an increase in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purposes restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the consolidated statements of activities and changes in net assets as net assets released from restrictions.

Conditional contributions are those contributions that certain donor imposed rights of refund/return and barriers (performance obligations and/or controlling stipulations). Conditional contributions are recognized into revenue when conditions are satisfied and then follow the above policies for unconditional contributions. Conditional contributions received in advance of satisfying conditions are recorded as deferred revenue.

The Organization accounts for sales of mortgages receivable under FASB ASC 860-20, Sales of Financial Assets. Gain on sale of loans sold are recognized when the loans are sold and include cash from any sale and the write off of any discounts on the mortgage loans.

**Donated services, materials, and land:** Donated services, materials, and land are recorded as increases in net assets without donor restrictions unless the use of the related assets is limited by donor imposed restrictions. Donated services, materials and land are reflected in the accompanying consolidated statements of activities, at their estimated fair market values at the date of receipt. Habitat reports revenues for the fair value of donated services received when the services require specialized skills, are provided by individuals possessing those skills, and represent services that would have been purchased had they not been donated.

During the years ended June 30, 2020 and 2019, Habitat recorded donation revenue of approximately \$935,000 and \$1,117,000, respectively, related to donations of building materials and services. During the years ended June 30, 2020 and 2019, Habitat received approximately \$206,000 and \$17,000, respectively, in donated lots from various financial institutions and donors recorded at their tax assessed just market value which approximates fair value.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

**Advertising costs:** Advertising costs are expensed as incurred and were approximately \$72,000 and \$90,000 for the years ended June 30, 2020 and 2019, respectively.

**Income tax status:** Habitat and Pinellas CHDO are not-for-profit organizations that are exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC), and are exempt from federal income taxes on related income pursuant to Section 501(a) of the IRC. Pinellas Funding is a disregarded entity and, therefore, revenues and expenses flow through to Habitat for federal tax purposes. Accordingly, no provision for income taxes is reflected in the accompanying consolidated financial statements.

The Organization has adopted the accounting standard on accounting for uncertain income taxes, which addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the consolidated financial statements. Under this policy, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position would be sustained on examination by taxing authorities, based on the technical merits of the position. Management has evaluated the Organization's tax position and had concluded the Organization has taken no uncertain tax positions that require disclosure.

The Organization would be liable for income taxes in the U.S. federal jurisdiction. Generally, the Organization is no longer subject to U.S. federal tax examinations by tax authorities before 2017.

**Functional expense allocation:** The costs of providing the programs and supporting services have been reported on a functional basis in the consolidated statements of activities and changes in net assets and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

Program and supporting expenses, when specifically identifiable, are classified to the function which incurred the expense. Expenses allocated using management's estimate of time spent include payroll, employee benefits, and retirement plan expenses. Expenses allocated using management's estimate of usage include professional services, certain insurance, and depreciation and amortization. Lastly, expenses allocated using square footage include rent and utilities.

**Reclassification:** Certain amounts in the 2019 consolidated financial statements have been reclassified to conform to the 2020 presentation. Net assets and changes in net assets were unchanged due to these reclassifications.

**Newly adopted accounting pronouncements:** In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers*, to clarify the principles used to recognize revenue for all entities. Subsequently, in August 2015, FASB issued ASU 2015-14, which delayed the effective date for nonpublic companies to annual periods beginning after December 15, 2018. The ASU was further delayed until annual periods beginning after December 15, 2019, early adoption is permitted. The adoption of this ASU, using the modified prospective method of transition, resulted in additional disclosures but did not materially impact the consolidated financial statements.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 1. Nature of Organization and Significant Accounting Policies (Continued)

In November 2016, the FASB issued ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. It is intended to reduce diversity in the presentation of restricted cash (assets held in escrow) and restricted cash equivalents in the statement. The statement requires that restricted cash (assets held in escrow) and restricted cash equivalents be included as components of total cash and cash equivalents as presented on the consolidated statements of cash flows. The adoption of this ASU did not materially impact the consolidated financial statements.

In June 2018, FASB issued ASU 2018-08, *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*, to clarify the definition of an exchange transaction and contribution and to clarify accounting for the same. The standard is effective for nonpublic entities for fiscal years beginning after December 15, 2019. The adoption of this ASU, using the modified prospective method of transition, did not materially impact the consolidated financial statements.

**Recent accounting pronouncements:** In February 2016, FASB issued ASU 2016-02, *Leases, (Topic 842)*, which sets out the principles for the recognition, measurement, presentation and disclosure of leases for both parties to a contract (i.e. lessees and lessors). The new standard requires lessees to apply a dual approach, classifying leases as either finance or operating leases based on the principal of whether or not the lease is effectively a financed purchase by the lessee. This classification will determine whether lease expense is recognized based on an effective interest method or on a straight-line basis over the term of the lease, respectively. A lessee is also required to record a right-of-use asset and a lease liability for all leases with a term of greater than 12 months regardless of their classification. Leases with a term of 12 months or less will be accounted for similar to existing guidance for operating leases today. The new standard requires lessors to account for leases using an approach that is substile equivalent to existing guidance capital leases. The standard is effective for annual periods beginning after December 15, 2021 (the Organization's June 30, 2023 consolidated financial statements), with early adoption permitted. The Organization is in the process of evaluating the impact of this new guidance.

**Subsequent events:** Management has evaluated all events subsequent to the consolidated statements of financial position date of June 30, 2020 through November 16, 2020, which is the date the consolidated financial statements were available to be issued. There were no subsequent events that would require adjustment to or disclosure in the accompanying consolidated financial statements.

#### Note 2. Business Combination

Effective March 1, 2019, West Pasco Habitat for Humanity (West Pasco), a not-for-profit organization whose mission was to build and repair affordable houses in Pasco County, Florida, merged with Habitat. Habitat was the surviving corporation and upon completion of the transaction, West Pasco was dissolved. As a result, Habitat will better utilize staffing, increase opportunities to engage more people in the community, and serve more families locally and abroad.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 2. Business Combination (Continued)

Habitat has accounted for this acquisition of West Pasco as a business combination, in accordance with ASC 958, by recording the assets acquired and liabilities assumed of West Pasco as of March 1, 2019, at estimated fair value. No consideration was transferred. The net value of assets and liabilities received is recorded as an inherent contribution in the consolidated statement of activities and changes in net assets. Acquired equipment was recorded at net book value. Land and buildings were valued using appraised values and other observable inputs. Mortgages and notes receivable, net of discount were recorded using the face value of the loan, net of discount. All other assets acquired were recorded at their net realizable value at the date of acquisition, which approximates fair value. Assumed liabilities were recorded at amounts due at the acquisition date. The following table summarizes the estimated fair values of assets and liabilities at March 1, 2019 (acquisition date):

Cash and cash equivalents	\$ 254,618
Property and equipment	681,281
Mortgage and notes receivable, net of discount	496,798
Land held for development and homes under construction	830,866
Other assets	30,828
Total assets	<u>2,294,391</u>
Accounts payable and accrued expenses	31,279
Other liabilities	11,007
Notes payable, net	970,463
Total liabilities	<u>1,012,749</u>
Total net assets transferred to Habitat	<u>\$ 1,281,642</u>

The following is a summarized consolidated statement of activities for West Pasco for the eight months ended February 28, 2019:

Revenues	\$ 606,571
Expenses	<u>(702,926)</u>
Change in net assets	<u>\$ (96,355)</u>

#### Note 3. Availability and Liquidity

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. Generally, the Organization strives to maintain a minimum amount of cash on hand equal to 90 days of operating expense. Additionally, the Organization may draw upon its line of credit (Note 11) to manage cash flows should the liquidity need arise. The following represents the Organization's financial assets available to meet general expenditures over the next 12 months at June 30:

	2020	2019
Cash and cash equivalents, less use restrictions of \$13,750 and \$97,500 at June 30, 2020 and 2019, respectively	\$ 8,425,859	\$ 5,030,443
Accounts receivable	57,641	53,898
Unconditional promises to give (due in less than one year)	123,952	92,967
Mortgages receivable (due in less than one year)	114,471	121,089
	<u>\$ 8,721,923</u>	<u>\$ 5,298,397</u>

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Consolidated Financial Statements****Note 4. Unconditional Promises to Give**

Unconditional promises to give consist of the following at June 30:

	2020	2019
Gross unconditional promises to give	\$ 237,884	\$ 136,094
Less allowance for uncollectible promises	(28,000)	(20,000)
Less unamortized discount	(10,603)	(5,765)
Unconditional promises to give, net	<u>\$ 199,281</u>	<u>\$ 110,329</u>
	2020	2019
Amounts due in:		
Less than one year	\$ 123,952	\$ 92,967
One to four years	113,932	43,127
	<u>\$ 237,884</u>	<u>\$ 136,094</u>

Promises to give with due dates extending beyond one year are discounted to present value using treasury bill rates with similar term investments with an added amount for economic uncertainty. The applicable discount rate for amounts due in more than one year was approximately 3%.

At June 30, 2020 and 2019, approximately \$26,000 and \$16,000 respectively, of unconditional promises to give were deemed uncollectible and written off.

**Note 5. Property and Equipment**

Property and equipment consists of the following at June 30:

	2020	2019
Vehicles	\$ 215,061	\$ 215,061
Furniture and fixtures	96,423	96,423
Land	232,787	255,787
Buildings	516,311	595,845
Leasehold improvements	373,030	373,030
Signage	41,908	54,880
Construction equipment	52,690	52,690
Office equipment	257,290	256,647
	1,785,500	1,900,363
Less accumulated depreciation	(789,989)	(659,112)
	<u>\$ 995,511</u>	<u>\$ 1,241,251</u>

Depreciation expense was approximately \$147,000 and \$128,000 for the years ended June 30, 2020 and 2019, respectively.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 6. Mortgages Receivable, Net

Mortgages receivable, net consist of the following at June 30:

	2020	2019
Non-interest bearing loans at par value	\$ 1,487,555	\$ 1,592,681
Less unamortized discount based on imputed interest	(709,443)	(753,736)
	<u>\$ 778,112</u>	<u>\$ 838,945</u>

All loans were deemed performing as of June 30, 2020 and 2019. Loans are deemed performing if they are less than 90 days delinquent, or if on an approved payment plan and current with the terms of the plan. No amounts were past due as of June 30, 2020 and 2019.

As of June 30, 2020, the balances due on the mortgages that are scheduled to be received for the next five years and thereafter are as follows:

Years ending June 30,	
2021	\$ 114,471
2022	107,359
2023	102,903
2024	98,941
2025	90,941
Thereafter	972,940
	<u>\$ 1,487,555</u>

The initial amount of each mortgage loan approximates the Organization's cost to build the house, plus mortgage discount expense. The residential mortgage loans have been discounted to reflect their economic value. The interest rates used to determine the discount range from 3.0% to 10.0% and are based on prevailing market rates, as provided by either Habitat International or applicable federal rates, in the year the mortgage originated. The discount rate used for the years ended June 30, 2020 and 2019, was 7.66%. The discount is calculated by computing the present value of each of the non-interest-bearing notes using the applicable discount rate.

The Organization typically sells mortgages receivable to various financial institutions at face value. During the years ended June 30, 2020 and 2019, the Organization sold mortgages receivable with a face value of \$9.9 million and \$11.4 million, respectively. The Organization recognized a gain on sale of mortgages of approximately \$98,000 during the year ended June 30, 2020. No gains or losses on the sale of mortgages were recognized during the year ended June 30, 2019.

The Organization services loans which it had sold to various banks. Under the agreements with the banks, the Organization agrees to service all loans in accordance with all applicable federal and state laws and regulations, and customary practices, policies and procedures for servicing residential mortgage loans. Additionally, in the event a loan becomes in default, the loan is subject to certain recourse by the bank.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 7. Beneficial Interest in Assets Held By Foundations

The Organization established funds within the Pinellas Community Foundation (PCF) in the amount of \$10,000 and Community Foundation of Tampa Bay (CFTB) in the amount of \$10,000. The Fund agreements grant variance power to the respective Community Foundations and has named the Organization the beneficiary. Earnings on the funds, net of any service fees, will be periodically distributed to the Organization in accordance with the agreement. The Organization has received approximately \$1,000 in earnings on these accounts for each of the years ended June 30, 2020 and 2019. The trust assets are composed of cash and cash equivalents, fixed income, equity securities, and real and tangible asset funds. The portfolio is managed by an investment company with oversight by PCF and CFTB. As of June 30, 2020 and 2019, the Organization's investment in beneficial interest in assets held by foundations totaled approximately \$22,000 and \$20,000, respectively, and is reflected as an asset and net assets with donor restrictions in perpetuity.

#### Note 8. Fair Value Measurement

The Organization's investments are reported at fair value in the accompanying consolidated statements of financial position. Following is a description of the valuation methodologies used for investments that are measured at fair value.

**Beneficial interest in assets held by foundations:** the investments are managed by a third-party unrelated to the Organization. The trust assets are valued based upon the third-party information without adjustment. The Organization does not develop, nor are they provided with, the quantitative inputs used to develop the fair market values. The change in value during the year ended June 30, 2020 was solely the result of investment income.

Fair value of assets measured on a recurring basis at June 30, 2020 and 2019, is as follows:

	Estimated Fair Value	Fair Value Measurements Using		
		Quoted Prices in Active Markets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
2020				
Beneficial interest in assets held by foundations	\$ 22,135	\$ -	\$ -	\$ 22,135
	Estimated Fair Value	Fair Value Measurements Using		
		Quoted Prices in Active Markets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
2019				
Beneficial interest in assets held by foundations	\$ 20,000	\$ -	\$ -	\$ 20,000



## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 9. Investment in Joint Venture

The Organization participates in New Markets Tax Credit (NMTC) programs. NMTC financing allows an entity to receive a loan or investment capital from outside investors, who will receive new markets tax credits to be applied against their federal tax liability. The programs provide funds to eligible organizations for investment in “qualified low-income community investment”. Program compliance requirements included creation of a promissory note and investment in a qualified community development entity (CDE). Tax credit recapture is required if compliance requirements are not met over a seven-year period.

The Organization invested, along with four other Habitat affiliates, in a joint venture (HFHI-SA Leverage IX, LLC) to take advantage of NMTC financing. As a result, the Organization invested approximately \$1,530,000 and was able to secure a 15-year loan in the amount of \$2,023,656 payable to a community development entity. The loan accrued interest only for years one through seven at a reduced rate of .755%. During the year ended June 30, 2019, the loan was forgiven and HFHI-SA Leverage IX, LLC was dissolved. All remaining income was distributed to the Organization. The Organization recognized approximately \$338,600 of forgiveness of debt income during the year ended June 30, 2019.

In August 2012, the Organization invested, along with other Habitat affiliates, in a joint venture (CCML Leverage II LLC) to take advantage of NMTC financing. As a result, the Organization invested \$100,000 of cash plus a leverage amount of construction in process value of \$1,330,132. With this initial investment, the Organization was able to secure a 16-year loan in the amount of \$1,880,000 payable to CCM Community Development XXVII (CCM), an affiliate of the joint venture. The loan accrued interest only for years one through seven at a reduced rate of .7608%. Beginning in years 8 through 15, the principal balance of the loan was reduced by an 8-year amortization at the same rate of .7608% (see Note 12). During the year ended June 30, 2020, the loan was forgiven and CCML Leverage II LLC was dissolved. All remaining income was distributed to the Organization. The Organization recognized approximately \$300,000 of forgiveness of debt income during the year ended June 30, 2020.

In December 2019, the Organization invested in a partnership (Habitat Pinellas Leverage III, LLC), with 95.0% ownership to take advantage of NMTC financing. As a result, the Organization has invested \$4,032,750 and was able to secure two 20-year loans in the amount of \$4,245,000 and \$1,755,000 payable to a community development entity. The loan proceeds are to be used solely for the purpose of acquiring, rehabbing and/or constructing single-family homes in qualified census tracts and selling all homes to low income persons. The loans are interest only for years 1 through 7 at a reduced rate of 0.7076% per year. Beginning in year 8 through year 20 the principal balance of the loan is reduced by a twelve-year amortization at the same rate of 0.7076%. In December 2026, Hancock Whitney New Markets Investor 37, LLC (the Fund), and the upstream effective owner of Hancock Whitney New Markets CDE 37, LLC (holder of the promissory note due from the Organization) is expected to exercise its put option. Under the terms of the put option agreement, Habitat Pinellas Leverage III, LLC is expected to purchase the ownership interest of the Fund. Exercise of the option will effectively allow the Organization to extinguish its outstanding debt owed to the Fund.

Investments in joint ventures are accounted for under the equity method, with the Organization’s share of the operating results of the joint venture reflected in investment income from joint venture. During each of the years ended June 30, 2020 and 2019, investment income from joint ventures was approximately \$2,000 and \$40,000, respectively.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 10. Capital Lease Payable

The Organization acquired equipment through capital lease arrangements. Equipment under the capital leases totaled \$77,259 at June 30, 2020 and 2019. Depreciation expense reported in the consolidated statements of activities and changes in net assets for the year ended June 30, 2020, was approximately \$15,000. No depreciation expense was recorded on the equipment as of June 30, 2019.

Minimum payments required under the capital lease during the following fiscal years ending June 30, are as follows:

Years ending June 30:		
2021	\$	13,399
2022		14,064
2023		14,068
2024		14,073
2025		3,592
Total minimum lease payments		59,196
Less interest portions included in payments		(3,677)
Present value of lease obligations	\$	<u>55,519</u>

#### Note 11. Notes Payable

	2020	2019
Loans payable to Habitat International as part of the SHOP 2010 grant, with total monthly payments ranging from \$545 to \$951 at 0% interest; maturing between January 2018 and January 2021.	\$ 3,692	\$ 7,346
Loans payable to Habitat International as part of the SHOP 2011 grant with total monthly payments ranging from \$456 to \$971 at 0% interest; maturing between January 2019 and January 2021.	4,680	9,315
Loans payable to Habitat International as part of the SHOP 2012 grant with total monthly payments ranging from \$290 to \$362 at 0% interest; maturing between July 2019 and January 2022.	1,476	3,474
Loans payable to Habitat International as part of the SHOP 2013 grant with total monthly payments ranging from \$74 to \$444 at 0% interest; maturing between July 2020 and January 2023.	24,091	34,828
Loans payable to Habitat International as part of the SHOP 2014 grant with monthly payments of \$520 beginning January 2018, at 0% interest; maturing January 2022.	10,960	15,640
Loans payable to Habitat International as part of the SHOP 2015 grant with monthly payments of \$677 beginning July 2019, at 0% interest; maturing July 2023.	26,407	32,500

(Continued)

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Consolidated Financial Statements****Note 11. Notes Payable (Continued)**

	2020	2019
Loans payable to Habitat International as part of the SHOP 2016 grant with total monthly payments ranging from \$70 to \$768 beginning January 2020, at 0% interest; maturing through January 2026.	\$ 89,000	\$ 23,750
Loans payable to Habitat International as part of the SHOP 2017 grant with total monthly payments ranging from \$145 to \$510 beginning January 2022, at 0% interest; maturing through July 2026.	40,625	-
Note payable from Pinellas Funding to PNC Community Development Company, LLC for \$1,004,236 with monthly payments of \$2,843 at 0% interest until maturity at June 2043; collateralized by assignment of notes (see Note 17).	771,110	805,226
Note payable to CCM (see Note 9), debt requires interest only payments until November 2019 at .7608%. Beginning November 2019, semiannual payments to fully amortize the remaining balance through maturity in July 2028.	-	1,880,000
Note payable to Hancock Whitney New Markets CDE 37, LLC (see Note 9), debt requires interest only. Loan A \$4,245,000 and Loan B \$1,755,000. Debt requires interest only payments through December 2026 and matures in December 2039. The loan is secured by substantially all the assets acquired by the Organization from the loan proceeds. Debt has a put option feature that is exercisable on December 25, 2026.	6,000,000	-
Note payable of \$56,000 to the City of Clearwater for the purchase of N. Garden Avenue property with 0% interest, and collateralized by real property. No principal payments required until home is sold and then \$8,000 of unpaid principal shall be repaid. The remaining amount was forgiven by the City of Clearwater during the year ended June 30, 2020.	-	28,000
Note Payable to the City of Clearwater for the construction of N. Garden Avenue with 0% interest and a maturity date on April 2021, collateralized by the property. Principal, less a 12% developer fee, was repaid during 2020.	-	98,334
Three (3) \$15,000 notes payable to the City of St. Petersburg for three parcels of land with 0% interest, and collateralized by real property. The loans are forgiven if the home is owned by an eligible homeowner through January 2030 and March 2030.	45,000	-

(Continued)

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 11. Notes Payable (Continued)

	2020	2019
Note payable to Pinellas County for the purchase of Habitat Pinellas Park Sub property with 0% interest. Principal is due at the earlier of the borrowers' sale of the property or September 2021.	\$ 840,000	\$ 840,000
\$192,250 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of February 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	31,250	-
\$192,250 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of February 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	31,250	-
\$212,500 note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of December 2021, collateralized by the property. Repayment of the balance will be forgiven upon the sale of the property as approved by Pinellas County. The Organization is required to remain in compliance with a land use restriction for 14 years.	205,000	-
Paycheck Protection Program note payable with 1% interest and matures April 2022. Monthly principal and interest payments due beginning December 2020, unless forgiven in accordance with the CARES Act.	536,607	-
Note payable of \$500,363 to a bank for the purchase of Madison Street building. Monthly payments of \$3,309 with 4.95% interest until maturity at June 2023, collateralized by the building. The note was refinanced during the year ended June 30, 2020.	-	395,895
Note payable of \$410,000 to a bank to refinance outstanding note payable. The note bears interest at 4.75% and requires monthly principal and interest payments of \$4,312 through August 2029. The loan is collateralized by Madison St. building.	357,550	-

(Continued)

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Consolidated Financial Statements**

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**Note 11. Notes Payable (Continued)**

	2020	2019
Note payable of \$166,884 to Pasco County for the purchase of property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021.	\$ 125,163	\$ 146,024
Note payable of \$244,000 to Pasco County for the purchase of property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property.	244,000	244,000
Note payable of \$26,295 to Pasco County for the purchase of Leisure Lane and Van Doren properties with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property. The note payable was paid off during 2020.	-	26,295
Note payable of \$12,900 to Pasco County for the purchase of Leisure Lane property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property.	12,900	12,900
Note payable of \$18,861 to Pasco County for the purchase of Leisure Lane property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property.	18,861	18,861
Note payable of \$10,460 to Pasco County for the purchase of Van Doren Avenue property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property.	10,460	10,460
Note payable of \$20,600 to Pasco County for the purchase of Van Doren Avenue property with 0% interest and a maturity date at the earlier of the borrowers' sale of the property or September 2021, collateralized by the property.	20,600	20,600

(Continued)

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Consolidated Financial Statements****Note 11. Notes Payable (Continued)**

	<u>2020</u>	<u>2019</u>
Note payable of \$50,000 to Pasco County for the purchase of Lake Drive property with 0% interest and matures upon sale of the property. The loan was forgiven during 2020.	\$ -	\$ 50,000
Note payable of \$16,301 to Pasco County for the purchase of Terra Ceia Avenue property with 0% interest and matures upon sale of the property. The loan was forgiven during 2020.	-	16,301
	<u>9,450,682</u>	<u>4,719,749</u>
Debt issuance costs, net of accumulated amortization	(185,872)	(16,546)
	<u>\$ 9,264,810</u>	<u>\$ 4,703,203</u>

The following is a summary of future contractual debt maturities during each of the following years ending June 30:

2021	\$ 591,226
2022	1,534,901
2023	227,939
2024	163,462
2025	125,874
Thereafter	6,807,280
	<u>\$ 9,450,682</u>

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 11. Notes Payable (Continued)

**Undisbursed commitments to borrow:** In the ordinary course of business, the Organization has entered into various lending arrangements, which include undisbursed commitments to borrow. Undisbursed commitments to borrow and the available borrowing amount at June 30, 2020 are as follows:

	Total Commitment	Available as of June 30, 2020
\$192,250 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of February 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	\$ 192,250	\$ 161,000
\$192,250 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of February 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	192,250	161,000
\$157,550 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of January 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	157,550	157,550
\$157,550 available note payable to Pinellas County for the purchase and development of property with 0% interest and a maturity date of January 2023, collateralized by the property. No payments are due until the earlier of the maturity date or the date the property is sold.	157,550	157,550
\$130,000 available non-revolving loan payable to City of Clearwater for the purchase and development of property with 0% interest and a maturity of December 2021, collateralized by the property. Principal payments, less a 12% developer fee, are due the earlier of the maturity date or the date that the property is sold.	130,000	130,000
	<u>\$ 829,600</u>	<u>\$ 767,100</u>

Additionally, the Organization maintains a line of credit through a financial institution that allows the Organization to borrow up to \$350,000 for the purpose of short-term working capital. The outstanding amount of the line of credit plus accrued interest is due on December 31, 2020. Interest is payable monthly at 30-day Libor Rate plus 2.5% (with a floor of 3.5% and a ceiling of 5.5%). There were no draws on the line of credit during the years ended June 30, 2020 and 2019.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

#### Note 11. Notes Payable (Continued)

During the year ended June 30, 2020, the Organization incurred debt issuance costs of approximately \$220,000 in connection with the issuance of notes payable above. During the year ended June 30, 2019, the Organization incurred no additional debt issuances costs. Debt issuance costs are presented as a reduction of notes payable to be amortized over the term of the loan. The components of debt issuance costs are as follows:

	2020	2019
Loan costs	\$ 191,088	\$ 28,227
Less accumulated amortization	(5,216)	(11,681)
Total direct debt costs, net	<u>\$ 185,872</u>	<u>\$ 16,546</u>

Interest expense related to the direct debt costs for the years ended June 30, 2020 and 2019, was \$50,536 and \$6,316, respectively.

#### Note 12. Net Assets With Donor Restrictions

Net assets with donor restrictions were as follows at June 30:

	2020	2019
Subject to expenditure for specified purpose or time restriction:		
Unconditional promises to give, net of unamortized discount	\$ 227,281	\$ 130,329
Use restriction	13,750	97,500
Donated labor and materials	94,500	56,000
Donated land	113,389	134,529
Subject to spending policy:	448,920	418,358
Beneficial interest in assets held by foundations	20,000	20,000
	<u>\$ 468,920</u>	<u>\$ 438,358</u>

Net assets released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time as follows for the years ended June 30:

	2020	2019
Unconditional promises to give, net of unamortized discount	\$ 168,625	\$ 94,783
Use restriction	97,500	54,786
Donated labor and materials	56,000	77,000
Donated land	152,064	179,753
	<u>\$ 474,189</u>	<u>\$ 406,322</u>



## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Consolidated Financial Statements

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#### Note 13. Leases

The Organization leases its office and two ReStore locations under non-cancelable operating lease agreements with expiration dates through June 2022. In addition to monthly base rent, the Organization is required to pay 5% of ReStore sales to the landlord. Total rent expense was approximately \$428,000 and \$406,000 for the years ended June 30, 2020 and 2019, respectively.

Based on the terms of the agreements, the minimum payments, excluding the percentage of Habitat ReStore's gross sales, due on all leases are as follows:

Years ending June 30:	
2021	\$ 363,421
2022	204,619
	<u>\$ 568,040</u>

#### Note 14. Commitments and Contingencies

**Litigation:** The Organization is exposed to various asserted and unasserted potential claims encountered in the normal course of business. In the opinion of management, the resolution of these matters will not have a material effect on the Organization's consolidated financial position or the results of its operations.

**Grantors:** Certain expenditures incurred by the Organization are subject to audit and possible disallowance by federal and state agencies. Management believes that, if audited, an adjustment for disallowed expenses would be immaterial. Additionally, certain properties sold maintain land use restrictions over a period of time which require the properties to be owned by families of low-income. Noncompliance with the land use restriction could result in repayment of all or a portion of previous amounts forgiven. Management believes the Organization is in compliance with land use restrictions through June 30, 2020.

**COVID-19:** On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 11, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate the spread of it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Organization operates. On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was enacted to amongst other provisions, provide emergency assistance for individuals, families and businesses affected by the coronavirus pandemic. It is unknown how long the adverse conditions associated with the coronavirus will last and what the complete financial effect will be to the Organization. Additionally, it is reasonably possible that estimates made in the consolidated financial statements have been, or will be, impacted in the near term as a result of these conditions.

The Organization received proceeds from the Paycheck Protection Program (see Note 11). Under the terms of the loan, certain amounts may be forgiven if they are used for qualifying expenses, as described in the CARES Act. Qualifying expenses including payroll costs, continuation of health care benefits, mortgage payments, rent, utilities and interest on other debt obligations. The Organization intends to use the entire loan amount for qualifying expenses, however, no assurance can be given that expenditures will qualify or be forgiven.

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Consolidated Financial Statements**

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**Note 15. Transactions With Habitat International**

The Organization remits a portion of its contributions without donor restrictions to Habitat International as tithe to support its operations. The Organization contributed approximately \$150,000 and \$232,000 to Habitat International during the years ended June 30, 2020 and 2019, respectively. These amounts are included in program services expense in the consolidated statement of activities and changes in net assets.

**Note 16. Community Development Block Grant**

On June 15, 2006, the Organization was awarded a Community Development Block Grant (Grant) from Pinellas County, Florida in the amount of \$350,000. Under the Grant, the Organization acquired 2.5 acres of land in Dunedin, Florida and constructed 18 affordable home ownership housing units. If the homebuyer sells the property between years 6 and 20, the Organization is required to return a prorated portion of the funds back to Pinellas County. The Organization has recorded a second mortgage on the properties to secure its interest in the properties. Both an asset for the second mortgage and a corresponding liability of \$350,000 due to Pinellas County, are recorded as a deferred affordable housing note, and are reflected in the June 30, 2020 and 2019 consolidated statements of financial position. The amounts will be forgiven in 2026 if the homebuyers do not sell the properties.

**Note 17. Sale of Mortgages With PNC Bank**

In August 2013, Pinellas Funding was formed as a single member LLC with Habitat as the member. During 2014, Pinellas Funding acquired seven mortgages from Habitat with a carrying value of \$666,422. Pinellas Funding then entered into a note purchase agreement with PNC Bank. Pinellas Funding authorized the issuance and sale of the mortgages with a face value of \$1,004,236 to PNC Bank for \$666,422 on August 29, 2013. This transaction did not meet the requirements under ASC 860 to be treated as a sale due to the Organization maintaining effective control and involvement with the mortgage receivables. Accordingly, the mortgages receivable were not derecognized and are recorded in other mortgages receivable in the accompanying consolidated statements of financial position in the amount of \$771,110 and \$805,226 at June 30, 2020 and 2019, respectively. Additionally, the Organization recorded a note payable due to PNC Bank. See Note 11 for the terms and outstanding balance of the offsetting PNC note payable at June 30, 2020 and 2019.

**Note 18. Retirement Plan**

The Organization has a 401(k) profit sharing plan that provides for a discretionary matching contribution. For the years ended June 30, 2020 and 2019, the Organization made contributions of approximately \$31,000 and \$34,000 respectively.

**Note 19. Conditional Promises to Give from Grantors**

The Organization has conditional grants to give from Habitat International of \$161,500 as of June 30, 2020. Future payments are contingent upon the Organization carrying out certain activities (meeting grant imposed barriers) stipulated by the grant.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Schedule of Expenditures of Federal Awards Year Ended June 30, 2020

Federal Agency Pass-Through Entity Federal Program Pass-Through Entity Pgram or Cluster Title	CFDA Number	Agency or Pass-Through Identifying Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Housing and Urban Development (HUD):				
Passed through Pinellas County, Florida				
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	\$ 350,000	* \$ -
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	205,000	-
Passed through City of Clearwater, Florida				
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	15,000	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	28,000	* -
Passed through City of St. Petersburg, Florida				
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	6,860	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	750	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	4,010	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	750	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	14,150	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	750	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	15,349	-
Community Development Block Grant/Entitlement Grants	14.218	Not Applicable	750	-
<b>Total CFDA 14.218</b>			<b>641,369</b>	<b>-</b>
Passed through City of St. Petersburg, Florida				
HOME Investment Partnerships Program	14.239	Not Applicable	15,000	-
HOME Investment Partnerships Program	14.239	Not Applicable	15,000	-
HOME Investment Partnerships Program	14.239	Not Applicable	15,000	-
HOME Investment Partnerships Program	14.239	Not Applicable	15,000	-
Passed through City of Clearwater, Florida				
HOME Investment Partnerships Program	14.239	Not Applicable	98,334	* -
HOME Investment Partnerships Program	14.239	Not Applicable	11,137	-
HOME Investment Partnerships Program	14.239	Not Applicable	99,718	-
HOME Investment Partnerships Program	14.239	Not Applicable	11,762	-
<b>Total CFDA 14.239</b>			<b>280,951</b>	<b>-</b>
Passed through Habitat for Humanity International, Inc.				
Self-Help Homeownership Opportunity Program	14.247	Not Applicable	126,853	* -
Self-Help Homeownership Opportunity Program	14.247	Not Applicable	105,875	-
Self-Help Homeownership Opportunity Program	14.247	Not Applicable	317,625	-
			550,353	-
<b>Subtotal – (HUD)</b>			<b>1,472,673</b>	<b>-</b>
<b>Total federal awards</b>			<b>\$ 1,472,673</b>	<b>\$ -</b>

\* This represents the balance of a loan from a previous year which the federal government imposes the continuing compliance requirements.

See accompanying notes to schedule of expenditures of federal awards and independent auditor's report.

## Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

### Notes to Schedule of Expenditures of Federal Awards

#### Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Habitat for Humanity of Pinellas County, Inc. (Habitat). The information in this schedule is presented in accordance with the requirements of Subpart F of Title 2 U.S. Code of Federal Regulations (CFR), Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Habitat, it is not intended to and does not present the financial position, changes in net assets or cash flows of Habitat.

Some amounts presented in the schedule may differ from amounts presented or used in the preparation of the consolidated financial statements.

#### Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

#### Note 3. Indirect Costs

Habitat has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

#### Note 4. Self-Help Homeownership Opportunity Program

HUD's Self-Help Homeownership Opportunity Program (SHOP) grants and loans were passed through to Habitat by Habitat for Humanity International, Inc. (Habitat International). The SHOP Agreement stipulates that 75% of each sub-grant from Habitat International to the affiliate is in the form of a grant and 25% is in the form of a loan. The awards provided under CFDA 14.247 for SHOP were as follows for the year ended June 30, 2020:

Pass-Through Grantor	Identifying Number	Federal Expenditures
Habitat International	SHOP 2010 – Existing Loans	\$ 7,346 *
Habitat International	SHOP 2011 – Existing Loans	9,315 *
Habitat International	SHOP 2012 – Existing Loans	3,474 *
Habitat International	SHOP 2013 – Existing Loans	34,828 *
Habitat International	SHOP 2014 – Existing Loans	15,640 *
Habitat International	SHOP 2015 – Existing Loans	32,500 *
Habitat International	SHOP 2016 – Existing Loans	23,750 *
Habitat International	SHOP 2016 – New Loans (25%)	65,250
Habitat International	SHOP 2017 – New Loans (25%)	40,625
		<u>232,728</u>
Habitat International	SHOP 2016 – New Grant (75%)	195,750
Habitat International	SHOP 2017 – New Grant (75%)	121,875
		<u>317,625</u>
		<u>\$ 550,353</u>

\*Represents the balance of a loan from a previous year that the federal government imposes the continuing compliance requirements equaling \$126,853.

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries****Notes to Schedule of Expenditures of Federal Awards**

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**Note 5. Loans**

Habitat has the following loan balances at June 30, 2020:

CFDA Number	Description	Original Loan Amount	Balance at July 1, 2019	New Loans	Payments	Balance at June 30, 2020
14.218	Shady Grove	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ 350,000
14.218	Ridgecrest/Largo	205,000	-	205,000	-	205,000
14.239	1211 N Garden	28,000	28,000	-	(28,000)	-
14.239	1209 Garden Construction	98,334	98,334	-	(98,334)	-
14.239	1205 Blanche B Littlejohn Construction	99,718	-	99,718	-	99,718
14.247	SHOP 2010 – Loans	45,778	7,346	-	(3,654)	3,692
14.247	SHOP 2011 – Loans	46,665	9,315	-	(4,635)	4,680
14.247	SHOP 2012 – Loans	20,881	3,474	-	(1,998)	1,476
14.247	SHOP 2013 – Loans	57,416	34,828	-	(10,737)	24,091
14.247	SHOP 2014 – Loans	25,000	15,640	-	(4,680)	10,960
14.247	SHOP 2015 – Loans	32,500	32,500	-	(6,093)	26,407
14.247	SHOP 2016 – Loans	23,750	23,750	65,250	-	89,000
14.247	SHOP 2017 – Loans	40,625	-	40,625	-	40,625



RSM US LLP

**Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance With *Government Auditing Standards***

**Independent Auditor's Report**

Board of Directors  
Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated statements of financial position of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries (the Organization) as of June 30, 2020, the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, which collectively comprise the Organization's basic financial statements, and have issued our report thereon dated November 16, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable probability that a material misstatement of the Organization's consolidated financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's consolidated financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*RSM US LLP*

St. Petersburg, Florida  
November 16, 2020



RSM US LLP

**Report on Compliance for Each Major Program  
and Report on Internal Control over Compliance Required by the Uniform Guidance**

**Independent Auditor's Report**

Board of Directors  
Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

**Report on Compliance for Each Major Federal Program**

We have audited Humanity of Pinellas County, Inc. and Subsidiaries' (the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2020. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.



### **Report on Internal Control over Compliance**

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*RSM US LLP*

St. Petersburg, Florida  
November 16, 2020

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries**

**Schedule of Findings and Questioned Costs  
Year Ended June 30, 2020**

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**Section I – Summary of Auditor’s Report**

Financial Statements

Type of auditor’s report issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_ Yes  X  No

Significant deficiency(ies) identified?

\_\_\_\_\_ Yes  X  None reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ Yes  X  No

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

\_\_\_\_\_ Yes  X  No

Significant deficiency(ies) identified?

\_\_\_\_\_ Yes  X  None reported

Type of auditor’s report issued on compliance for major program:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

\_\_\_\_\_ Yes  X  No

Identification of major programs:

CFDA Number  
14.247

Name of Federal Program or Cluster  
Self-Help Homeownership Opportunity Program

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

X  Yes \_\_\_\_\_ No

**Section II – Financial Statement Findings**

None Reported

**Section III – Findings and Questions Costs for Federal Awards**

None Reported

**Habitat for Humanity of Pinellas County, Inc. and Subsidiaries**

**Summary Schedule of Prior Audit Findings  
Year Ended June 30, 2020**

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There were no findings reported for the year ended June 30, 2019.

# Habitat for Humanity of Pinellas County, Inc. and Subsidiaries

Report to the Board of Directors, Audit Committee  
and Management  
November 16, 2020





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November 16, 2020

Board of Directors, Audit Committee and Management  
Habitat for Humanity of Pinellas County, Inc.  
Clearwater, FL

We are pleased to present this report related to our audit of the consolidated financial statements of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries (the Organization) as of and for the year ended June 30, 2020. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Organization's financial reporting process.

This report is intended solely for the information and use of the board of directors, audit committee and management is not intended to be, and should not be, used by anyone other than this specified party. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the Organization.

*RSM US LLP*

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## Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the consolidated financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

Area	Comments
<b>Our Responsibilities With Regard to the Financial Statement Audit</b>	<p>Our responsibilities under auditing standards generally accepted in the United States of America and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States have been described to you in our arrangement letter dated July 14, 2020. Our audit of the consolidated financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.</p>
<b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b>	<p>We have issued a separate communication dated September 10, 2020 regarding the planned scope and timing of our audit and have discussed with you our identification of significant risks of material misstatement.</p>
<b>Accounting Policies and Practices</b>	<p><b>Preferability of Accounting Policies and Practices</b>            Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.</p> <p><b>Adoption of, or Change in, Accounting Policies</b>            Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Organization. The following is a description of significant accounting policies or their application that were either initially selected or changed during the year as a result of the following standards:</p> <ul style="list-style-type: none"> <li>• Effective July 1, 2019, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standard Update (ASU) 2014-09, <i>Revenue from Contracts with Customers (Topic 606)</i> and ASU 2018-08, <i>Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made</i> using the modified method of transition. These ASUs replaced existing revenue recognition guidance, including industry, specific guidance that require revenue to be recognized consistent with the consideration the Organization expects to be entitled for services provided. The adoption of these ASUs did not materially impact the consolidated financial statements.</li> <li>• Effective July 1, 2019, the Organization adopted ASU 2016-18, <i>Statement of Cash Flows (Topic 230): Restricted Cash</i>. The Adopting of this ASU did not materially impact the consolidated financial statements.</li> </ul>

<b>Area</b>	<b>Comments</b>
	<p><b>Significant or Unusual Transactions</b> We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p><b>Management's Judgments and Accounting Estimates</b> Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.</p>
<b>Audit Adjustments</b>	Audit adjustments, other than those that are clearly trivial, proposed by us and recorded by the Organization are shown in the attached Summary of Recorded Audit Adjustments.
<b>Uncorrected Misstatements</b>	Uncorrected misstatements are summarized in the attached Summary of Uncorrected Misstatements.
<b>Departure From the Auditor's Standard Report</b>	<p>Emphasis of Matter – Recently Adopted Accounting Pronouncements – The Organization adopted new accounting guidance, Accounting Standards Update 2014-09, <i>Revenue from Contracts with Customers</i> (Topic 606) and Accounting Standards Update 2018-08, <i>Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made</i>. Our opinion is not modified with respect to this matter.</p> <p>Other Matters – Prior Year Financial Statements The consolidated financial statements of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries as of and for the year ended June 30, 2019, were audited by other auditors, whose report dated October 14, 2019, expressed an unmodified opinion on those statements.</p>
<b>Disagreements With Management</b>	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the consolidated financial statements.
<b>Consultations With Other Accountants</b>	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
<b>Significant Issues Discussed With Management</b>	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
<b>Significant Difficulties Encountered in Performing the Audit</b>	We did not encounter any significant difficulties in dealing with management during the audit.
<b>Significant Written Communications Between Management and Our Firm</b>	Copies of material written communications between our firm and the management of the Organization, including the draft representation letter to be provided to us by management, are attached as Exhibit A.



## Summary of Significant Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following describes the significant accounting estimates reflected in the Organization's June 30, 2020 consolidated financial statements.

Area	Accounting Policy	Management's Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
<b>Allocation of expenses by function</b>	Certain costs have been allocated among the programs and supporting services benefited. Program and supporting expenses, when specifically identifiable, are classified to the function which incurred the expense. Expenses allocated using management's estimate of time spent include payroll, employee benefits, and retirement plan expenses.	Expenses allocated using management's estimate of usage include professional services, certain insurance, and depreciation. Lastly, expenses allocated using square footage include rent and utilities.	We evaluated the key factors and assumptions used by management and determined that the estimates above were reasonable in relation to the consolidated financial statements taken as a whole.
<b>Impairment of long-lived assets</b>	Long-lived assets, such as land, building, and equipment, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable.	Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized for the amount by which the carrying amount exceeds the fair value of the asset.	We evaluated the key factors and assumptions used by management and determined that the estimates above were reasonable in relation to the consolidated financial statements taken as a whole.

<b>Area</b>	<b>Accounting Policy</b>	<b>Management's Estimation Process</b>	<b>Basis for Our Conclusions on Reasonableness of Estimate</b>
<b>Allowance for doubtful receivables</b>	Receivables are stated at cost less an allowance.	Management's determination of the allowance is based on prior years' experience and management's analysis of specific promises made.	We evaluated the key factors and assumptions used by management and determined that the estimates above were reasonable in relation to the consolidated financial statements taken as a whole.
<b>Valuation of in-kind contributions and non-cash gifts</b>	Donations and services are recorded at their estimated fair value at the date of receipt.	Management's determination is based on fair value of the goods or services received.	We evaluated the key factors and assumptions used by management and determined that the estimates above were reasonable in relation to the consolidated financial statements taken as a whole.

## Summary of Recorded Audit Adjustments

	Effect: Increase (Decrease)				
	Assets	Liabilities	Net Assets	Revenue	Expenses
To remove discount on one loan that was sold during 2020	\$ 95,171	\$ -	\$ -	\$ 98,456	\$ (3,285)
<b>Effect on change in net assets</b>			<b>95,171</b>	<b>\$ 98,456</b>	<b>\$ (3,285)</b>
<b>Effect on statement of financial position</b>	<b>\$ 95,171</b>	<b>\$ -</b>	<b>\$ 95,171</b>		

## Summary of Uncorrected Misstatements

During the course of our audit, we accumulated uncorrected misstatements that were determined by management to be immaterial, both individually and in the aggregate, to the financial position, results of operations, cash flows and related consolidated financial statement disclosures. Following is a summary of those differences.

	Effect: Increase (Decrease)				
	Assets	Liabilities	Net Assets	Revenue	Expenses
To remove contributions received in 2019 and recorded in 2020	\$ -	\$ -	\$ 50,477	\$ (50,477)	\$ -
To remove cost of land recorded in 2020 that was sold in 2018	-	-	(91,896)	-	(91,896)
To amortize mortgage discount on the effective interest method	129,747	-	126,614	-	(3,133)
<b>Effect on change in net assets</b>			<b>44,552</b>	<b>\$ (50,477)</b>	<b>\$ (95,029)</b>
<b>Effect on statement of financial position</b>	<b>\$ 129,747</b>	<b>\$ -</b>	<b>\$ 129,747</b>		

## **Exhibit A—Significant Written Communications Between Management and Our Firm**



We build **strength, stability, self-reliance** and **shelter**.

November 16, 2020

RSM US LLP  
100 Second Ave. S, Suite 600  
St. Petersburg, FL 33701

This representation letter is provided in connection with your audit of the consolidated financial statements of Habitat for Humanity of Pinellas County, Inc. and Subsidiaries (the Organization), which comprise the consolidated statement of financial position as of June 30, 2020, the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year then ended June 30, 2020, and the related notes to the consolidated financial statements (collectively, the financial statements), for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of November 16, 2020:

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated July 14, 2020 and the arrangement letter addendum dated September 4, 2020, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
6. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.
7. Management is not aware of any actual or possible litigation and claims recognized to be account for and disclosed in accordance with U.S. GAAP.

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8. We have informed you of all uncorrected misstatements.

As of and for the year ended June 30, 2020, we believe that the effects of the uncorrected misstatements aggregated by you and summarized below are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

	Effect: Increase (Decrease)				
	Assets	Liabilities	Net Assets	Revenue	Expenses
To remove contributions received in 2019 and recorded in 2020	\$ -	\$ -	\$ 50,477	\$ (50,477)	\$ -
To remove cost of land recorded in 2020 that was sold in 2018	-	-	(91,896)	-	(91,896)
To amortize mortgage discount on the effective interest method	129,747	-	126,614	-	(3,133)
<b>Effect on change in net assets</b>			<b>44,552</b>	<b>\$ (50,477)</b>	<b>\$ (95,029)</b>
<b>Effect on statement of financial position</b>	<b>\$ 129,747</b>	<b>\$ -</b>	<b>\$ 129,747</b>		

9. All mortgages receivable were deemed performing as of June 30, 2020. Mortgages receivable are deemed performing if they are less than 90 days delinquent, or if on an approved payment plan and current with the terms of the plan. No amounts were past due as of June 30, 2020.
10. The Organization makes investments in various companies to facilitate New Markets Tax Credit transactions. The Organization accounts for their investment under the equity method of accounting as they maintain significant influence over the investment, however, do not have control.
11. The Organization determined there was no impairment of long-lived assets as of June 30, 2020.
12. With respect to assessing the impact of adoption of Financial Accounting Standards Board (FASB) Accounting Standard Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)* and ASU 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, we have assessed all contracts that would fall under the scope of these ASUs and no material changes to the accounting treatment were noted based on our assessments.

**Information Provided**

13. We have provided you with:
- Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit;
  - Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence; and
  - Minutes of the meetings of the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

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14. All transactions have been recorded in the accounting records and are reflected in the financial statements.
15. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
16. We have no knowledge of allegations of fraud or suspected fraud affecting the Organization's financial statements involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
17. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements received in communications from employees, former employees, regulators or others.
18. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations. Additionally, we specifically represent that we are responsible for determining that we are not subject to the requirements of the to the requirements described in the State of Florida Department of Financial Services' State Projects Compliance Supplement because we have not received, expended or otherwise been the beneficiary of the required amount of state awards during the period of this audit.
19. We have disclosed to you all known actual or possible litigation and claims whose effects were considered when preparing the financial statements.
20. We have disclosed to you the identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware.
21. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Organization's ability to record, process, summarize and report financial data.
22. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
23. The Organization maintains a line of credit through a financial institution that allows the Organization to borrow up to \$350,000 for the purpose of short-term working capital. The outstanding amount of the line of credit plus accrued interest is due on December 31, 2020. Interest is payable monthly at 30-day Libor Rate plus 2.5% (with a floor of 3.5% and a ceiling of 5.5%). There were no draws on the line of credit during the years ended June 30, 2020 and 2019.
24. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.



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### Supplementary Information

25. With respect to the schedule of expenditures of federal awards and related notes, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* presented in relation to the financial statements as a whole:
- a. We acknowledge our responsibility for the presentation of such information.
  - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
  - c. The methods of measurement or presentation have not changed from those used in the prior period.
  - d. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

### Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

26. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
27. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the auditee.
28. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
29. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
30. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements.
31. Is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
32. Acknowledges its responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud.
33. Has taken timely and appropriate steps to remedy fraud; noncompliance with provisions of laws, regulations, contracts and grant agreements; or abuse that the auditor reports.
34. Has a process to track the status of audit findings and recommendations, if any.

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35. Has identified for the auditor previous audits, attestation engagements and other studies related to the audit objectives and whether related recommendations, if any, have been implemented.
36. Has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report, if any.
37. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

38. Management is responsible for complying, and has complied, with the requirements of Uniform Guidance.
39. Management is responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs.
40. Management is responsible for establishing and maintaining, and has established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that the auditee is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its federal programs.
41. Management is responsible for the preparation of the schedule of expenditures of federal awards, acknowledges and understands its responsibility for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes has been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.
42. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.
43. Management has identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
44. Management has made available all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
45. Management has identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or stated that there was not such noncompliance.

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46. Management believes that the auditee has complied with the direct and material compliance requirements.
47. Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
48. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.
49. Management has disclosed to the auditor any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report, or stated that there were no such communications.
50. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report, or indicated no such findings exist.
51. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
52. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
53. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stated that there were no such known instances.
54. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.
55. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
56. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
57. There are no subrecipients related to the Organization's federal programs.
58. Management has charged costs to federal awards in accordance with applicable cost principles.
59. Management is responsible for, and has accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.
60. The reporting package does not contain protected personally identifiable information.

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61. Management has accurately completed the appropriate sections of the data collection form.
62. If applicable, management has disclosed all contracts or other agreements with service organizations.
63. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

**Habitat for Humanity of Pinellas County, Inc.**

DocuSigned by:

*Alfredo Anthony*

3FAD446EC1E64DC...  
Alfredo Anthony, Board Chair

DocuSigned by:

*Michael Sutton, CEO*

1C4F5EC8B668481...  
Mike Sutton, President, and Chief Executive Officer

DocuSigned by:

*Nancy Ridenour*

BA029FBCD0B24D2...  
Nany Ridenour, Executive Vice President and  
Chief Strategy Officer

## Pinellas Community Foundation

### Pinellas CARES Nonprofit Partnership Fund Grant Reimbursement Request

Organization Name: Habitat for Humanity of Pinellas and West Pasco

County

Time Period Start:3/15/2020 Time Period Complete:12/4/2020

Budget Category/Line Item	Total Reimbursement Request
Personnel <i>(provide payroll registers, should include hours worked (i.e. timesheet) and rate per hour, and documentation to allocate payroll between CARES Act pay and regular pay)</i>	\$ 54,210
Equipment <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	-
Supplies <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	13,374
Mortgage Assistance <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	30,000
Local Travel <i>(for mileage use Mileage Reimbursement tab for other local travel expenses provide receipts and check stubs/credit card statements)</i>	-
Occupancy <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	8,080
Design, Printing, Marketing & Postage <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	-
Capital <i>(provide invoices/receipts and check stubs/credit card statement showing payment - for purchased over \$10,000 provide documentation of 3 quotes)</i>	-
Home Production-CIP <i>(provide invoices/receipts and check stubs/credit card statement showing payment)</i>	310,586
<b>TOTAL</b>	<b>\$ 416,249</b>

By signing the reimbursement request you affirm that expenses were to create new programs or expand programs that are necessary to address the COVID-19 pandemic.

Prepared By: \_\_\_\_\_ Pamela Lee, CFO DocuSigned by: 12/10/2020  
*Pamela Lee*

Reviewed By: \_\_\_\_\_ Mike Sutton, CEO DocuSigned by: 12/10/2020  
*Mike Sutton*

**Supporting documentation  
has been removed to protect  
privacy. It is held on file at  
PCF.**