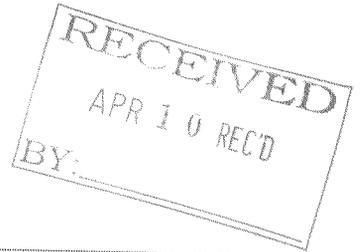


**MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Fiscal Year 2013
October 1, 2012 – September 30, 2013**



Agency Name	Literacy Volunteers of America-Monroe County, Inc.
Physical Address	1400 United St., Building #4, Room #404
Mailing Address	1400 United St., #109
City, State, Zip	Key West, FL 33040
Phone	(305) 294-4352
Fax	(305) 296-1337
Email	marycasanova@earthlink.net
Who should we contact with questions about this application?	Mary Casanova

Amount received for prior fiscal year ending 09/30/11	\$4,000.00
Amount received for current fiscal year ending 09/30/12	\$ 5,000.00
Amount requested for upcoming fiscal year ending 09/30/13	\$20,000.00

CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Monroe County.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

Typed Name of Executive Director: Mary Casanova

Signature Mary Casanova

Title: Executive Director

Date: 4-10-12

Typed Name of Board President/Chairman: Peary Fowler

Signature Peary Fowler

Title: President of Board of Directors

Date: 4-10-12

Detailed instructions for each question appear in the separate instruction document.

1. Insert your agency's board-approved mission statement below.

Literacy Volunteers of America-Monroe County, Inc. believes the ability to read and write is critical to personal freedom. Our goal is to provide one-to-one and small group literacy training to enable our students to obtain personal goals through increased literacy skills.

2. List the services your agency provides.

We operate two main programs, Basic READ and ESL (English as a Second Language). Both programs are free and confidential, with one-to-one and small group tutoring in basic reading, writing and conversational English for any Monroe County resident who wants or needs our help. Our Basic READ program targets individuals who read and write at the grade 0 to grade 5.5 level. Our ESL or English as a Second Language program teaches conversational English as well as reading and writing to adult students who have no English or limited English proficiency and are reading at the grade 0 to grade 5.5 level. We offer leadership training along with literacy instruction to enable our students to not only increase reading and writing skills, but be better prepared to be community leaders and contributors. Under the umbrella of our READ and ESL programs is Family Literacy. We are requesting funding for our literacy initiative which covers all of the above .

3. What services will be funded by this request?

All of the above .

4. Funding category: If you have been previously funded by HSAB, do you request to have the HSAB consider changing your funding category? Please circle yes or no: Yes **No**

If yes, please circle the new category for which you would like to be considered:
Medical Core Services Quality of Life

If you have not been previously funded, please circle the funding category that you believe best matches your services: Medical Core Services Quality of Life

- 5) Will County funds be used as a match for a grant?
No.

- 6) If you answered "yes" to number four, please specify the:

- a. grant award title, granting agency, and purpose:
- b. grant amount:
- c. match percentage requirement and amount:

- 7) If your organization was funded with HSAB funds last year, please briefly and specifically explain:

- a. how the funds were spent

100% of funding was spent to keep our office open to serve students; expenses included insurance, postage, office supplies, staffing, educational materials and the cost of our annual audit.

b. how they were used to leverage additional funding.

We don't get matching funding, but on every grant application we fill out there is a spot asking who funds the organization, and for how much. When applying for additional funding elsewhere it is a mark of confidence in our organization that the HSAB board deems it worthy of funding. Additionally, we notice that programs funded by the HSAB often tend to also get funded by SAFF.

- 8) Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment D, under "Grants to Other Organizations."* **No.**
- 9) Does your organization allocate sub-grants to other organizations using other sources (non County) of funding? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment E, under "Grants to Other Organizations."* **No**
- 10) Will you or have you applied for other sources of funding from within the County? If yes, please list source(s) and amount(s). *Also be sure to reflect this information on Attachment*

We applied for \$10,000 and received \$6,500.00 from the Sheriff's Asset Forfeiture Fund (SAFF).

11) What needs or problems in this community does your agency address?

We address the great numbers of economically and educationally disadvantaged and disenfranchised individuals in our community who have "fallen through the cracks" – living and working in our community (some all their lives) but still unable to read and write at a fifth grade level.

We address the great numbers of Monroe County residents who do not speak, read or write in English.

We address the problem of illiterate parents passing down a legacy of illiteracy to their children which puts these children at risk and in harm's way.

We address the problem of pre-school children who are not school ready because their parents don't know how to prepare them for school, and school age children who are falling behind because they don't get the help they need at

12) What statistical data support the needs listed in number six?

Monroe County's total population is 79,589 residents. Out of this total, 4.6% or 3661 have just 0-9 years of schooling. An additional 10.6% or 8,463 have no high school diploma. 21.4 or 17,032 do not speak English in the home. Out of these, 8.3% of 6,605 "speak English less than very well." LVA's countywide literacy program targets 23.5% or 18,703 adults without a high school education who "speak English less than well" as well as their families-- including children of all ages. (U.S. Census Bureau, Census 2000 Summary File 3, Matrices P19, P36, P37, P38, PCT24, PCT25)

Facts and figures from the National Center for Family Literacy Research Department show the *unemployment rate decreases as educational attainment increases.*

13) What are the causes (not the symptoms) of these problems?

- ❖ **Children entering school with no readiness skills and turning into adults unable to read and write at a level sufficient enough to function effectively on a day-to-day basis .**
- ❖ **Children falling behind in school because they do not get the homework help they need and dropping out of high school without sufficient skills to compete for good jobs.**
- ❖ **Immigrants coming to America with no English literacy skills which renders them at a disadvantage when competing for employment in an English literate society.**
- ❖ **Immigrants bringing their children and enrolling them in school with no English and the children naturally fall behind.**

14) Describe your target population as specifically as possible.

Currently, 6% of our students are Americans who have lived here all their lives but fell through the cracks. These students are reading and writing at below grade level 5.5. This population is primarily African American and approximately 50% are incarcerated. The majority of our students (94%) are English as a Second Language (ESL) -- a melting pot of cultural diversity, immigrants living and working in Monroe County. These students likewise read and write below grade level 5.5 but are also, in addition, limited English proficient. Most LVA students work multiple jobs. They have little time to attend school or for effective parenting. LVA has over 50 students of differing nationalities on waiting lists countywide with more walk-ins daily. In addition, LVA targets individuals listed in the census: 4.6% or 3661 with just 0-9 years of schooling. An additional 10.6% or 8,463 with no high school diploma. 8.3% or 6,605 who "speak English less than very well."

15) How are clients referred to your agency? **Through other agency referrals and word of mouth.**

16) What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?

Clients are pre-qualified with an assessment that tests their literacy levels. We address the students with the lowest literacy levels first.

17) Describe any networking arrangements that are in place with other agencies.

We have a partnership agreement with the Monroe County Library which offers free PACT (parents and children together) classes that our family literacy families attend. We get referrals all the time from Healthy Families and Healthy Start. We have a collaboration agreement in place with Wesley House to share referrals. We constantly help mothers enrolled in their program to learn English.

Several employees from Wesley House are trained, certified LVA tutors. We are now signed up to be a food stamp office through Children and Families for our students and have just received a donated computer whereby our clients can fill out their food stamp applications. We are always seeking new agency partners.

18) List all sites and hours of operation.

Our Lower Keys office is at 1400 United St., Bldg. #4, Room #404, is open by appointment 7 days a week, staffed by volunteers 9AM – 4 PM generally weekdays. Our center is available for tutor use 24 – 7 with certified tutors having access to the building through individual keys and a keypunch code. Our Middle Keys and Upper Keys programs are library and home based. Hours of operation here are flexible, to meet the needs of tutors and students. The Middle Keys are covered by our Middle Keys coordinator Maria Triana, a former student. The Upper Keys are covered by our Upper Keys coordinator Sharon Plezia. Program applications for tutors and students are offered at all five branches of the library in Key Largo, Islamorada, Marathon, Big Pine Key and Key West with tutoring space available at all five sites; hours of operation vary according to the operational hours of each library site. In addition, tutoring takes place at the churches, office buildings, Ft. Zachary Taylor Park, the LVA office at the May Sands School, and, in the homes of tutors and students countywide

19) What financial challenges do you expect in the next two years, and how do you plan to respond to them?

We expect a reduction in income of 73.8% this September when our NOAA grant ends, and after 28 years of service to the community, we truly face extinction. We hope to avoid shutting down. We can't pay staff anymore, or can only pay minimal. We are reaching out into the community for more volunteers, and requesting \$20,000 from the HSAB to help with critical, day to day costs which must be paid, such as books, insurance, rent and utilities. We presently have 114 active volunteers. Our dedication to our mission remains unchanged. We continue to provide services to the community, and continue to seek new funding sources and partners.

20) What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

Our biggest organizational challenge is avoiding shut down when the money runs out in September . See item #19.

21) How are clients represented in the operation of your agency?

We give clients opportunities to come full circle and become trained themselves as tutors in our English as a Second Language program. We have had several students become trained as tutors who are volunteering in our program. In the Middle Keys, Maria Triana, a former student who now owns her own business, serves LVA as our Middle Keys coordinator. Viktor Slavov, a former student, is now a successful Key West Chef and member of the LVA Board of Directors. Karthi Kunasekarian, a former student, is a certified tutor and designer of LVA's website. We are proud of the many student success stories we have at LVA.

22) Is your agency monitored by an outside entity? If so, by whom and how often?

We present an annual report to our parent company, Pro-Literacy America.

23) **10,608** hours of program service were contributed by **102** active volunteer tutors. Ten board members contributed **520** hours. Our director contributed **720** hours.

Grand total: **11,848**

24) Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them? **No.**

25) What measurable outcomes do you plan to accomplish in the next funding year?

A minimum of 75% of students enrolled in our literacy program will make improvements in skill levels and strides toward the attainment of either a short or long term a personal goal (example: obtaining a driver's license, improving workplace English skills, increasing reading and writing skills for personal satisfaction, taking the test for citizenship) through increased literacy skills.

26) How will you measure these outcomes?

Outcomes are measured by a combination of the results of standardized testing, pre- and post-writing samples, tutor reporting and student self-reporting.

27) We do not have units of service. Should we need to create a unit of service for the purposes of this grant submission we will define one unit as equal to one hour of instructional time. If we take our total cost for fiscal '10-'11, \$116,156 and divide it by the number of students served this fiscal, 303, we arrive at a per student cost of \$383.35. With those students working with a volunteer @ 2 hours per week, we arrive at an average of 31,512 hours per year, at a cost of \$3.68 per hour.

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)
literacy instruction	one hour	2010-2011 = \$3.68

ATTACHMENT CHECKLIST

LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER THIS PAGE	ATTACHED?		COMMENTS
	YES	NO	You must explain any "NO" answers
A-1. Current Board Information Form	X		
B. Agency Compensation Detail	X		
C. Profile of Clients, Client Numbers and Services (Performance Report)	X		
D. County HSAB Funding Budget	X		
E. Agency Expenses	X		
F. Agency Revenue	X		
G. Copy of Audited Financial Statement from most recent fiscal year (2010) if organization's expenses are \$150,000 or greater.		X	N/A
H. Copy of filed IRS Form 990 from most recent fiscal year (2010)	X		
I. Copy of current fee schedule		X	N/A
J. Copy of IRS Letter of Determination indicating 501 C 3 status & Copy of GUIDESTAR printout	X		
K. Copy of Current Monroe County and City Occupational Licenses	X		
L. Copy of Florida Dept. of Children And Families License or Certification		X	N/A
M. Copy of any other Federal or State Licenses	X		
N. Copy of Florida Dept. of Health Licenses/Permits		X	N/A
O. Copy of front page of Agency's EEO Policy/Plan		X	N/A
P. Copy of Summary Report of most current Evaluation/Monitoring *		X	N/A
Q. Data showing need for your program (See Question 12)		X	N/A
R. Other (specify) TWO PAGE LIMIT	X		

* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

ATTACHMENT D - COUNTY HSAB FUNDING BUDGET

2012

Literacy Volunteers of America-Monroe

Show the proposed budget detail for the County HSAB funds requested.
The total must match with the total funding requested.

	Proposed Expense Budget for Upcoming Year Ending:	
	6/30/13	
Expenditures	Total	%
Salaries - Program	76,800	0.71775700935
Payroll Taxes - Program		0
Employee Benefits - Program		0
Salaries - Administrative		0
Payroll Taxes - Administrative		0
Employee Benefits - Administrative		0
Subtotal Personnel	76,800	71.8%
Postage	500	0.5%
Office Supplies	2,000	1.9%
Telephone	1,000	0.9%
Professional Fees	4,000	3.7%
Rent	2,400	2.2%
Utilities	0	0
Repair and Maint.	500	0.5%
Travel	2,000	1.9%
Miscellaneous	0	0
Grants to Other Organizations	0	0
<i>List others below</i>		0
Depreciation	4,800	4.5%
Ocean Literacy Program Evaluator	5,000	? 4.7%
Books	2,000	1.9%
Ocean Literacy Technical Equipment	2,000	1.9%
Insurance	2,000	1.9%
Equipment	2,000	1.9%
		0
		0
		0
		0
		0
Total Expenses	107,000	100.0%

ATTACHMENT E - AGENCY EXPENSES

2012

Complete this worksheet for the entire agency.
Please round all amounts to the nearest dollar.

Agency: **Volunteers of America-Monroe**

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	6/30/13		6/30/12	
Expenditures	Total	%	Total	%
Salaries - Program	76,800	72%	80,750	70%
Payroll Taxes - Program	0	0	0	0
Employee Benefits - Program	0	0	0	0
Salaries - Administrative	0	0	0	0
Payroll Taxes - Administrative	0	0	0	0
Employee Benefits - Administrative	0	0	0	0
Subtotal Personnel	76,800	72%	80,750	70%
Postage	500	0%	700	1%
Office Supplies	2,000	2%	3,000	3%
Telephone	1,000	1%	1,250	1%
Professional Fees	4,000	4%	5,056	4%
Rent	2,400	2%	2,400	2%
Utilities	0	0	0	0
Repair and Maint.	500	0%	500	0%
Travel	2,000	2%	2,000	2%
Miscellaneous NOAA expenses	0	0	1,000	1%
Grants to Other Organizations	0	0	0	0
<i>List others below</i>		0		0
Insurance	2,000	2%	2,000	2%
Depreciation	4,800	4%	4,800	4%
Ocean Literacy Program Evaluator	5,000	5%	5,000	4%
Books	2,000	2%	3,000	3%
Ocean Literacy Technical Equipment	2,000	2%	2,700	2%
Equipment	2,000	2%	2,000	2%
		0		0
		0		0
		0		0
Total Expenses	107,000	100%	116,156	100%
Revenue Over/(Under) Expenses	0		19,424	

**Short Form
Return of Organization Exempt From Income Tax**

2010

Department of the Treasury
Internal Revenue Service

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)**

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

Open to Public Inspection

A For the 2010 calendar year, or tax year beginning Jul 1, 2010, and ending Jun 30, 2011

B Check if applicable:

<input type="checkbox"/> Address change	C Name of organization <u>Literacy Volunteers of America -Monroe County, Inc.</u>	D Employer identification number <u>65-0050312</u>
<input type="checkbox"/> Name change		
<input type="checkbox"/> Initial return		
<input type="checkbox"/> Terminated		
<input type="checkbox"/> Amended return		
<input type="checkbox"/> Application pending		
Number and street (or P.O. box, if mail is not delivered to street address)		E Telephone number
<u>1400 United Street</u>		<u>(305) 294-4352</u>
Room/suite		F Group Exemption Number
<u>300</u>		
City or town, state or country, and ZIP + 4		
<u>Key West FL 33040</u>		

G Accounting Method: Cash Accrual Other (specify) _____

I Website: ▶ www.lva-monroe.org

J Tax-exempt status (ck only one) - 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Check if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 142,112.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Check if the organization used Schedule O to respond to any question in this Part I

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21
REVENUE	1	Contributions, gifts, grants, and similar amounts received															121,198.												
	2	Program service revenue including government fees and contracts																											
	3	Membership dues and assessments																											
	4	Investment income															32.												
	5a	Gross amount from sale of assets other than inventory																											
	5b	Less: cost or other basis and sales expenses																											
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)																											
	6	Gaming and fundraising events																											
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)																											
	6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)															20,882.												
6c	Less: direct expenses from gaming and fundraising events															6,655.													
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)															14,227.													
7a	Gross sales of inventory, less returns and allowances																												
7b	Less: cost of goods sold																												
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)																												
8	Other revenue (describe in Schedule O)																												
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8															135,457.													
EXPENSES	10	Grants and similar amounts paid (list in Schedule O)															0.												
	11	Benefits paid to or for members															0.												
	12	Salaries, other compensation, and employee benefits															0.												
	13	Professional fees and other payments to independent contractors															89,523.												
	14	Occupancy, rent, utilities, and maintenance															11,429.												
	15	Printing, publications, postage, and shipping															2,121.												
	16	Other expenses (describe in Schedule O) See Form 990-EZ, Part I, Line 16 Other Expenses															13,083.												
17	Total expenses. Add lines 10 through 16															116,156.													
18	Excess or (deficit) for the year (Subtract line 17 from line 9)															19,301.													
ASSETS	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)															33,693.												
	20	Other changes in net assets or fund balances (explain in Schedule O)																											
	21	Net assets or fund balances at end of year. Combine lines 18 through 20															52,994.												

BAA For Paperwork Reduction Act Notice, see the separate instructions. Form 990-EZ (2010)

H

Part II Balance Sheets. (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	14,750.	46,501.
23 Land and buildings	7,164.	3,726.
24 Other assets (describe in Schedule O) See L-24 Stmt)	11,779.	3,420.
25 Total assets	33,693.	53,647.
26 Total liabilities (describe in Schedule O) See L-26 Stmt)	0.	653.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	33,693.	52,994.

Part III Statement of Program Service Accomplishments (see the instrs for Part III.)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? Teaching English Reading & Writing.
 Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28 <u>Individuals whose primary language is other than English are taught to read English, speak English and write using the English language.</u> (Grants \$ 0.) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	102,312.
29 ----- (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30 ----- (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O) ----- (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a) -----	32	102,312.

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (see the instructions for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (if not paid, enter -0-.)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Connie Gilbert 226 Julia Street Key West FL 33040	President 2.00	0.	0.	0.
Peary Fowler 502 Whitehead Street Key West FL 33040	Vice President 1.00	0.	0.	0.
Eileen Quinn 4 Opal Drive Key West FL 33040	Treasurer 2.00	0.	0.	0.
Irene Brammertz 3314 Northside Drive # 96 Key West FL 33040	Secretary 2.00	0.	0.	0.
Flora Buffard 1401 Pine Street Key West FL 33040	Director 1.00	0.	0.	0.
Jane Gladson 3930 S. Roosevelt Blvd. E-413 Key West FL 33040	Director 1.00	0.	0.	0.
Norma Kula 101485 Overseas Highway Key Largo FL 33037	Director 1.00	0.	0.	0.
Viktor Slsavov 3841 North Roosevelt Blvd. Key West FL 33040	Director 1.00	0.	0.	0.
Carolyn Sprogell 622 Grinnell # 1 Key West FL 33040	Director 1.00	0.	0.	0.

Part V Other Information (Note the statement requirements in the instructions for Part V.)

Check if the organization used Schedule O to respond to any question in this Part V

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		X
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b If 'Yes,' has it filed a tax return on Form 990-T for this year (see instructions)?		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0.		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
b If 'Yes,' complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____; section 4912 ▶ _____; section 4955 ▶ _____		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I 40b		X
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T 40e		X
41 List the states with which a copy of this return is filed ▶ Florida		

42a The organization's books are in care of **▶ Mary Casanova** Telephone no. **▶ (305) 294-4352**
 Located at **▶ 1400 United Street,** Key West FL ZIP + 4 **▶ 33040**

	Yes	No
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)? 42b If 'Yes,' enter the name of the foreign country: ▶ _____		X
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts.		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.? 42c If 'Yes,' enter the name of the foreign country: ▶ _____		X

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here and enter the amount of tax-exempt interest received or accrued during the tax year **▶ 43**

	Yes	No
44a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ 44a		X
b Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ 44b		X
c Did the organization receive any payments for indoor tanning services during the year? 44c		X
d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O 44d		

45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)?	45	Yes	No
a	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see inst.)	45a		X
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	46		X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47	Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II	47	Yes	No
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If 'Yes,' was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A Yes No

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.

Sign Here
 Signature of officer: Mary Casanova Date: 10/16/11
 Type or print name and title: Mary Casanova, Executive Director

Paid Preparer Use Only
 Print/Type preparer's name: Paul S. Mills CPA Preparer's signature: Paul S. Mills CPA Date: 9/30/2011
 Check if self-employed PTIN: _____
 Firm's name: Paul S. Mills, CPA
 Firm's address: 1541 Fifth Street
Key West FL 33040 Firm's EIN: _____
 Phone no.: (305) 294-3699

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

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

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2010

Open to Public Inspection

Name of the organization: **Literacy Volunteers of America -Monroe County, Inc.** Employer identification number: **65-0050312**

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 11, 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.)
- 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 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.)
- 10 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or 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 that describes the type of supporting organization and complete lines 11e through 11h.
 - a Type I
 - b Type II
 - c Type III – Functionally integrated
 - d Type III – Other
- e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

	Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?		
(ii) A family member of a person described in (i) above?		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in column (i) listed in your governing document?		(v) Did you notify the organization in column (i) of your support?		(vi) Is the organization in column (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

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) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include 'unusual grants.')	55,503.	50,388.	53,256.	55,025.		214,172.
2 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge			24,000.	24,000.		48,000.
4 Total. Add lines 1 through 3	55,503.	50,388.	77,256.	79,025.		262,172.
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 Public support. Subtract line 5 from line 4						262,172.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4	55,503.	50,388.	77,256.	79,025.		262,172.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	1,491.	59.	86.	35.		1,671.
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 IV.)						
11 Total support. Add lines 7 through 10						263,843.
12 Gross receipts from related activities, etc (see instructions)					12	

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 2010 (line 6, column (f) divided by line 11, column (f))	14	99.37%
15 Public support percentage from 2009 Schedule A, Part II, line 14	15	99.13%

16a **33-1/3% support test – 2010.** If the organization did not check the box on line 13, and the 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 – 2009.** 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 – 2010.** 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 IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization

b **10%-facts-and-circumstances test – 2009.** 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 IV 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

BAA

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

(Complete only if you checked the box on line 9 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 yr beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include any 'unusual grants'.)						
2 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						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
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						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lns 9, 10c, 11, and 12.)						

14 **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

15 Public support percentage for 2010 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2009 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2010 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2009 Schedule A, Part III, line 17	18	%

19a **33-1/3% support tests – 2010.** 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 – 2009.** 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

SCHEDULE G
(Form 990 or 990-EZ)

**Supplemental Information Regarding
Fundraising or Gaming Activities**

OMB No. 1545-0047

2010

Department of the Treasury
Internal Revenue Service

Complete if the organization answered 'Yes' to Form 990, Part IV, lines 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. ▶ See separate instructions.

Open to Public Inspection

Name of the organization

Employer identification number

Literacy Volunteers of America -Monroe County, Inc.

65-0050312

Part I Fundraising Activities. Complete if the organization answered 'Yes' to 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 ten 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 column (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

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' to 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 6a. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		(event type)	(event type)	NONE (total number)	(add column (a) through column (c))
REVENUE	1	Gross receipts			
	2	Less: Charitable contributions			
	3	Gross income (line 1 minus line 2)			
DIRECT EXPENSES	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses			
	10	Direct expense summary. Add lines 4- through 9 in column (d)			
11	Net income summary. Combine line 3, column (d), and line 10				

Part III Gaming. Complete if the organization answered 'Yes' to 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 column (a) through column (c))	
REVENUE	1	Gross revenue				
DIRECT EXPENSES	2	Cash prizes				
	3	Non-cash 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. Combine lines 1, column (d) and line 7				

9 Enter the state(s) in which the organization operates gaming activities: _____

a Is the organization licensed to operate 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: _____

- 11** Does the organization operate gaming activities with nonmembers? Yes No
- 12** Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? Yes No

13 Indicate the percentage of gaming activity operated in:

a The organization's facility	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a** Does the organization have a contact with a third party from whom the organization receives gaming revenue? Yes No
- b** If 'Yes,' enter the amount of gaming revenue received by the organization ▶ \$ _____ and the amount of gaming revenue retained by the third party ▶ \$ _____.
- c** If 'Yes,' enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:

Name ▶ _____

Gaming manager compensation ▶ \$ _____

Description of services provided ▶ _____

Director/officer Employee Independent contractor

- 17** Mandatory distributions
- a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also complete this part to provide any additional information (see instructions).

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, 990-EZ, or 990-PF

OMB No. 1545-0047

2010

Name of the organization <u>Literacy Volunteers of America -Monroe County, Inc.</u>	Employer identification number <u>65-0050312</u>
--	---

Organization type (check one):

Filers of:

Form 990 or 990-EZ

Section:

- 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, \$5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules

For a section 501(c)(3) organization filing Form 990 or 990-EZ, that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution 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 a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ, that received from any one contributor, during the year, aggregate contributions of more than \$1,000 for use *exclusively* for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ, that received from any one contributor, during the year, contributions for use *exclusively* for religious, charitable, etc, purposes, but these contributions did not aggregate to 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. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc, contributions of \$5,000 or more during the year ▶ \$ _____

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

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2010)

Name of organization

Employer identification number

Literacy Volunteers of America -Monroe County, Inc.

65-0050312

Part I Contributors (see instructions.)

(a) Number	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	Florida Keys National Marine Sanctuary P.O. Box 1083 Key Largo FL 33037	\$ 100,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
---	-----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
---	-----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
---	-----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
---	-----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
---	-----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ
Form 990-EZ, Part I, Line 16 Other Expenses

Other expenses (describe in Schedule O)

Bank Charges	171.
Education Materials	502.
Depreciation	3,452.
Dues	285.
Insurance	1,797.
Program Expenses	3,893.
Travel	2,274.
Volunteer Recognition	709.
Total	<u>13,083.</u>

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ
Form 990-EZ, Page 1, Part II, Line 24

Line 24 - Other Assets:	Beginning of Year	End of Year
Prepaid Insurance	915.	920.
Instructional Materials Inventory	2,500.	2,500.
Grants Receivable	8,364.	0.
Total	<u>11,779.</u>	<u>3,420.</u>

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ
Form 990-EZ, Page 1, Part II, Line 26

Line 26 - Total Liabilities:	Beginning of Year	End of Year
Vendor Payables	0.	653.
Total	<u>0.</u>	<u>653.</u>



Category: Vocational, Technical, and Adult

LITERACY VOLUNTEERS OF AMERICA MONROE COUNTY INC

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Key West, FL

GUIDESTAR QUICK VIEW *Everything you need to know...*

[Print Report](#)

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?

LITERACY VOLUNTEERS OF AMERICA MONROE COUNTY INC

Physical Address: **Key West, FL 33040**

EIN: **65-0050312**



GuideStar Seal

Organization does not have a GuideStar Exchange Seal



Registered with IRS

Legitimacy information is available



Financial Data

Annual Revenue and Expense data reported



Forms 990

2011, 2010, and 2009 Forms 990 filed with the IRS



Mission Objectives

Mission Statement is available



Impact Statement

Impact Statement is *not* available



Personal Reviews

No Personal Reviews available

[Summary](#)

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Legitimacy Information

- This organization is registered with the IRS.
- This organization is required to file an IRS Form 990 or 990-EZ.

Institutional funders should note that an organization's inclusion on GuideStar.org does not satisfy IRS Rev. Proc. 2011-33 for identifying supporting organizations.

Learn more about GuideStar Charity Check, the only pre-grant due diligence tool that is 100% compliant with IRS Rev. Proc 2011-33.

Forms 990 from IRS

Login or register to view Forms 990 for 2011, 2010, and 2009.

[Subscribe Now](#)

Annual Revenue & Expenses

Fiscal Year Starting: **Jul 01, 2006**

Fiscal Year Ending: **Jun 30, 2007**

Revenue

Total Revenue **\$56,994**

Expenses

Total Expenses **\$117,863**

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Basic Organization Information

LITERACY VOLUNTEERS OF AMERICA MONROE COUNTY INC

Physical Address: Key West, FL 33040

EIN: 65-0050312

NTEE Category: B Educational Institutions

B60 (Adult, Continuing Education)

Year Founded: 2003

Ruling Year: 2003

Login or register to see this organization's full address, contact information, and more!

Mission Statement

Teaching English Reading & Writing

Expert Reviews

There are no Expert Reviews for this organization. Learn more about TakeAction@GuideStar.

Impact Statement

This organization has not provided an impact statement.

Personal Reviews

There are no reviews for this organization.

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

DEPARTMENT OF THE TREASURY

Date: NOV 19 2003

LITERACY VOLUNTEERS OF AMERICA
MONROE COUNTY INC
812 SOUTHARD ST BLDG 3
KEY WEST, FL 33040

Employer Identification Number:
65-0050312
DLN:
203289133
Contact Person: JOSEPH R HERR ID# 31128
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

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LITERACY VOLUNTEERS OF AMERICA

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

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

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

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

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

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

LITERACY VOLUNTEERS OF AMERICA

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

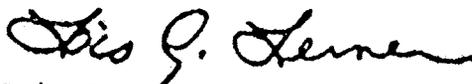
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal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

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

LITERACY VOLUNTEERS OF AMERICA

Your organization's exemption is effective July 1, 2003. Prior to that date your organization was exempt under your parent's group ruling.

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name	LITERACY VOLUNTEERS OF AMERICA	CtlNbr:0004472
Location Addr	1400 UNITED ST	
Lic NBR/Class	12-00009604 SERVICE - GENERAL	
Issue Date:	July 20, 2011	Expiration Date: September 30, 2012
License Fee	\$0.00	
Add. Charges	\$0.00	
Penalty	\$0.00	
Total	\$0.00	
Comments:	NON-PROFIT	

This document must be prominently displayed.

LITERACY VOLUNTEERS OF AMERICA
1400 UNITED ST #109

LITERACY VOLUNTEERS OF AMERICA

KEY WEST FL 33040

K-1

**2011 / 2012
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2012**

RECEIPT# 461110-65067

Business Name: LITERACY VOLUNTEERS OF AMERICA
MONROE COUNTY INC

Owner Name: LITERACY VOLUNTEERS OF AMERICA Business Location: 1400 UNITED ST 404
KEY WEST, FL 33040
Mailing Address: CASANOVA MARY DIRECTOR
MEYERS LOIS BOARD PRES / 1400 UNITED Business Phone: 305-294-4352
ST Business Type: PROFESSIONALS (NON-PROFIT
KEY WEST, FL 33040 ORGANIZATION)

Rooms Seats Employees Machines Stalls

Number of Machines:		For Vending Business Only				Vending Type:	
Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STATE LICENSE: 54-03-027109-

Paid 103-11-00001133 01/30/2012 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

K-2



FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

May 31, 2011

Refer To: CH2127

LITERACY VOLUNTEERS OF AMERICA, MONROE COUNTY, INC.
1400 UNITED ST STE 109
KEY WEST, FL 33040-3400

RE: LITERACY VOLUNTEERS OF AMERICA, MONROE COUNTY, INC.
REGISTRATION#: CH2127
EXPIRATION DATE: June 5, 2012

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 60 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Henry Miller

Henry Miller
Regulatory Specialist I
850-410-3673
Fax: 850-410-3804
E-mail: henry.miller@freshfromflorida.com

M-I



Consumer's Certificate of Exemption

DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012702135C-8	12/31/2011	12/31/2016	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

LITERACY VOLUNTEERS OF AMERICA
 MONROE COUNTY INC
 1400 UNITED ST STE 109
 KEY WEST FL 33040-3400

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

M-2



Literacy Volunteers of America (LVA)
 -- Monroe County, Inc.
 1400 United St. #109, Key West, FL 33040
 305-294-4352 FAX: 305-296-1337

AGENDA

May 18, 2011

LVA
 Board of Directors

President
 The Honorable
 Peary S. Fowler

Vice-President
 Jane Gladson

Secretary
 Constance Gilbert

Treasurer:
 Eileen Quinn

Directors:

Debora Bent

Irene Brammertz

Flora Buffard

Norma Kula

Paul Sherman

Viktor Slavov

Emeritus

Sol Jacobson

Lois Meyers

OPENING REMARKS
 WELCOME

PRESIDENT
 PEARY FOWLER

MINUTES:

PAST SECRETARY
 IRENE BRAMMERTZ

TREASURER'S
 REPORT

TREASURER EILEEN QUINN

EXECUTIVE DIRECTOR'S
 REPORT:

DIRECTOR
 MARY CASANOVA

OLD BUSINESS:

SWEARING IN
 CEREMONY
 BENIHANA

ALL

NEW BOARD MEMBERS

ADJOURNMENT

**Elections
 See
 Page 2**

R

"An affiliate of Pro Literacy Worldwide"
 All services provided without regard to the client's race, color, disability,
 or national origin as required by Title VI of the Civil Rights Act

Minutes of the LVA Board of Directors Meeting

April 13, 2011

Meeting was called to order by President Connie Gilbert at 5:35 PM. Also present were: Peary Fowler, President, Eileen Quinn, Treasurer, Irene Brammertz, Secretary, Jane Gladson, Director, Deborah [unclear], Director, Paul Sherman, Director, Flora Buffard, Director, Victor Slavov, Director, Mary Casanova, [unclear] staff. Norma Kula attended by phone from the upper Keys.

Minutes: Everyone had already read the minutes. Names to be added are Paul Sherman and Debora Bent who attended the March meeting but their names were omitted. Jane made a motion to accept the minutes as amended, seconded by Deb Bent. Unanimously approved.

Treasurer's Report: Mary asked for advance funding of the grant in case government shut down so we have a healthy balance. General operations: we need to look forward to that fundraiser in the fall. Mary is getting paid by NOAA money exclusively. Jane offered a copy of QuickBooks 2011 software and will install it as soon as Eileen lets her know she has backed up the data. Jane motioned to accept treasurer's report, Deb seconded. Unanimously approved.

Executive Director's Report: **1) SAFF Grant Funding:** LVA received \$6,363.00, which is quite a jump from last year's \$3,500.00. Irene, Deb and Viktor drove to Marathon to represent us. **2) Lease:** Dr. Jesus Jara at the school district tells us Montessori will not be expanding for two years; it seems the pressure to move this summer is off. We are still trying to arrange for space from the City of Key West. Wesley House still holds the lease for the space we spoke about (Frederick Douglas Daycare Center). Doug Blomberg likes LVA; we help his clients. He is agreeable to discussions of sharing space with LVA and Habitat. He has not contacted Habitat; all this is relatively new information. To make nice with the school district we signed the background check agreement and are having five volunteers cleared (i.e., Stephanie Howe, Dawn Nolan, Jeff Page, Larry Vail and Ruth Gunn). Our lease still expires July 31st of this year. **3) NOAA**

Update: On April 1st our partners The College of Exploration, Florida Keys National Marine Sanctuary, Atlantic Oceanographic and Meteorological Laboratory and Southeast Fisheries Science Center joined for a day long community outreach at the Eco Discovery Center in Key West. Thanks to LVA Board Members Irene Brammertz and Paul Sherman who represented LVA along with staff. We are working on a third boat trip for the Upper Keys tutors and students which will hopefully take place April 16th if everyone's schedule works out. We have purchased a third Lumix camera with GPS for the Upper Keys. Our website "OceanSpeak" now features photos of our tutors and students in the two previous boat trips, geo-located on a map. New tutoring tips can be found on the website. Our first report is due end of this month. We have simplified all seven Fundamental Concepts and they are being reviewed by Maria Bello at Southeast Fisheries Science Center for scientific content. More tutors are using the Concept 6 handouts and vocabulary sheets. Three tutors were videotaped having classes using these materials. The videos are posted on YouTube. **4) HSAB Funding Request:** LVA was the first agency to submit a grant request for Human Services Advisory Board (otherwise known as BOCC) funding this year. We asked for \$10,000. Agencies are not mandated to present this year, however Jane and Connie volunteered to attend the meeting in Marathon on May 24th. **5) LVA PowerPoint:** I will begin work on a PowerPoint that LVA can use when making community presentations. Jane asked for an elevator speech for everyone to memorize. **6) Children and Families Computer:** The food stamp sign-up computer for LVA students has arrived. LVA tutor/Children and Families Case Manager Patrick Garvey set it up this Monday.

Old Business: Mission Statement: Redesign and shorten our mission statement: Our mission is to provide free tutoring services that enable people to achieve personal growth through increased literacy skills. **Habitat:** spoke to them about possible space or sharing with habitat. Habitat also can get volunteers to help with refurbishing. **CFFK:** Feedback from Viktor and Jane. Lots of information Viktor has a totally new attitude and has learned a lot about being a board member. Everything was very interesting. Jane particularly would say the difference between this and the first one is that this time it was 1000% better and geared to small non-profits. What has changed since people on the board have participated? List of best practices and we should take the survey as a board. We haven't changed enough and there might be some

Cont'd

Things we might want to work on. Peary: went last year and attended last meeting this time and stayed for the party. One of the things she learned was that we have 51 students waiting for a tutor. A sense of urgency of getting tutors. Launch a campaign to get people to assist us with tutoring these on the waiting list. Needs to be a priority. Connie plans to attend next year as do Deb and Flora. **Strategic Planning:** check budget to see if we can hire ~~Elisa~~ to come back for a fee. Committee consisting of Paul, Peary, Connie to figure out new method of matching students and tutors. Will do conference or conference call. **Nominating committee Report:** (Jane and Deb). Peary for President, Jane VP, Connie Secretary, Eileen Treasurer. Report accepted by consensus.

New Business: Board members: We could use up to 14 – need to do it strategically, a realtor or someone with deep pockets- each board member should propose a person at the next board meeting. **Emeritus Policy:** "Emeritus status shall be bestowed on retired officers, board members or staff of the Literacy Volunteers of America—Monroe County only after lengthy and remarkable leadership and service, by vote of the board of directors, and only after the individual has retired from the board or from the employ of the organization. Emeritus individuals shall be honored by being listed as such on organization letterhead" Eileen made a motion to accept, Peary seconded. Unanimously approved. **Benihana Fundraiser:** As soon as we get the date we send out save the date to former chefs. Mary to get date, Oct. 13th, Nov. 8th, Oct. 12th 3rd choice. **Meeting with Paul Mills:** 990 clarification. Jane wants to have small sub committee to meet with Paul to get clarification. Somebody from the board ought to understand our 990. Eileen and Jane will get together on this. Peary moved they do it, Irene seconded, all in favor. **Elections:** Secretary one vote for acclamation, Norma seconded – all in favor!

Next meeting: Meeting adjourned at 6:52 PM. Next meeting scheduled for Wednesday May 18 PM 5:30, LVA headquarters. Peary will bring poly phone so we can include board members who will be away for the summer.

Respectfully submitted,

Irene G. Brammertz,
Secretary
LVA Board of Directors

COPY for
BOCC

COPY
Cover page +
minutes only