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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 black lung benefit trust or private foundation)

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

2008

Open to Public Inspection

A Fo	r the :	2008 са	lendar yea	r, or tax year beginning 10-	·01-2008 and	d ending 09-30-200	9			
B Ch	eck ıf a	pplicable	Please	C Name of organization United Planning Organization					D Employer ide	entification number
☐ Ad	dress ch	ange	use IRS label or	Doing Business As					52-078898 E Telephone no	
∏ Na	me cha	nge	print or type. See	Doing Business As					•	
Init	tıal retu	rn	Specific Instruc-	Number and street (or P O bo		elivered to street addre	ess) Room	/suite	(202) 238- G Gross receip	
Г Те	mınatıo	n	tions.	301 Rhode Island Avenue NW					d dioss receip	(15 \$ 41,373,900
┌ Am	ended	return		City or town, state or country,	, and ZIP + 4		l			
┌ _{Ap}	plication	pending		Washington, DC 20001						
			F Nan	ne and address of Principal	Officer		H(a)	Is the	s a group returr	n for
			Dana M					affilia		⊤Yes ▽ No
				node Island Avenue NW gton, DC 20001			ш/ь\	Aro all	affiliates includ	ed?
I Ta	x-exem	pt status	▽ 501(c))(3) ◄ (Insert no)	a)(1) or	,				See instructions)
J W	eb sit	e: 🕨 www	w upo org						p Exemption Nu	
К Тур	e of org	janization	▽ Corporat	ion trust association ot	her ►		L Year	of For	mation 1962 M	State of legal domicile DC
Pa	rt I	Sumi	mary							
	$\overline{}$			e organization's mission or	most significa	int activities				
፠		Plan, C	oordinate &	ı Implement Human Service	es					
Ē										
E E	2	Chackt	this hov F	ıf the organization discontii	nued its operat	tions or disposed (of more ti	nan 2	5% of its asset	c
Governance	3		•	nembers of the governing b						19
	4		_	ndent voting members of the		•			_	19
Activities &				nployees (Part V , line 2a)				•		735
<u> </u>	1			olunteers (estimate if neces			6	800		
ą.	7a	Total gr	ross unrela	ted business revenue from	Part VIII, line	12, column (C)			7a _	0
	ь	Net unr	elated busi	ness taxable income from f			7b	0		
						Prio	r Year	Current Year		
	8	Contri	butions and	d grants (Part VIII, line 1h				40,038,695	41,263,993	
anue	9			revenue (Part VIII, line 2g					223,169	131,835
Revent	10			me (Part VIII, column (A),		•			6,495	5,067
_	11								180,159	118,753
	12	12)	evenue—a	ad illies o tillough 11 (mus	t equal Part VI	iii, column (A), m	ie		40,448,518	41,519,648
	13	Grants	and simila	ar amounts paid (Part IX, co	s 1-3)			29,924	30,310	
	14	Benefi	ts paid to o	or for members (Part IX, col				0		
Ø	15	Saları 10)	es, other co	ompensation, employee ben	5 –		18,030,138	18,395,226		
Expenses	16a	•	sional fund	raising fees (Part IX, colum	nn (A). line 11e		10,030,130	0		
÷	ь			penses, Part IX, column (D), line		`				
Ω	17	•		(Part IX, column (A), lines :		, -24f)			21,949,457	23,518,616
	18			add lines 13–17 (must equ		·			40,009,519	41,944,152
	19			penses Subtract line 18 fro					438,999	-424,504
<u>क्ष</u> ह			<u> </u>				Ве	ginni	ng of Year	End of Year
tan Tan	20	Total	assets (Par	rt X, line 16)					22,637,258	24,649,500
Not Assets or Fund Balances	21			Part X, line 26)					19,283,342	21,653,430
25 E	22	Netas	sets or fun	d balances Subtract line 2	1 from line 20				3,353,916	2,996,070
Pa	rt II	Sign	ature Blo	ock	<u>'</u>					
				глигу, I declare that I have exam						
Dles		****		correct, and complete Declaration	n or preparer (otn	ier than officer) is base	ea on all in 			rer nas any knowledge
Please Sign			ature of office	er				Date	05-14	
Her	е	DAN.	A M JONES CI	hief Executive Oficer						
			e or print nam							
		Preparer			Date		Check If		Preparer's PTIN	(See Gen Inst)
Paid		signature		iuick CPA			self- empolyed	• —		
	arer's		ame (or yours	S Clifton Gunderson LLP			• •	•	FTA: A	
Use	Only		nployed), and ZIP + 4	9515 Deereco Rd - Suite 50	0				EIN Þ	
		[Timonium, MD 210932184					Phone no 🕨 (4	1 10) 453-0900
May	the IR	S discus	s this retu	rn with the preparer shown	above? (See ır	nstructions)				✓ Yes No

Part III Statement of Program Service Accomplishments (See the instructions.)

4e	Total program service expenses \$	41,281,012 <i>I</i>	Must equal Part IX, Line 25, colum	n (B).	
4d	Other program services (Describe in (Expenses \$	including grants of \$) (Revenue	·)
	(Code) (Expenses \$	11,681,260 inclu	ıdıng grants of \$ 30,310	O) (Revenue \$)
	Counseling case management, nutrition educa			,	
4c	(Code) (Expenses \$ Other child care services are provided to 300 a	, ,	iding grants of \$		118,620) o senior citizens
	Head Start and Early Head Start provides fam nutrition services, and disabilities services to to five and their families, 132 infants/toddlers	hildren ages zero to five. The	United Planning Organization is require		
4b	(Code) (Expenses \$	15,101,210 ınclı	ıdıng grants of \$) (Revenue \$)
4a	(Code) (Expenses \$ Community Services - Provides assistance to		iding grants of \$ idents of DC to advance self-sufficienc) (Revenue \$ y and reduce economic depen) idency
4	Describe the exempt purpose achiever Section 501(c)(3) and (4) organization others, the total expenses, and revenu	ns and 4947(a)(1) trusts	s are required to report the amo		
	services?	hedule O		Tes •	NO
3	If "Yes," describe these new services of Did the organization cease conducting		nges in how it conducts any pro	gram Yes 🖟	. N.
2	Did the organization undertake any sig the prior Form 990 or 990-EZ?		es during the year which were no	t listed on ▼ Yes 「	_ No
	United Planning Organization's Mission is to Plan,	Coordinate & Implement Hu	man Services		
	United Planning Organization's Mission is to Plan	Coordinate & Implement U.	man Conucos		

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	1	Yes	
2	Is the organization required to complete Schedule B, Schedule of Contributors?	2		No
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	3		No
4	Section 501(c)(3) organizations Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	4		No
5	Section $501(c)(4)$, $501(c)(5)$, and $501(c)(6)$ organizations. Is the organization subject to the section $6033(e)$ notice and reporting requirement and proxy tax? If "Yes," complete Schedule C, Part III	5		
6	Did the organization maintain any donor advised funds or any accounts where 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	6		No
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	7		No
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		No
9	Did the organization report an amount in Part X, line 21, 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	9	Yes	
10	Did the organization hold assets in term, permanent,or quasi-endowments? If "Yes," complete Schedule D, Part V	10		No
11	Did the organization report an amount in Part X, lines 10, 12, 13, 15, or 25? If "Yes," complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable	11	Yes	
12	Did the organization receive an audited financial statement for the year for which it is completing this return that was prepared in accordance with GAAP? If "Yes," complete Schedule D, Parts XI, XII, and XIII .	12	Yes	
13	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		No
14a	Did the organization maintain an office, employees, or agents outside of the U S ?	14a		No
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the U S ? If "Yes," complete Schedule F, Part I	14b		No
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? <i>If "Yes," complete Schedule F, Part II</i>	15		Νο
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Part III	16		No
17	Did the organization report more than \$15,000 on Part IX, column (A), line 11e? <i>If</i> "Yes," complete Schedule G, Part I	17		No
18	Did the organization report more than \$15,000 total on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	Yes	
19	Did the organization report more than \$15,000 on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19		No
20	Did the organization operate one or more hospitals? If "Yes," complete Schedule H	20		No
21	Did the organization report more than \$5,000 on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		No
22	Did the organization report more than \$5,000 on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22	Yes	
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5? If "Yes," complete Schedule J	23	Yes	
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? If "Yes," answer questions 24b-24d and complete Schedule K. If "No," go to question 25	24a	Yes	
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		No
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?	24c		No
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		No
25a	Section $501(c)(3)$ and $501(c)(4)$ organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		No
b	Did the organization become aware that it had engaged in an excess benefit transaction with a disqualified person from a prior year? If "Yes," complete Schedule L, Part I	25b		No
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26		No
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual? If "Yes," complete Schedule L, Part III	27		No

Part IV Checklist of Required Schedules (Continued)

			Yes	No
28	During the tax year, did any person who is a current or former officer, director, trustee, or key employee			
а	Have a direct business relationship with the organization (other than as an officer, director, trustee, or employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with other person(s) listed in Part VII, Section A)? If "Yes," complete Schedule L, Part			
		28a		No
b	Have a family member who had a direct or indirect business relationship with the organization? If "Yes," complete Schedule L, Part IV	28b		No
c	Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization? If "Yes," complete Schedule L, Part IV.	28c		No
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29		No
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30		Νο
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31		Νο
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If</i> "Yes," complete Schedule N, Part II	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations section 301 7701-2 and 301 7701-3? <i>If</i> "Yes," complete Schedule R, Part I	33		No
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1	34		No
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35		No
36	501(c)(3) organizations Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	36		Νο
37	Did the organization conduct more than 5 percent of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37		No

Pa	rt V Statements Regarding Other IRS Filings and Tax Compliance	ce				
					Yes	No
1a	Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal					
	of U.S. Information Returns. Enter -0- if not applicable					
		1a	123			
b	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	1b	0			
c	Did the organization comply with backup withholding rules for reportable payments t	to ven	dors and reportable			
	gaming (gambling) winnings to prize winners?			1c	Yes	
2a	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	2a	735			
h	If at least one is reported in 2a, did the organization file all required federal employi					
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file thi			2b	Yes	
3a	Did the organization have unrelated business gross income of \$1,000 or more during	ng the	year covered by this	_		
_	return?	• •		3a		No
	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Sch			3b		
4a	At any time during the calendar year, did the organization have an interest in, or a sover, a financial account in a foreign country (such as a bank account, securities account)?			4a		No
ь	If "Yes," enter the name of the foreign country					
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1 , <i>Re Financial Accounts</i> .	eport o	f Foreign Bank and			
5a	Was the organization a party to a prohibited tax shelter transaction at any time duri	ing the	tax year?	5a		Νo
b	Did any taxable party notify the organization that it was or is a party to a prohibited	tax sł	nelter transaction?	5b		Νo
С	If "Yes," to 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exemp	ot Entit	ty Regarding Prohibited			
	Tax Shelter Transaction?	•		5c		
6a	Did the organization solicit any contributions that were not tax deductible?			6a		Νο
b	If "Yes," did the organization include with every solicitation an express statement the were not tax deductible?	hat su	ch contributions or gifts	6b		
7	Organizations that may receive deductible contributions under section $170(c)$.					
а	Did the organization provide goods or services in exchange for any quid pro quo cormore?	ntrıbut	ion of \$75 or	7a	Yes	
ь	If "Yes," did the organization notify the donor of the value of the goods or services p	rovide	ed?	7b	Yes	
С	Did the organization sell, exchange, or otherwise dispose of tangible personal prope		-	_		
_	file Form 8282?	1		7c		N o
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d				
e	Did the organization, during the year, receive any funds, directly or indirectly, to pay	y prem	niums on a personal			
	benefit contract?			7e		Νο
f	Did the organization, during the year, pay premiums, directly or indirectly, on a pers	onal b	enefit contract?	7f		Νο
g	For all contributions of qualified intellectual property, did the organization file Form			7g		
h	For contributions of cars, boats, airplanes, and other vehicles, did the organization f	file a F	orm 1098-C as	76		
8	required?		ction E00(a)(2)	7h		
0	supporting organizations. Did the supporting organization, or a fund maintained by a excess business holdings at any time during the			8		
9	year?					_
a	Did the organization make any taxable distributions under section 4966?			9a		
b	Did the organization make a distribution to a donor, donor advisor, or related person			9b		
10	Section 501(c)(7) organizations. Enter	•				
а	Initiation fees and capital contributions included on Part VIII, line 12	10a	I			
	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club	10b				
-	facilities		l			
11	Section 501(c)(12) organizations Enter		_			
а	Gross income from members or shareholders	11a				
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	11b				
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in	n lieu d	of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b				

Part VI Governance, Management, and Disclosure (Sections A, B, and C request information about policies not required by the Internal Revenue Code.)

Section A	<u>l. Governing</u>	j Body	<u>and Managemen</u>	t

			Yes	No					
	For each "Yes" response to lines 2-7 below, and for a "No" response to lines 8 or 9b below, describe the circumstances, processes, or changes in Schedule O. See instructions.								
1a	Enter the number of voting members of the governing body 1a 19								
ь	Enter the number of voting members that are independent 1b 19								
2	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?	2		Νo					
3	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? .								
4	Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?								
5	Did the organization become aware during the year of a material diversion of the organization's assets?								
6	Does the organization have members or stockholders?								
7a	Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?								
ь	Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	7b		No					
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following								
а	the governing body?	8a	Yes						
b	each committee with authority to act on behalf of the governing body?	8b	Yes						
9a	Does the organization have local chapters, branches, or affiliates?	9a		Νo					
b	b If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?								
10	Was a copy of the Form 990 provided to the organization's governing body before it was filed? All organizations must describe in Schedule O the process, if any, the organization uses to review the Form 990	10	Yes						
11	, , ,,								

Section B. Policies

			Yes	No
12a	Does the organization have a written conflict of interest policy? If "No", go to line 13 \cdot .	12a	Yes	
b	Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	Yes	
c	Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	12c	Yes	
13	Does the organization have a written whistleblower policy?	13	Yes	
14	Does the organization have a written document retention and destruction policy?	14	Yes	
15	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			
а	The organization's CEO, Executive Director, or top management official?	15a	Yes	
b	Other officers or key employees of the organization?	15b	Yes	
	Describe the process in Schedule O			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		No
b	If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable Federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

- 17 List the States with which a copy of this Form 990 is required to be filed DC
- 19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public See Additional Data Table
- 20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization

Meseret Degefu 301 Rhode Island Avenue NW Washington, DC 20001 (202) 238-4600

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

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

1a Complete this table for all persons required to be listed. Use Schedule J-2 if additional space is needed

Check this box if the organization did not compensate any officer, director, trustee or key employee

- * List all of the organization's **current** officers, directors, trustees (whether individuals or organizations) and key employees regardless of amount of compensation, and current key employees. Enter -0- in columns (D), (E), and (F) if no compensation was paid
- * 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, or 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

The check this box in the organization and i		Posit	(C) chec	:k al				(5)	(F)
(A) Name and Title	(B) Average hours per week	Individual Trustee or Chrector	Institutional Trustee	Officei	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	(E) Reportable compensation from related organizations (W- 2/1099- MISC)	Estimated amount of other compensation from the organization and related organizations
							_			

Part VII Continued

	(B) Average hours per week		(i ition that a			all			(E)	(F)
(A) Name and Title		Individual Trustee or Director	Institutional Trustee	Officei	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	Reportable compensation from related organizations (W- 2/1099- MISC)	Estimated amount of other compensation from the organization and related organizations
							\vdash			
dl. Takal							<u> </u>	597,399	 	32,774
2 Total number of individuals (including			•	• •	•					7

2 Total number of individuals (including those in 1a) who received more than \$100,000 in reportable compensation from the organization ►5

			Yes	No_
3	Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3		Νο
4	For any individual listed online 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	Yes	
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? <i>If</i> " <i>Yes," complete Schedule J for such person</i>	5		No

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

(A) Name and business address	(B) Description of services	(C) Compensation
Good Food Company 1523 N Danville Street Arlington, VA 22201	Catering	462,279
J & E Associates 8757 Georgia Avenue Suite 400 Silver Spring, MD 20910	Nursing Services	317,422
Edwin Chapman 1647 Benning Road NE Unit 200 Washington, DC 20002	Medical Services	231,314
Anthony Cannady 2704 Advent Court South Bowie, MD 20716	Janitorial Service	119,343
B & B Security Consultants 1212 Good Hope Road SE Washington, DC 20020	Security	109,804
Total number of independent contractors (including those in 1) who re from the organization	·	6

				(A) Total Revenue	(B) Related or Exempt Function Revenue	(C) Unrelated Business Revenue	(D) Revenue Excluded from Tax under IRC 512, 513, or 514
	1a	Federated campaigns 1a			.xc+cnuc		212, 313, 0, 314
nts ots	ь	Membership dues					
Contributions, gifts, grants and other similar amounts	c	1b Fundraising events	27,068				
ifts, Iran	d	1c Related organizations1d	·				
r, g mia	e	Government grants (contributions) 1e	41,187,598				
ions sir	f	All other contributions, gifts, grants, and	49,327				
but	•	similar amounts not included above					
ntri d o	g	Noncash contributions included in					
လူမှ	h	lines 1a-1f \$ Total (Add lines 1a-1f)		41,263,993			
		Total (Add lines 1a-11)	<u></u> ►				
<u> 9</u>	2a	Daycare fees	Business Code	110 620	110 620		
wen	b	Other program service	624,410 900,099	118,620 13,215	118,620 13,215		
쿒	c	- s.c. FSieni seities	300,039	13,215	13,215		
мсе	d						
Ş.	e						
ram	f	All other program service revenue					
Program Service Revenue	g	Total. Add lines 2a-2f					
		> \$ 131,835					
	3	Investment income (including divionable other similar amounts)		5,067			5,067
		Income from investment of tax-exempt be	▶	-,			,
	4		ona proceeds				
	5	Royalties					
	6a	(1) Real Gross Rents 99,890	(II) Personal				
	b	Less rental					
	c	expenses Rental income 99,890					
	d	or (loss) Net rental income or (loss)		99,890			99,890
	<u> </u>		(II) O ther	, -			<u>, , , , , , , , , , , , , , , , , , , </u>
	7a	(i) Securities Gross amount	(ii) O ther				
		from sales of assets other					
	b	than inventory Less cost or					
		other basis and sales expenses					
	С	Gain or (loss)					
	d	Net gain or (loss)	.				
	8a	Gross income from fundraising events (not including					
άs		\$54,260					
ř		of contributions reported on line 1c) See Part IV, line 18					
eve		Attach Schedule G ıf total exceeds					
<u>ہ</u> ھ	h	\$15,000	27,068				
Other Revenue	b c	Less direct expensesb Net income or (loss) from fundrais					
٥	9a	Gross income from gaming	· •				
		activities See part IV, line 19					
		Complete Schedule G If total exceeds \$15,000					
	_	a					
	Ь	Less direct expensesb	activities				
	С	Net income or (loss) from gaming a	activities F				
	10a	Gross sales of inventory, less returns and allowances					
		a					
	b	Less cost of goods sold b					
	С	Net income or (loss) from sales of					
	11a	Miscellaneous Revenue	Business Code 900,099	18,863	18,863		
	11a b	Miscellaneous Income	300,033	10,003	10,003		
	C						
		A II akka :					
	d e	All other revenue Total. Add lines 11a-11d					
			\$ 18,863				
	12	Total Revenue. Add lines 1h, 2g, 38c,	, 4, 5, 6d, 7d,	41,519,648	150,698	0	104,957
		9c, 10c, and 11e	. ▶				
							Form 990 (2008)

Page **9**

Part IX Statement of Functional Expenses

A	Section 501(c)(3) and 501(c)(4) orga Il other organizations must complete column (A) but are not re).
Do r	ot 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 governments and organizations in the U S See Part IV, line 21				
2	Grants and other assistance to individuals in the U S See Part IV, line 22	30,310	30,310		
3	Grants and other assistance to governments, organizations and individuals outside the U S See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	294,840		294,840	
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	15,047,943	12,174,320		
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)	721,055	586,075	134,980	
9	Other employee benefits	2,331,388	1,855,318	476,070	
10	Payroll taxes				
11	Fees for services (non-employees)				
а	Management				
ь	Legal				
c	Accounting				
d	Lobbying				
e	Professional fundraising See Part IV, line 17				
f	Investment management fees				
g	Other				
12	Advertising and promotion				
13	Office expenses				
14	Information technology				
15	Royalties				
16	Occupancy	2,574,412	2,308,662	265,750	
17	Travel	463,949	431,587	32,362	
18	Payments of travel or entertainment expenses for any Federal, state or local public officials				
19	Conferences, conventions and meetings				
20	Interest	611,025	587,034	23,991	
21	Payments to affiliates				
22	Depreciation, depletion, and amortization				
23	Insurance				
24	Other expenses—Itemize expenses not covered above (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below)				
а	DELEGATE AGENCIES EXPEN	9,384,352	9,384,352		
b	PURCHASE OF SERVICES	6,614,761	6,343,754	271,007	
c	CLIENT RELATED COSTS	983,837	983,837	·	
d	BAD DEBT	971,138	632,554	338,584	
e	Supplies and Constructi	946,101	854,431	91,670	
_	All other expenses	969,041	5,108,778	-4,139,737	
25	Total functional expenses. Add lines 1 through 24f	41,944,152	41,281,012	663,140	
26	Joint Costs. Check I if following SOP 98-2 Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation	12,777,132	11,201,012	333,IT0	

Part X	Balance	Shoot

					(A) Beginning of year		(B) End of year
	1	Cash—non-interest-bearing			1,107,475		3,483,662
	2	Savings and temporary cash investments			86,117	2	88,939
	3	Pledges and grants receivable, net		7,063,116	3	7,072,357	
	4	Accounts receivable, net				4	
	5	Receivables from current and former officers, directors, trustees other related parties Complete Part II of Schedule L		5			
	6	Receivables from other disqualified persons (as defined under sepersons described in section 4958(c)(3)(B) Complete Part II of	4958(f)(1)) and		6		
	7	Notes and loans receivable, net				7	
	8	Inventories for sale or use				8	
2	9	Prepaid expenses and deferred charges			211,172	9	265,802
ssets	10a						
8		Land, buildings, and equipment cost basis	10a	18,174,716			
	b	Less accumulated depreciation <i>Complete Part VI of Schedule D</i>	10b	4,896,067	13,827,007	10c	13,278,649
	11	Investments—publicly traded securities				11	
	12	Investments—other securities See Part IV, line 11 Complete Passachedule D	art VII	of		12	
	13	Investments—program-related See Part IV, line 11 $\it Complete Part Second Part$	art VII	I		13	
	14	Intangible assets		14			
	15	Other assets See Part IV, line 11 Complete Part IX of Schedule D	342,371	15	460,091		
	16	Total assets. Add lines 1 through 15 (must equal line 34)			22,637,258	16	24,649,500
	17	Accounts payable and accrued expenses .	3,735,055	17	4,266,006		
	18	Grants payable			18		
	19	Deferred revenue			1,823,488	19	1,177,411
	20	Tax-exempt bond liabilities			10,801,012	20	10,540,720
<u>, 6</u>	21	Escrow account liability Complete Part IV of Schedule D				21	
Liabilities	22	Payable to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified					
ä		persons Complete Part II of Schedule L				22	
	23	Secured mortgages and notes payable to unrelated third parties				23	
	24	Unsecured notes and loans payable				24	
	25	Other liabilities			2,923,787	25	5,669,293
	26	Total liabilities. Add lines 17 through 25		19,283,342	26	21,653,430	
S D O		Organizations that follow SFAS 117, check here ► ↓ and comp through 29, and lines 33 and 34.	lete li	nes 27			
Balance	27	Unrestricted net assets			1,364,095	27	972,985
<u> </u>	28	Temporarily restricted net assets			1,989,821	28	2,023,085
됻	29	Permanently restricted net assets			29		
or Fund		Organizations that do not follow SFAS 117, check here ► an lines 30 through 34.	plete				
	30	Capital stock or trust principal, or current funds			30		
Assets	31	Paid-in or capital surplus, or land, building or equipment fund			31		
	32	Retained earnings, endowment, accumulated income, or other fu			32		
Ŋĕţ	33	Total net assets or fund balances			3,353,916	33	2,996,070
_	34	Total liabilities and net assets/fund balances			22,637,258	34	24,649,500
Pa	rt XI	Financial Statements and Reporting					

ParitXI	Financial	Statements	and Reporting

			Yes	No
1	Accounting method used to prepare the Form 990			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		Νo
b	Were the organization's financial statements audited by an independent accountant?	2b	Yes	
c	If "Yes" to lines 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?	2c	Yes	
3а	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?	3a	Yes	
b	If "Yes," did the organization undergo the required audit or audits?	3b	Yes	

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OMB No 1545-0047

Public Charity Status and Public Support

SCHEDULE A (Form 990 or 990EZ)

Department of the Treasury Internal Revenue Service

To be completed by all section 501(c)(3) organizations and section 4947(a)(1)nonexempt charitable trusts. Attach to Form 990 or Form 990-EZ. See separate instructions.

Open to Public Inspection

		h e organizat i Ing Organizatior						Em	ployer ide	nt if icat io	n numbei	•
Officed	riaiiiii	ing Organization	!					52	-0788983	7		
Pa	rt I	Reason	for Public C	harity Status (to be co	mpleted	by all or	ganizatio					
				ation because it is (Please						,		
1	Г	A church, c	onvention of ch	nurches, or association of ch	nurches de	scribed in	Section 1	l70(b)(1)((A)(i).			
2		•		t ion 170(b)(1)(A)(ii). (Attac								
3				e hospital service organizati		•	tion 170(b)(1)(A)(i	ii). (Attac	h Schedul	e H)	
4	į.	-	·	zation operated in conjuncti			-		• •			
•			name, city, and	•					_, _(_,(_,	(/(/-		
5	Г	An organiza	atıon operated f	or the benefit of a college or	universit	y owned o	r operated	by a gove	ernmental	unıt desc	rıbed ın	
		Section 170	0(b)(1)(A)(iv).	(Complete Part II)								
6	Γ	A federal, s	state, or local g	overnment or governmental	unıt descr	ıbed ın Se	ct ion 170((b)(1)(A)	(v).			
7	굣	An organiza	ation that norm	ally receives a substantial p	art of its s	support fro	m a govei	rnmental u	ınıt or fron	n the gene	ral publi	2
		described i	n Section 170(l	o)(1)(A)(vi) (Complete Par	tII)							
8	Γ	A communi	ıty trust describ	oed in Section 170(b)(1)(A)	(vi) (Com	nplete Par	tII)					
9	Г	An organiza	ation that norm	ally receives (1) more than	331/3% 0	fits supp	ort from co	ntribution	ıs, membe	rship fees	, and gro	SS
		receipts fro	m activities re	ated to its exempt functions	s—subject	to certair	n exceptio	ns, and (2) no more	than 331/	3% of	
		ıts support	from gross inve	estment income and unrelate	ed busines	s taxable	ıncome (l	ess sectio	on 511 tax	x) from bu	sınesses	
		acquired by	y the organizati	on after June 30, 1975 See	Section 5	09(a)(2).	(Complete	e Part III)			
10	Г	An organiza	ation organized	and operated exclusively to	test for p	ublic safe	ty See Se	ct ion 509((a)(4). (Se	ee instruc	tions)	
11	Г			and operated exclusively fo								ses of
	·	one or more	e publicly suppo	orted organizations describe	d in section	on 509(a)	(1) or sec	tıon 509 (a	a)(2) See	Section 5	09(a)(3)	.Check
		_		type of supporting organiza		•		_	_			_
	_	•	ype I b				nally Integ		d		III - Ot	
e	ı	•	-	rtify that the organization is agers and other than one or			•			•	•	
		section 50		agers and other than one or	illore publ	iiciy suppi	orteu orga	ilizations i	Jeschbeu	III Section	1 3 0 9 (a)(1)01
f				d a written determination fro	m the IRS	that it is	a Type I,	Type II o	r Type III	supportir	ng organi:	zation,
		check this										Г
g				as the organization accepted	d any gift	or contrib	ution from	any of the	!			
		following pe		r indirectly controls, either a	alone or to	aether wi	th persons	describe	d in (ii)		Yes	No
			•	ng body of the the supported		_	p		\	11g		
		• •	, -	erson described in (i) above	-					11g(
			•	ty of a person described in (hove?				11g(
h				nation about the organizatio			sunnorts			[9(,	
		1101140 :::	, tollowing illion	nation about the organization	110 1110 019	, a La c. o	о прротто					
	(i) N:	ame of	(ii) EIN	(iii) Type of organization	(iv) I	s the	(v) Did v	ou notify	(vi) T	s the	(vii) Ar	nount of
		oorted	(,	(described on lines 1-9	I	ation in		nızatıon		ation in	supp	
	0 rgar	nızatıon		above or IRC section		lısted ın) of your		rganızed		
				(See Instructions))		verning	supp	ort?	in the	US?		
						ment?	V	Ne	V	N-	-	
					Yes	No	Yes	No	Yes	No	-	
			İ	i	ı	I	1	I	I	I	I	

Total

Part II Support Schedule for Organizations Described in IRC 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.)

	(Complete only if you chec	ked the box o	11 IIIIe 5, 7, or	0 01 Part 1.)				
	ublic Support							
	endar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e)	2008	(f) Total
1	Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	35,336,754	37,300,030	38,167,201	40,038,695		41,263,993	192,106,673
2	Tax revenues levied for the organization's benefit and either paid to or expended on							
	ıts behalf							
3	The value of services or facilities furnished by a governmental unit to the organization without charge							
4	Total. Add line 1-3	35,336,754	37,300,030	38,167,201	40,038,695		41,263,993	192,106,673
5	The portion of total contribution by each							<u>-</u>
	person (other than a government unit or publicly supported organization) included on line 1 that exceed 2% of the amount shown on line 11, column (f)							
6	Public Support subtract line 5 from line 4							192,106,673
Т	otal Support			I				
	endar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e)	2008	(f) Total
7	A mounts from line 4	35,336,754	10,427	38,167,201	40,038,695		11,263,993	192,106,673
8	Gross income from interest, dividends,	, ,						<u> </u>
	payments received on securities loans, rents, royalties and income from similar sources	26,890	10,427	8,763	51,073		104,957	202,110
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)	262,136	198,268	164,207	135,581		18,863	779,055
11	Total Support (Add lines 7 through 10)							193,087,838
12	Gross receipts from related activities, etc	(See instruction	s)			12		1,075,933
13 C	First Five Years. If the Form 990 is for the organization, check this box and stop here omputation of Public Support Perc		st, second, third	l, fourth, or fifth	tax year as a 5	01(c)(▶
14	Public Support Percentage for 2008 (line 6		ed by line 11 co	lumn (f))		14		99.490 %
15	Public Support Percentage for 2007 Sched		•	.,,		15		99.390 %
	33 1/3% Test - 2008. If the organization did and stop here. The organization qualifies as 33 1/3% Test - 2007. If the organization did	a publicly supp	orted organizati	on	·			▶ ✓
17a	box and stop here. The organization qualifier 10% Facts and Circumstances Test - 2008. more, and if the organization meets the "facts and the organization meets the "facts are the state of the state o	If the organization is the contraction of the contr	on did not check ances" test, che	a box on line 1: eck this box and	stop here. Exp	laın ın	Part IV ho	w the
b	organization meets the "facts and circumst 10% Facts and Circumstances Test - 2007. more, and if the organization meets the "fac	If the organization is the contraction of the contr	on did not check ances" test, che	a box on line 1. eck this box and	3, 16a, 16b, or stop here. Exp	17a ar Iain in	nd line 15 Part IV ho	
18	the organization meets the "facts and circu Private Foundation. If the organization did							►□

Pa	Support Schedule for On (Complete only if you ched				(2)		
	ction A. Public Support		_	,			
Cale	ndar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1	Gifts, grants, contributions, and						
	membership fees received (Do not						
2	include any "unusual grants ") Gross receipts from admissions,						
2	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 1-5						
7a	A mounts included on lines 1, 2, and 3						
	received from disqualified persons Amounts included on lines 2 and 3						
D	received from other than disqualified						
	persons that exceed the greater of 1% of						
	the total of lines 9, 10c, 11, and 12 for						
	the year or \$5,000						
С	Total of lines 7a and 7b						
8	Public Support (Substract line 7c from						
_	line 6)						
То	tal Support						
Cale	ndar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
9	A mounts 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 30 June, 1975		+				
С	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 lines 9, 10c, 11 and						
	12)						
14	First Five Years If the Form 990 is for the	organızatıon's fı	rst, second, thir	d, fourth, or fifth	ntax year as a 5	01(c)(3) organı	zation,
	check this box and stop here						▶ □
	monutation of Dublic Compant Days						
15	mputation of Public Support Perc Public Support Percentage for 2008 (line		dod by line 12 o	olumn (fl)		T 4= T	
			•	.orumin (1))		15	
16	Public Support Percentage for 2007 Sche	dule A , Part IV -	A, line 27g			16	
		D					
Co	mputation of Investment Income Investment Income Percentage for 2008 (ne 13 column /f	<u> </u>	17	
				-	"	17	
ΤQ	Investment Income Percentage from 2007	ocnequie A , Pa	TLIV-A, IINE 2/	H		18	

19a 33 1/3% Tests - 2008. 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 **33 1/3% Tests - 2007.** 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

Private Foundation If the organization did not check a box on line 14, 19a or 19b, check this box and see instructions

Schedule A (Form 990 or 990-EZ) 2008

▶□

Part IV	Supplemental Information. Complete this part to provide the information required by Part II, line 10; Part II, line 17a or 17b, or Part III, line 12. Provide and any other additional information. (see instructions)
	Facts and Circumstances Test

Schedule A (Form 990 or 990-EZ) 2008

OMB No 1545-0047

Open to Public Inspection

SCHEDULE D

(Form 990)

Department of the Treasury Internal Revenue Service

► Attach to Form 990. To be completed by organizations that answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.

Supplemental Financial Statements

Employer identification number Name of the organization United Planning Organization 52-0788987 Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6. (a) Donor advised funds (b) Funds and other accounts Total number at end of year Aggregate Contributions to (during year) 3 Aggregate Grants from (during year) Aggregate value at end of year Did the organization inform all donors and donor advisors in writing that the assets held in donor advised □ No funds are the organization's property, subject to the organization's exclusive legal control? Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor or other impermissible private benefit? Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7 Purpose(s) of conservation easements held by the organization (check all that apply) Preservation of land for public use (e.g., recreation or pleasure) Preservation of an historically importantly land area Preservation of certified historic structure Protection of natural habitat Preservation of open space Complete lines 2a-2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year Held at the End of the Year 2a Total number of conservation easements h 2b Total acreage restricted by conservation easements 2c c Number of conservation easements on a certified historic structure included in (a) 2d d Number of conservation easements included in (c) acquired after 8/17/06 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during 3 the taxable year 🕨 Number of states where property subject to conservation easement is located Does the organization have a written policy regarding the periodic monitoring, inspection, violations, and enforcement of the conservation easements it holds? Staff or volunteer hours devoted to monitoring, inspecting and enforcing easements during the year 🕨 7 A mount of expenses incurred in monitoring, inspecting, and enforcing easements during the year 🕨 \$ Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(ı) and 170(h)(4)(B)(ıı)? In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

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

- If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items
- If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items
 - (i) Revenues included in Form 990, Part VIII, line 1

For Paperwork Reduction Act Notice, see the Intructions for Form 990

(ii) Assets included in Form 990, Part X

► \$

If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items

Revenues included in Form 990, Part VIII, line 1

Assets included in Form 990, Part X

Cat No 52283D

Schedule D (Form 990) 2008

Part	Organizations Maintaining Coll	ections of Art, His	tori	<u>cal Treası</u>	ires, or Othe	<u>r Similar Ass</u>	sets (d	:ontɪnued)
3	Using the organization's accession and other ritems (check all that apply)	ecords, check any of th	ie fol	lowing that ar	e a significant u	se of its collecti	on	
а	Public exhibition	d	Γ	Loan or exc	hange programs			
b	Scholarly research	e	Γ	Other				
С	Preservation for future generations							
4	Provide a description of the organization's coll Part XIV	ections and explain hov	v the	y further the o	organization's ex	cempt purpose ir	ı	
5	During the year, did the organization solicit or assets to be sold to raise funds rather than to						Yes	┌ No
Par	Trust, Escrow and Custodial Air Part IV, line 9, or reported an amo				anızatıon answ	ered "Yes" to	Form 9) 90,
1a	Is the organization an agent, trustee, custodia included on Form 990, Part X?	n or other intermediary	for c	ontributions	or other assets		Yes	√ No
b	If "Yes," explain why in Part XIV and complete	the following table						
						A me	ount	
С	Beginning balance				1c			0
d	Additions during the year				1d			0
е	Distributions during the year				1e			0
f	Ending balance				1f			
2a	Did the organization include an amount on Form	m 990, Part X, line 21?				Γ	Yes	✓ No
b	If "Yes," explain the arrangement in Part XIV							
Pai	t V Endowment Funds. Complete if	the organization ans	wer	ed "Yes" to				
		(a)Current Year (b	Prior	Year (c)Tw	o Years Back (d)	Three Years Back	(e) Four `	<u> ears Back</u>
1a	Beginning of year balance							
b	Contributions							
c	Investment earnings or losses							
d	Grants or scholarships							
e	Other expenditures for facilities and programs							
f	Administrative expenses							
g	End of year balance							
2	Provide the estimated percentage of the year	end balance held as						
а	Board designated or quasi-endowment 🕨							
b	Permanent endowment							
c	Term endowment ▶							
3a	Are there endowment funds not in the possess	ion of the organization	thata	are held and a	administered for	the		
	organization by					<u> </u>	Yes	No
	(i) unrelated organizations		•			3a(i		
	(ii) related organizations					3a(ii	i)	
	If "Yes" to 3a(II), are the related organizations	•				3b		
4	Describe in Part XIV the intended uses of the				- 1 1/ 1 10			
Par	t VI Investments—Land, Buildings,	and Equipment. S			•	I		
	Description of investment			Cost or other s (investment)	(b)Cost or other basis (other)	(c) Depreciation	(d) B	ook value
1a	and				1,578,661	.		1,578,661
b I	Buildings				15,009,663	3,821,850		11,187,813
c I	easehold improvements				426,158	426,158		0
d I	Equipment				793,456	587,844		205,612
е (Other	<u> </u>			366,778	60,215		306,563
Tota	l. Add lines 1a-1e <i>(Column (d) should equal Forn</i>	n 990, Part X, column (B,	, line	10(c).)				13,278,649
						Schedule D	(Form	990) 2008

Part VII Investments—Other Securities. See	Form 990, Part X, line 1.		
(a) Description of security or cateory (including name of security)	(b)Book value		l of valuation year market value
inancial derivatives and other financial products			
losely-held equity interests			
ther			
otal. (Column (b) should equal Form 990, Part X, col (B) line 12)			
	a Farras 000 Part V June	4.2	
art VIII Investments—Program Related. Se			d of valuation
(a) Description of investment type	(b) Book value		year market value
otal. (Column (b) should equal Form 990, Part X, col (B) line 13)	- 45		
Part IX Other Assets. See Form 990, Part X, II (a) Descri			(b) Book value
(a) Descri	ption		(b) Dook value
otal. (Column (b) should equal Form 990, Part X, col.(B) line .	15.)		
Part X Other Liabilities. See Form 990, Part X			
(a) Description of Liability	(b) A mount		
ederal Income Taxes			
CCRUED DELEGATE AGENCY EXPENSES	4,457,516		
INE OF CREDIT	434,341		
CCRUED ANNUAL LEAVE	683,389		
THER LIABILITIES	94,047		
Total. (Column (b) should equal Form 990, Part X, col (B) line 25) 🖡	5,669,293		

1	l otal revenue (Form 990, Part VIII, column (A), line 12)	1	41,519,646
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	41,944,152
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	-424,504
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV)	8	66,658
9	Total adjustments (net) Add lines 4 - 8	9	66,658
10	Excess or (deficit) for the year per financial statements Combine lines 3 and 9	10	-357,846
Part	Reconciliation of Revenue per Audited Financial Statements With Revenue	er Retur	n
1	Total revenue, gains, and other support per audited financial statements	1	41,573,908
2	A mounts included on line 1 but not on Form 990, Part VIII, line 12		
а	Net unrealized gains on investments		
b	Donated services and use of facilities		
c	Recoveries of prior year grants		
d	Other (Describe in Part XIV)		
e	Add lines 2a through 2d	2e	54,260
3	Subtract line 2e from line 1	3	41,519,648
4	A mounts included on Form 990, Part VIII, line 12, but not on line 1		
а	Investment expenses not included on Form 990, Part VIII, line 7b . 4a		
Ь	Other (Describe in Part XIV)		
С	Add lines 4a and 4b	4c	(
5	Total Revenue Add lines 3 and 4c. (This should equal Form 990, Part I, line 12)	5	41,519,648
	Reconciliation of Expenses per Audited Financial Statements With Expenses		
1	Total expenses and losses per audited financial statements	1	41,998,412
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities		
Ь	Prior year adjustments		
с	Losses reported on Form 990, Part IX, line 25		
d	Other (Describe in Part XIV)		F.4.264
e	Add lines 2a through 2d	2e	54,260
3	Subtract line 2e from line 1	3	41,944,152
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		
Ь	Other (Describe in Part XIV)		
C	Add lines 4a and 4b	4c	(
5	Total expenses Add lines 3 and 4c. (This should equal Form 990, Part I, line 18)	5	41,944,152

Part XI Reconciliation of Change in Net Assets from Form 990 to Financial Statements

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part XIV, lines 1b and 2b, Part V, line 4, Part X, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b

Ident if ier	Return Reference	Explanation
Part XI, Line 8 - Other Adjustments		Capitalization of Program Expenses 66658
Part XII, Line 2d - Other Adjustments		special events expenses 54260
Part XIII, Line 2d - Other Adjustments		Special Events Expenses 54260

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DLN: 93493134041800

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

(Form 990 or 990-EZ)

SCHEDULE G

Attach to Form 990 or Form 990-EZ. Must be completed by organizations that answer "Yes" to Form 990, Part IV, lines 17, 18, or 19, and by organizations that enter more than \$15,000 on Form 990-EZ, line 6a.

Supplemental Information Regarding

Fundraising or Gaming Activities

Open to Public

ornar rievenae e ervice						Inspection
ame of the organization					Employer iden	tification number
nited Planning Organization						
					52-0788987	
art I Fundraising Act	tivities. Complet	e if the oi	rganızat	ion answered "Yes" t	to Form 990, Part IV	, line 17.
Indicate whether the organ	nization raised funds	through ar	ny of the	following activities Che	ck all that apply	
a Mail solicitations				e Solicitation of r	on-government grants	
b Email solicitations				·	jovernment grants	
c Phone solicitations				g Special fundrais	•	
d					J	
Did the organization have a or key employees listed in	_		•	` _	•	Г _{Yes} Г
f "Yes," list the ten highes to be compensated at leas						ndraiser is
		(iii) fundrais			(v) A mount paid to	
(i) Name of individual	(ii) A ctivity	custody or		(iv) Gross receipts from activity	(or retained by) fundraiser listed in col (i)	(vi) A mount paid to
or entity (fundraiser)						(or retained by) organization
						organization
		Yes	No			
otal						

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

Par	t II	Fundraising Events. Com more than \$15,000 on Form					repor	ted	
			(a) Event #1 MLK Jr. Breakfast (event type)	(b) Event #2	(c) O ther Events (total number)	(Add co	otal Eve I (a) th ol (c))		
φ	1		81,328		(total number)		8	1,328	
Reveilue	2	Gross receipts Less Charitable contributions	27,068	:			2	7,068	
~	3	Gross revenue (line 1 minus line 2)	54,260				5	4,260	
	4	Cash Prizes							
Expenses	5	Non-cash Prizes							
ped	6	Rent/Facility costs							
т Т	7	Other direct expenses	54,260)			5	4,260	
Direct	8	Direct expense summary Add lin	es 4 through 7 ın column	(d)	🛌		5	4,260	
	9	Net income summary Combine li	nes 3 and 8 ın column (d))				0	
Par	311	Gaming. Complete if the or \$15,000 on Form 990-EZ, lir		"Yes" to Form 990, Pa	art IV, line 19, or repo	orted mo	re thar	n	
Reveitue			(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) O ther gaming	(d) Tota col (a) t	al gamıng hrough co		
H	1	Gross revenue							
es	2	Cash prizes							
Expenses	3	Non-cash prizes							
ថ្ម	4	Rent/facility costs							
Direct	5	Other direct expenses							
	6	Volunteer labor	┌ Yes	┌ Yes	┌ Yes%				
	7	Direct expense summary Add line	s 2 through 5 in column (d)					
	8	Net gaming income summary Com	ibine lines 1 and 7 in colu	ımn (d)	🛌				
9	Ente	er the state(s) in which the organiza	ation operates gaming act	tivities			Yes	No	
а		he organization licensed to operate				· 9a			
b	If"N	No," Explain							
10a	10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?								
Ь		e any of the organization 3 gaining (ilcelises revokeu, suspeli	ded of terminated during	g tile tax year.	10a			
44				va 2					
11 12		s the organization operate gaming a he organization a grantor, beneficia				11	1	<u> </u>	
		ned to administer charitable gaming				.			

			
13	Indicate the percentage of gaming activity operated in		
а	The organization's facility		
b	An outside facility		
14	Provide 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 contract with a third party from whom the organization receives gaming revenue?	15a	
Ь	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		
	Name •		
	Address 🟲		
16	Gaming manager information		
	Name 🟲		
	Gaming manager compensation 🕨 \$		
	Description of services provided 🟲		
	Director/officer Employee Independent contractor		
17	Mandatory distributions		
а	Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?	17a	
b	Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year 📂 💲		

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Grants and Other Assistance to Organizations, Governments and Individuals in the U.S.

OMB No 1545-0047

2008

DLN: 93493134041800

Department of the Treasury Internal Revenue Service

Schedule I

(Form 990)

Complete if the organization answered "Yes," on Form 990, Part IV, lines 21 or 22. Attach to Form 990.

Open to Public **Inspection**

Name of the organization						Employer identi	iication number
United Planning Organization						52-0788987	
Part I General Inform	nation on Gra	nts and Assistance	e			'	
Form 990, Part IV Part IV and Sche	to award the granganization's processer Assistance V, line 21 for and dule I-1 if additionally	nts or assistance? edures for monitoring the to Governments ny recipient that receptional space is	e use of grant funds in t	he United States in the United State		organization answere than \$5,	d "Yes" on
needed						. ▶ □	
1(a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) A mount of cash grant	(e) A mount of non- cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
2 Enter total number of sect	ıon 501(c)(3) and	l government	1	ı	I	ı	ı
organizations					•		•

Part III Grants and Other Assistance to Individuals in the United States. Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Use Schedule I-1 (Form 990) if additional space is needed.

(a)Type of grant or assistance	(b) Number of recipients	(c)A mount of cash grant	(d)A mount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f)Description of non-cash assistance
Educational Assistance	5	23,953	6,357	FMV	Computers and Books for Grant Recipients

Part IV Supplemental Information. Complete this part to provide the information required in Part I, line 2, and any other additional information.

Ident if ier	Return Reference	Explanation
Procedure for Monitoring Grants in the U S		Schedule I, Part I, Line 2 UPO Compiles with OMB A-110 (2 CFR 215), Uniform Administrative Requirement for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations and, OMB A-122 (2 CFR 230), Costs Principle for Non-Profit Organizations

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As Filed Data -

DLN: 93493134041800

OMB No 1545-0047

OMB No 154

Employer identification number

Schedule J (Form 990)

Department of the Treasury

ın Part III

Name of the organization

Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

► Attach to Form 990. To be completed by organizations that answered "Yes" to Form 990, Part IV, line 23.

2008

Open to Public Inspection

Unit	ited Planning Organization				
		52-0788987			
Pa	art I Questions Regarding Compensation				
				Yes	Νo
1a	Check the appropriate box(es) if the organization provided any of the following to or for a pers 990, Part VII, Section A, line 1a Complete Part III to provide any relevant information reg				
	First class or charter travel				
	Travel for companions Payments for business use of p				
	Tax idemnification and gross-up payments Health or social club dues or in	iitiation fees			
	Discretionary spending account Personal services (e.g., maid, c	chauffeur, chef)			
b	If line 1a is checked, did the organization follow a written policy regarding payment or reimb provision of all the expenses described above? If "No," complete Part III to explain	ursement or	1b		No
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurre officers, directors, trustees, and the CEO/Executive Director, regarding the items checked	•	2		No
3	Indicate which, if any, of the following the organization uses to establish the compensation organization's CEO/Executive Director Check all that apply	of the			
	Compensation committee				
	☐ Independent compensation consultant ☐ Compensation survey or study ☐ Form 990 of other organizations ☐ Approval by the board or comp				
	Point 990 of other organizations proprior at by the board of comp.	ensation committee			
4	During the year, did any person listed in Form 990, Part VII, Section A, line 1a				
а	Receive a severance payment or change of control payment?		4a		No
b	Participate in, or receive payment from, a supplemental nonqualified retirement plan?		4b		Νo
С	Participate in, or receive payment from, an equity-based compensation arrangement?		4c		Νo
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each it	em ın Part III			
	501(c)(3) and 501(c)(4) organizations only must complete lines 5-8.				
5	For persons listed in form 990, Part VII, Section A, line 1a, did the organization pay or accreompensation contingent on the revenues of	ue any			
а	The organization?		5a		Νo
Ь	Any related organization?		5b		Νo
	If "Yes," to line 5a or 5b, describe in Part III				
6	For persons listed in form 990, Part VII, Section A, line 1a, did the organization pay or accreompensation contingent on the net earnings of	ue any			
а	The organization?		6a		Νo
b	Any related organization?		6b		Νo
	If "Yes," to line 6a or 6b, describe in Part III				
7	For persons listed in form 990, Part VII, Section A, line 1a, did the organization provide any payments not described in lines 5 and 6? If "Yes," describe in Part III	/ non-fixed	7		No
8	Were any amounts reported in Form 990, Part VII, paid or accured pursuant to a contract th	nat was			

subject to the initial contract exception described in Regs section 53 4958-4(a)(3)? If "Yes," describe

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use Schedule J-1 if additional space needed.

For each individual whose compensation must be reported in 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 are not listed on Form 990, Part VII

Note. The sum of columns (B)(I)-(III) must equal the applicable column (D) or column (E) amounts on Form 990, Part VII, line 1a

(A) Name		(B) Breakdown of	W-2 and/or 1099-MI	SC compensation	(C) Deferred	(D) Nontaxable	(E) Total of columns	(F) Compensation
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other compensation	compensation	benefits	(B)(ı)-(D)	reported in prior Form 990 or Form 990-EZ
DANA M JONES	(ı) (ıı)	138,134		24,000	8,891		171,025	129,615
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Complete this part to provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 4c, 5a, 5b, 6a, 6b, 7, and 8 Also complete this part for any additional information

Ident if ier	Return Explanation	
	Part I, Line 1a	Housing allowance provided per employment contract approved by the board of directors

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Schedule K (Form 990)

Supplemental Information on Tax Exempt Bonds

OMB No 1545-0047

2008

DLN: 93493134041800

Open to Public Inspection

Department of the Treasury Internal Revenue Service To be completed by organizations that answered "Yes" to Form 990, Part IV, line 24a. Provide descriptions, explanations, and any additional information in Schedule O.

Name of the organization
United Planning Organization
52-0788987

Bond Issues (Required for 2008) (h) O n (g) Defeased Behalf of (a) Issuer Name (b) Issuer EIN (c) CUSIP # (d) Date Issued (e) Issue Price (f) Description of Purpose Issuer Yes No Yes No District of Columbia Enterprise Purchase organization's head Zone Bond 53-6001131 09-01-2005 11,500,000 auarters and build two new Х Χ community buildings Part II Proceeds (Optional for 2008) В C D Ε Α Total Proceeds of Issue Gross Proceeds in Reserve Funds 2 Proceeds in Refunding or Defeasance Escrows 3 Other Unspent Proceeds Issuance Costs from Proceeds Working Capital Expenditures from Proceeds Capital Expenditures from Proceeds Year of Substantial Completion No Yes No Yes No Yes No Yes No Yes Were the bonds issued as part of a current refunding issue? Were the bonds issued as part of an advance refunding issue? 10 Has the final allocation of proceeds been made? 11 Does the organization maintain adequate books and records to support the final allocation of proceeds? Private Business Use (Optional for 2008) C E Α D Yes No Yes No Yes No Yes No Yes No Was the organization a partner in a partnership, or a member of an LLC, 1 which owned property financed by tax-exempt bonds? Are there any lease arrangements with respect to the financed property which may result in private business use?

Schedule K (Form 990) 2008						
Part III	Private Bu	siness Use	(Continued)			

			Α		В		C		D		E
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
3a	Are there any management or service contracts with respect to the financed property which may result in private business use?										
3b	Are there any research agreements with respect to the financed property which may result in private business use?										
3с	counsel to review any management or service contracts or research agreements relating to the financed property?										
4	Enter the percentage of financed property used in a private business use by entities other than a 501(c)(3) organization or a state or local government										
5	Enter the percentage of financed property used in a private business use as a result of unrelated trade or business activity carried on by your organization, another 501(c)(3) organization, or a state or local government										
6	Total of lines 4 and 5										
7	Has the organization adopted management practices and procedures to ensure the post-issuance compliance of its tax-exempt bond liabilities?										
Pai	rt IV Arbitrage (Optional for 2008)										
		ı	Α	E	3	(<u>c</u>	ı	<u> </u>	ı	Ε
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
1	Has a Form 8038-T been filed wth respect to the bond issue?										
2	Is the bond issue a variable rate issue?										
3a	Has the organization or the government issuer identified a hedge with respect to the bond issue on its books and records?										
ь	Name of provider										
С	Term of hedge										
4a Were gross proceeds invested in a GIC?											
ь	Name of provider										
С	Term of GIC										
d	Was the regulatory safe harbor for establishing the fair market value of the GIC satisfied?										
5											
	Were any gross proceeds invested beyond an available temporary period?										

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DLN: 93493134041800

SCHEDULE O (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Information to Form 990

OMB No 1545-0047

2008

pen to Public Inspection

Name of the organization United Planning Organization

▶ Attach to Form 990. To be completed by organizations to provide additional information for responses to specific questions for the Form 990 or to provide any additional information.

Employer identification number

52-0788987

ldentifier	Return Reference	Explanation
Form 990, Part III, line 2	New Program Services	GED and Weatherization training

Identifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	Elderly services - provide basic life support transportation services five days a wieck for senior citizens residing in the District of Columbia. Transportation is provided to and from medical appointments and grocery stores. Additionally, the program provides nutritious meals to senior citizens, counseling case managment, nutrition education, wiellness and fitness classes are also offered to seniors. Expenses \$ 1566807 including grants of \$ 0. Revenue \$ 0.

ldentifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	Homeless Program (Shelter Hotline)- The Shelter Hotline program is an integral part of the continuum of care for the homeless in the District of Columbia, rendering year-round transportation, outreach, and information and referral services, under a contract with the Community Partnership for the Prevention of Homelessness. It operates seven days a week, twenty-four hours a day, during hypothermia season from November 1 to March 31, providing transportation to shelters, warm clothing, blankets, sleeping bags, as well as hot drinks, and food items when available, to the homeless to help prevent deaths from freezing. During hyperthermia season from April 1 to October 31, the Hotline provides transportation to shelters and cooling stations, and provides water, cold drinks, and clothing apparel to the homeless in order to prevent dehydration, heat stroke, and the onset of hyperthermia Expenses \$ 1094954. Including grants of \$ 0. Revenue \$ 0.

Identifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	Special Emphasis Programs - The Temporary Assistance for Needy Families program (TANF)- is a comprehensive program that assists individuals who receive public assistance to move toward independence by proving case management, job referrals, work assistance, educational referrals, and other transition tools Passport/In-School -A dropout prevention program providing support to youth ages 14 to 19 and their families. The activity assists in the exploration of future careers and goals with the ultimate mission of preparing youth for post-secondary education Foster Grandparents Program is a volunteer service program for persons 60 years of age and older. Hundreds of program volunteers serve in more than 35 educational settings in the District of Columbia. Volunteers work one-to-one and in small groups with special needs children from birth to 21 years. The Comprehensive Treatment Center (CTC) is an Outpatient Opioid Treatment program that provides medically oriented treatment to opiate dependent persons six days a week. Medically oriented treatment includes assessment and treatment planning, medication management, counseling, mental health therapy, case management, and life skills services. CTC provides medication management services to 750 - 850 patients. Expenses \$ 4565306. Including grants of \$ 0. Revenue \$ 0.

ldentifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	OTHER PROGRAM SERVICES - Weatherization - Implement weatherization activities and provide for the purchase and installation of energy efficiency measures in low income residences and energy audits under the residential conservation assistance services. The DC REACH (Be-Well-Be-Warm) Program is an outreach effort to increase the effectiveness of energy assistance by reaching out to low income families in frail health Expenses \$ 954669, including grants of \$ 0. Revenue \$ 0.

Identifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	PRIVATE AND GENERAL PROGRAM SERVICES - includes activities of the Martin Luther King Jr. Memorial Breakfast and the Electronic Benefit Transfer Program (EBT). UPO sponsors the UPO/Joseph A. Beavers Scholarship program that awards scholarships to deserving District of Columbia high school and G.E.D. graduates. Named for Joseph A. Beavers, the late labor leader and former member of UPO's governing Board, the Scholarship program is made possible with proceeds received from the agency's annual Martin Luther King Jr. Memorial Breakfast that is held in January of every year. The EBT program provides new and replacement EBT cards for all eligible DHS food stamp and TANF recipients. The cards are designed to provide a safe, convenient and easy way for persons who receive cash benefits and food stamps to get cash or pay for purchases at participating stores and make withdraw als from ATMs. Expenses \$ 619541. Including grants of \$ 30310. Revenue \$ 0.

ldentifier	Return Reference	Explanation
Form 990, Part III, line 4d		CSBG Stimulus - Programs funded through Community Services Block Grant to provide assistance to low - income, poverty level residents of the District of Columbia, with an emphasis on employment-related services and activities that create and sustain economic growth in accordance with the American Recovery and Reinvestment Act of 2009 Expenses \$ 2836164 including grants of \$ 0 Revenue \$ 0

ldentifier	Return Reference	Explanation
Form 990, Part III, line 4d	Other Program Services	Headstart Stimulus - Funding awarded by Department of Health and Human Services under the American Recovery and Reinvestment Act of 2009 for Cost of Living adjustment (COLA) to Head Start and Early Head Start employees and for Quality Improvement Expenses \$ 43819 including grants of \$ 0 Revenue \$ 0

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 4		The by-laws were amended to revise the conflict of interest policy and related transaction policy. They were also amended to revise how the Board of Directors composition is determined.

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 10		The form 990 will be reviewed by the Audit & Finance Committee and will be recommended by the Committee for approval by the Executive Committee and the Board of Directors

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section B, line 12c		UPO has a conflict of interest policy UPO's board of directors and officers are required to fill out a conflict of interest form annually. Every employee is provided with an employee handbook, which has the conflict of interest policy in it. Every employee is required to sign an acknowledgment form for the receipt of the handbook.

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section B, line 15		UPO has a compensation comparability scale to determine appropriate salaries. The board approves the hiring of key employees

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section C, line 19		UPO will provide these documents on its wiebsite and upon request

ldentifier	Return Reference	Explanation			
FORM 990, PART XI, QUESTION 2C		There were no changes in the process from prior year			

ldentifier	Return Reference	Explanation
Schedule A, Part IV	Supplemental Information	SCHEDULE A, PART II, SECTION B, LINE 10, OTHER INCOME THE FUNDS WERE USED TO HELP THE UNITED PLANNING ORGANIZATION PROVIDE SUPPORT AND SERVICES FOR DISADVANTAGED PERSONS IN THE DISTRICT OF COLUMBIA



UNITED PLANNING ORGANIZATION

BYLAWS

(Adopted as of December 11, 1973; effective as of January 1, 1974) Amended: 2/10/1976, 9/8/1976, 10/30/1981, 7/15/1982, 9/20/1984, 7/17/1986

(Revised as of 11/20/1986)

Amended: 11/30/1988, 6/23/1994 and 1/26/1995 Amended: 8/30/2004, 1/27/2005, and 1/26/2006

> Amended 6/14/2007 Amended 3/20/2008 Amended 5/21/2009 September 17, 2009

ARTICLE I. - NAME

<u>Section 1.</u> - The name of the organization shall be the United Planning Organization.

ARTICLE II. - PURPOSE AND FUNCTION

Section 1.

The United Planning Organization is the officially designated Community Action Agency for the District of Columbia. Its purpose is to provide leadership, support and advocacy to advance low income and other eligible residents of Washington, D.C., to assist them in achieving self-sufficiency and self-determination, and to enhance generally the quality of life in the local community.

<u>Section 2.</u> - This general purposes and functions of UPO are:

- a. Empower individuals, families and communities to move toward self sufficiency and improve the quality of their lives through, economic development, services for the aged, income management, housing, emergency services, employment, education, health and nutrition.
- b. To collect and analyze data on the incidence and nature of poverty; to identify major issues which require community action; and to set priorities and develop corrective measures.
- c. To analyze existing public, private and civic agencies and services as they concern the issues of poverty and improve coordination and methods for fuller mobilization of all resources for support of community action efforts.
- d. In cooperation with the participating agency network, community, business, governmental agencies, and other human service providers, plan and implement human service programs to assist low income and other eligible residents.
- e. To serve as the administrative agency for the utilization and application of governmental and other funds to support UPO's purposes, while assuring responsible fiscal oversight.

ARTICLE III. - BOARD OF DIRECTORS

Section 1. - Board of Directors

The Board of Directors shall be the governing body of the organization that will manage the business and property of the Corporation consistent with these Bylaws, Certificate of Incorporation and by the requirements of law.

Section 2. - Composition

a. General Provisions

The Board of Directors shall consist of not more than twenty-one (21) members and shall be so constituted that (1) one-third of the total members of the Board are elected public officials or their representatives designated by the Delegate, District of Columbia, U.S. House of Representatives; the Mayor of the District of Columbia; and the Chair of the Council of the District of Columbia; (2) one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and (3) one-third of the members are officials or members of business, law, industry, financial, labor, religious, welfare, education, child welfare and development, or other major groups and interests in the community.

Each member shall be a resident of the District of Columbia and shall not serve in any official capacity with any entity that receives funding from UPO at the time of his (or her) designation, or selection or election and at all times during his (or her) term. The failure of any member to meet the residential qualifications set forth in this provision shall be cause for removal, and the Board shall remove the member in accordance with the procedures set forth in Article III, Section 4, of these Bylaws.

b. Selection Procedures

The number and composition of the Board of Directors fixed by the Certificate of Incorporation or these Bylaws may be modified by the vote of the majority of the members present and voting except that the number of directors shall in no event be reduced to less than twelve, nor shall the composition or maximum number of the Board of Directors be changed in any manner which would be in violation of any law or regulation governing such composition.

(1) Elected Public Officials or their Representatives

The Delegate, District of Columbia, U.S. House of Representatives shall designate one (1) representative; the Mayor of the District of Columbia shall designate four (4) representatives; and the Chair of the Council of the District of Columbia shall designate two (2) representatives.

(2) <u>Representatives of Low-Income Residents</u>

One-third of the members are persons chosen in accordance with democratic selection procedures established by the Board of Directors to assure that they are representatives of low-income residents in the area served. Representatives of low-income residents shall be chosen in accordance with such procedures and criteria as may be established by the Board of Directors. Such procedures must assure that the

representative was democratically selected.

(a) One representative of low-income residents shall be chosen from the designated election service areas within the District of Columbia as designated by the Board of Directors.

Each member of the Board selected to be a representative of low-income residents shall be a resident of the specific designated election service area at the time of his (her) selection as a representative, and at all times during his (her) term. A representative whose income exceeds 125% of the federal income poverty guidelines issued by the U.S. Department of Health and Human Services must reside in an area with a concentration of poverty greater than the District of Columbia average at the time of his (or her) selection as a representative, and at all times during his (or her) term. The failure of any representative to meet the residential qualifications set forth in this provision shall be cause for removal, and the Board shall remove such representative in accordance with the procedures set forth in Article III, Section 4. – Removal of a Director, of these Bylaws.

(b) One representative shall be designated by the UPO Policy Council who represents the UPO Policy Council and the neighborhood where the member resides.

(3) Representatives of Major Groups and Interests

One-third of the representatives of major groups and interests in the community shall be chosen as follows:

(a) The Board of Directors of UPO, sitting as a major group and interest in the community, shall elect the remaining directors from among groups representative of business, law, industry, financial, labor, religious, welfare, education, child welfare and development, or other major group and interests in the community.

Section 3. - Terms

- a. <u>Terms of Board Members</u> The term of each director shall be three years. Upon completion of a director's term, that director shall continue to serve until a successor is appointed. Except as otherwise provided herein, no member shall serve more than two successive terms. After a hiatus of at least six years from service on the Board, a former director shall be eligible for appointment as a director for not more than two successive three-year terms.
- b. <u>Board Continuity</u> To ensure the continuity of the Board, directors shall be selected on a staggered basis. Any director who has served on the Board for more than six years shall be rotated off the Board in 2007; and any director who was selected to be a representative of the poor in 2005 with a term of three years shall rotate off the Board in 2008.
- c. <u>Resignation</u> Any director may resign by giving written notice of such resignation to the Board.

Section 4. - Removal of a Director

Any director may be removed by a majority of the entire number of directors for any cause deemed sufficient by the directors upon a motion duly made by the Nominating, Bylaws and Board Governance Committee. However, before any member may be removed, he shall be notified in writing at least two weeks prior to the next board meeting of the reason for the proposed action against him, the action contemplated by the Board pursuant to such reasons, and a reasonable opportunity to show cause and be fairly heard by the Board regarding the reasons.

Section 5. - Attendance

The Nominating, Bylaws and Board Governance Committee of the Board shall, at a regularly scheduled meeting of the Board of Directors, place before the Board a written motion regarding the removal of any member of the Board of Directors who shall have failed to attend three consecutive regularly scheduled meetings of the Board of Directors and notify the Secretary of the Board. Upon submission of said motion by the Nominating, Bylaws and Board Governance Committee, the matter shall be deemed properly before the Board for discussion and vote, including a consideration of the issue of whether cause deemed sufficient by the Board has been shown. The provisions of Section 4 shall apply to any action contemplated under this section.

Section 6. - Vacancies - Board

In order to fill board vacancies, the Nominating, Bylaws and Board Governance Committee shall submit to the Board the names of persons that the Committee believes are qualified to fill such vacancies, as established by the Board. From the foregoing nominations, the designated members of the Board shall elect new directors to fill existing vacancies, consistent with Article III, Section 2.b. - Selection Procedures. Such election shall be by majority vote of those members present and voting. Within 30 days of notice of a Board vacancy, the Board will initiate the process to have the vacancy filled.

Section 7. - Board Meetings

- a. Regular meetings of the Board of Directors shall be held during evening hours at such places and times as may be fixed by general resolution of the Board, or at such places or by teleconference and times as shall be specified by the Board.
- b. Special meetings shall be held whenever called by the Chair or by a majority of the Board, either in writing or by vote. There shall be not less than six regularly scheduled meetings of the Board of Directors annually. These meetings shall take place not less than every other month -- January, March, May, July, September, and November.
- c. The Board shall keep minutes of all of its meetings which shall provide a full account of the business conducted.

Section 8. - Notice of Meetings

Notice in writing or by electronic interface of the place, day and hour of every regular meeting of the Board shall be given to each director not later than seven days before the day set for the meeting. Notice in writing or by electronic interface of the place, day and hour of special or emergency meetings of the Board shall be given not less than 24 hours before the day set for the meeting.

Section 9. - Quorum

A majority of the membership of the Board of Directors shall be necessary and sufficient to constitute a quorum for the transaction of business at every meeting of the Board, but if at any meeting there be less than a quorum present, a majority of those present may without notice adjourn the meeting until a quorum shall attend. At any such adjourned meetings at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

ARTICLE IV. OFFICERS, EXECUTIVE COMMITTEE AND OTHER COMMITTEES

Section 1. - Officers of the Corporation

The officers of the Corporation shall be a Chair, a Vice Chair, a Treasurer and a Secretary.

Section 2. - Duties of Officers

The officers shall have such authority and perform such duties of the Corporation's business as usually pertain to the offices they hold, as may be assigned to them by the Board, or as may be otherwise provided by these Bylaws.

a. Duties of the Chair

The Chair of the Board of Directors shall be responsible for the execution of the functions and duties as provided by these Bylaws and for the execution of other powers as may be assigned by the Board. The Chair shall convene and preside at all meetings of the Board of Directors.

b. Duties of the Vice Chair

The Vice Chair, in the absence or disability of the Chair, shall perform the duties and exercise the powers of the Chair. The Vice Chair shall generally assist the Chair in performing such other duties, and execute other powers as may be prescribed by the Board of Directors.

c. Qualifications and Duties of the Treasurer

- (1) <u>Qualifications</u> The Treasurer shall have a professional background in financial management and an understanding of accounting for nonprofit organizations.
- (2) <u>Duties</u> The Treasurer shall be responsible for reporting to the Board on all financial matters of the Corporation. The Treasurer's responsibilities shall also include:
 - serving as the chairperson of the Audit and Finance Committee;
 - conducting, along with the Audit and Finance Committee, the Board's review of and action related to the Board's financial responsibilities;
 - working with the Chief Executive Officer and the Chief Financial Officer of the Corporation to ensure that appropriate financial reports (including internally prepared monthly financial statements) are made available to the Board on a timely basis;

- communicating the Board's priorities to the Chief Executive Officer and/or the Chief Financial Officer with respect to the annual budget and presenting the budget to the Board for approval; and
- reviewing the annual audit.

d. <u>Duties of the Secretary</u>

The Secretary shall be responsible for assuring that minutes of Board meetings are recorded, keeping records of board actions, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, keeping records of board attendance and assuring the corporate records are maintained and shall perform such other duties as may be prescribed by the Board of Directors or the Chair. The Secretary shall confer with the Nominating, Bylaws and Board Governance Committee on matters concerning attendance. The Secretary shall have the authority to affix the Seal of the Corporation to any instrument requiring it, upon approval of the Board of Directors and, when so affixed, the seal may be attested to by the Secretary's signature.

Section 3. - Election of Officers

The officers shall be elected by the Board every two (2) years beginning in calendar year 1995. Each officer may succeed himself (or herself) in office. Each person elected an officer shall continue in office until the next annual meeting after his (or her) election or until his (or her) successor shall have been duly elected and qualified, or until his (or her) resignation or removal in accordance with these bylaws.

Section 4. - Removal of an Officer

An officer may be removed by a majority vote of the entire Board whenever in its judgment the best interest of the Corporation will be served thereby. Prior to any action being taken under this section, the affected officer shall be notified in writing at least two weeks in advance of the reasons for his (or her) proposed dismissal and given a reasonable opportunity to be fairly heard by the Board regarding the alleged reasons.

Section 5. - Vacancies - Officers

In the event of a vacancy for an officer for cause occurring, a successor to serve the unexpired term may be elected by the Board of Directors in the same manner as his (or her) predecessor at any regular or special meeting of the Board of Directors.

Section 6. - Executive Committee

a. The Board of Directors shall establish an Executive Committee composed of the officers of the Corporation, the immediate past chair and the chairpersons of all Standing Committees of the Board. The Chair of the Board of Directors shall serve as chairperson of the Executive Committee. Additional members may be appointed by the Chair. The Executive Committee shall hold monthly meetings and, except for the power to amend the Articles of Incorporation and Bylaws, shall exercise all the powers of the Board between meetings of the Board. All Executive Committee actions, however, shall be reported to the Board at its next meeting and shall stand unless rescinded by the Board. A majority of the Executive

Committee's total current membership shall be necessary to constitute a quorum for the transaction of business.

b. <u>Responsibilities</u>:

Subject to ratification by the Board of Directors at its next meeting, the Executive Committee shall:

- (1) Act on behalf of the Board when needed.
- (2) Provide direction to the Chief Executive Officer (CEO).
- (3) Establish committees as needed to address issues not assigned to a standing committee.
- (4) Develop and represent public positions on behalf of the Board of Directors.
- (5) Receive committee reports, and act as needed.
- (6) Perform an annual evaluation of the CEO.
- (7) Based upon Board approval, execute documents necessary to carry out fiduciary responsibilities.
- (8) Coordinate the work of the Board and develop an annual work schedule for the Board.
- (9) Recommend approval of all personnel matters pertaining to the CEO (i.e., salary, leave, benefits, etc.).

Section 7. - Standing Committees

The following Standing Committees are hereby established to assist the Board of Directors in carrying out the purposes of the Corporation. The Chair of the Board of Directors shall appoint the chairperson of each of the Standing Committees. Standing Committees will work in cooperation with each other.

a. AUDIT & FINANCE COMMITTEE

Responsibilities:

- (1) The Audit & Finance Committee shall review a) the financial statements of the Corporation, b) the independent public accountant's qualifications and independence, and c) the performance of the Corporation's internal audit function and independent audits.
- (2) Each member of the Audit & Finance Committee shall be able and understand fundamental financial statements, including the Corporation's balance sheet, revenue and expense statement and cash flow statement, or shall become able to do so within a reasonable period after his (or her) appointment to the Audit & Finance Committee.
- (3) The Audit & Finance Committee shall meet as often as it determines is appropriate, but not less frequently than nine (9) times per year.

The Audit & Finance Committee shall:

- (1) ensure that the Board receives accurate and complete information and make sure that federal and state reporting takes place.
- (2) develop and recommend to the Board an audit policy to govern the Corporation's selection of an independent auditor to conduct the annual financial audit and recommend the selection of the independent auditor.
- (3) meet and review with management and the independent auditor the results of the audit of the Corporation's annual financial statements and any other matters related to the conduct of the audit, which are to be communicated to the Audit & Finance Committee under generally accepted auditing standards. Recommend action on the annual audit to the full Board of Directors.
- (4) provide assistance regarding corporate accounting and reporting practices, including yearly monitoring and evaluation of the quality and integrity of the financial systems and funding mechanisms of the Corporation.
- (5) meet and review with the independent auditor the adequacy and effectiveness of the Corporation's internal accounting and financial controls.
- (6) review findings from completed internal audits and progress reports.
- (7) develop, recommend or implement programs, projects and strategies pertaining to a) the identification and garnering of new resources to expand and reinforce the Corporation's program efforts; b) long-range financial planning techniques designed to enhance the financial security of the Corporation; and c) the establishment of annual funding priorities for Corporation programs.
- (8) recommend to the Executive Committee such modifications to UPO funding plans and resource allocations as are necessary to 1) improve program effectiveness and efficiencies, employee morale, and program economies; and 2) to maximize the impact of UPO's funding upon conditions of poverty in the metropolitan Washington area.
- (9) conduct or authorize investigations into any matters within the Audit and Finance Committee's scope of responsibilities.
- (10) establish and disclose formal procedures for (a) the receipt, retention, and treatment of complaints received by the Corporation regarding accounting, internal accounting controls or auditing matters; (b) confidential, anonymous submission of concerns regarding questionable accounting or auditing matters; and (c) prevent retaliation.
- (11) review with the General Counsel any legal and regulatory matters that may have a material impact on the Corporation's financial statements, financial condition or results of operations.
- review and recommend an annual budget for the agency and implement a quarterly process to present recommendation for modifications to the annual budget as needed.

b. ORGANIZATIONAL DEVELOPMENT, ASSESSMENT AND OPERATIONS

COMMITTEE

Responsibilities:

- (1) Provide oversight of the Corporation's Community Needs Assessment Process to assure input from customers, partners and the use of appropriate demographic data including coordination with Parent Policy Committee.
- (2) Based upon the results of the Community Needs assessment, recommend for Board approval Priority Focus Areas for service delivery.
- (3) Develop the Corporation's Strategic Plan and make recommendations for Board adoption.
- (4) Perform annual review of Management's Tactical Plan and approved project outcomes.
- (5) Review, quarterly, the progress of the Corporation to reach its project outcomes and report the same to the Board of Directors.
- (6) Review proposed application/executive summaries to assure compliance with approved priority areas and strategic plan and recommend for action by the Board.
- (7) Review of the implementation of funded activities to assure quality controls are in place to meet contractual responsibilities. Make recommendations for revisions or expansion where specific funded activities may benefit.
- (8) Review the monitoring reports of all funding sources to determine the need for Board or Management Action.
- (9) Review and make recommendations on grant applications.
- (10) Ensure that the Board receives information and updates on all planned program reviews and program audits in a timely manner.
- (11) Provide oversight for UPO program operations including coordination with UPO Head Start delegate agencies and Parent Policy Committee.
- (12) Periodically present to the Board the operational strengths and weaknesses of selected program activities, for information and education purposes.

c. NOMINATING, BYLAWS AND BOARD GOVERNANCE COMMITTEE

Responsibilities:

- (1) Identify and recommend director nominees to fill expiring and vacant Board seats and address corporate governance matters. In making such recommendations, consider the knowledge and skills essential to the Board.
- (2) Receive recommendations of interest groups, community groups, board member and individuals for persons to be considered for filling expiring and vacant Board seats.

- (3) Develop and recommend criteria for minimum standards of eligibility for all members of the Board of Directors. Certify: (a) the designation of Mayoral Designees, (b) the democratic election of the Representatives of the Poor, and (c) the election of Representatives of Major Groups and Interests.
- (4) Consider the qualifications of directors and make recommendations for the offices of Chair, Vice Chair, Secretary and Treasurer.
- (5) Conduct orientation sessions for new directors within a reasonable period of time after their appointment or election as a director, and organize ongoing training sessions for the entire Board.
- (6) Consider and make recommendations with respect to the Bylaws and regulations affecting the proper governance of the Board of Directors.
- (7) Periodically review the United Planning Organization Bylaws; and consider, prepare and make recommendations of proposed additions or amendments to these Bylaws consistent with Article VII. Amendments to the Board of Directors for review and adoption.
- (6) Develop and recommend to the Board the Corporate Governance Guidelines that should be adopted by the Board; and review and reassess, as appropriate, the adequacy of the Corporate Governance Guidelines and recommend any proposed changes to the Board for approval.
- (7) Develop and recommend to the Board a Code of Business Conduct and Ethics that should be adopted by the Board; and review and reassess, as appropriate, the adequacy of the Code of Business Conduct and Ethics.
- (8) Review and reassess, taking into account the assessment of the relevant committees as to their respective responsibilities, the adequacy of the Board's various committee responsibilities annually and recommend any proposed changes to the Board for approval.
- (9) Monitor and evaluate the Board's performance. Confer with the Secretary of the Board on matters concerning attendance and enforcement of Article III. Board of Directors Section 5. Attendance of these Bylaws.
- (10) Conduct exit interviews with outgoing members leaving before terms expires.

d. HUMAN RESOURCES COMMITTEE

Responsibilities:

- 1. Monitor, evaluate and make recommendations concerning policies, strategic matters and collaborate on board training related to UPO human resources, personnel and temporary staff issues.
- 2. Periodically review and recommend approval of the personnel policies of UPO that are outside the regular collective bargaining process and consider trends affecting the policies;

- 3. Monitor the collective bargaining process and administration of collective agreement(s) and advise on the improvement of labor-management relations;
- 4. Receive reports for review and/or recommendation for approval of proposals for negotiations with bargaining unit; and agreements or memorandum of agreement or amendments to be presented to the Board;
- 5. Monitor the development and implementation of UPO policies and programs, which affect staff relations including, but not limited to, equal opportunities, workplace diversity, and employee assistance programs;
- 6. Periodically assess the framework governing the salary schedule to determine whether the schedule is in line with UPO's values and relevant regulations, whether there is appropriate internal equity or differences among positions and departments, whether specific positions are appropriately placed on the scale, whether compensation is in line with that at similar organizations and or whether the compensation supports (rather than hinders) UPO's ability to recruit qualified staff; and recommend the salary schedule for Board approval.
- 7. Annually review specific salaries of staff against the salary schedule, to ensure that no individuals are being paid outside the range of that person's position; and to ensure compliance with the salary schedule and to protect against favoritism.
- 8. Review the benefits package health insurance, long-term disability, 401(k) and so forth and make recommendations for Board approval with reference to current market trends.
- 9. Review and provide general oversight of workplace health and safety policies and processes that ensure compliance with occupation and environmental health and safety legislation, relevant regulations, standards and codes of practice.
- 10. Receive and present annual health and safety report to the Board with recommendations for improvement as necessary.
- 11. Monitor, review and recommend approval of framework for staff engagement, recruitment, retention, development and training, employee well-being, appraisal and succession planning.
- 12. Review and recommend procedures for Board approval for executive level staff to present disputes, problems or grievances, especially when such relate to the overall administration and management of the corporation's affairs to the Board.
- 13. Consider only those matters brought to it in accordance with established procedures, and recommend any necessary actions to the Board.
- 14. Consider the future and present workforce needs of UPO and make recommendations concerning directions to take as determined for approval by the Board.
- 15. Receive reports and make recommendations to the Board on established personnel policies and procedures.

The Board of Directors may designate no more than one community representative who is

not a member of the Board of Directors to serve on any one Standing Committee. The chairperson of any Standing Committee, however, must be a member of the Board of Directors.

Section 8. - Other Committees

The Board of Directors may, by resolution, establish such other committees as it may deem necessary and shall define their duties, term, the manner in which they shall operate and other incidents. Such committees may include those that are advisory in nature and may serve to provide greater community involvement in the content area focus of the organization.

ARTICLE V. - STAFF

Section 1. - Chief Executive Officer (CEO)

The Board of Directors shall appoint a Chief Executive Officer (CEO) who shall be immediately responsible to it and shall serve at the pleasure of the Board of Directors. The CEO shall, subject to such review and approval as the Board of Directors may require, be responsible for the administration and supervision of all operational phases of the Corporation.

Section 2. - Chief Operating Officer (COO)

Subject to the approval of the Board of Directors, the Chief Executive Officer (CEO) shall hire a Chief Operating Officer (COO). The COO shall serve as the second in command and shall perform duties as defined in a job description provided by the CEO. In the absences of the CEO, the COO shall be responsible for the administration and supervision of all operational phases of the Corporation.

Section 3. - General Counsel

Subject to the approval of the Board of Directors, the Chief Executive Officer (CEO) shall hire a General Counsel. The General Counsel shall serve as the chief legal advisor for the Corporation and legal advisor to the CEO. The General Counsel shall perform duties as defined in a job description provided by the CEO.

Section 4. - Chief Financial Officer

Subject to the approval of the Board of Directors, the Chief Executive Officer (CEO) shall hire a Chief Financial Officer (CFO). The CFO shall be recommended for employment by the CEO. The CFO shall account for all budgets and fiscal matters for the Corporation and must report to the CEO and the Board of Directors monthly on the financial status of the Corporation. Strict adherence shall be followed with regard to the all applicable Office of Budget and Management Circulars for Non-Profit Fiscal Management, Assurances of all Grants and Contracts to guarantee that the standards of the office are addressed in a manner consistent with Generally Accepted Accounting Principles.

Section 5. - Independent Auditing Firm

Based upon the recommendation of the Audit and Finance Committee, the Board of Directors shall hire an Independent Auditing Firm to provide for an annual audit of the approved budget of the organization. The firm shall work with management to provide the appropriate oversight and review as required by OMB Circular A-133. The findings and results of the audit must be provided to the full Board of Directors no later than six months after the end of the fiscal year.

ARTICLE VI. - SUNDRY PROVISIONS

Section 1. - Compensation

No member of the Board of Directors, any board of directors, or any committee or council created by such Board shall receive compensation for his (or her) service as a member. Nothing in this section shall preclude such member from receiving reimbursements for authorized expenses in connection with his (or her) work as a member.

Section 2. - Checks

All checks, drafts, or order for payment of money, notes or other indebtedness, issued in the name of the Corporation, except payroll checks, shall have two signatures and be signed by at least one of the designated officers of the Board. The Chief Executive Officer (CEO) and the Chief Operating Officer (COO) may sign with a designated Board officer. Such signers shall be designated by resolution of the Board of Directors. No checks shall be signed in blank. The CEO, or in his (or her) absence, the COO, may sign payroll checks.

Section 3. - Fiscal Year

The fiscal year of the Corporation shall extend from October 1 to September 30, unless otherwise provided by the Board of Directors.

Section 4. - Seal of the Corporation

The Seal of the Corporation shall be circular in form, with the name of the Corporation and "District of Columbia" inscribed around the outer edge and in the center the word "incorporation" and the year of incorporation.

Section 5. - Rules of Order

Except insofar as the Bylaws, the Articles of Incorporation and applicable statues shall otherwise provide, meetings of the Board of Directors and/or committees of the Board shall be conducted, to the extent pertinent, in accordance with Robert's Rules of Order.

Section 6. - Conflict of Interest Policy

All directors shall adhere to the Conflict of Interest Policy adopted September 2003.

ARTICLE VII. - AMENDMENTS

These Bylaws, or any part of them, or any additional or amended Bylaws, may be altered or repealed, and new Bylaws may be adopted at any regular or special meeting of the Board of Directors upon thirty (30) days notice in writing to the Board of Directors, the notice of which shall set forth said intention and the terms of the proposed amendment, by the vote of a majority of the members present and voting.

Software ID: Software Version:

EIN: 52-0788987

Name: United Planning Organization

Form 990, Part VII - Section Aaa										
		(C) Position (check all that apply)							(E)	(F)
(A) Name and Title	(B) Average hours per week	Individual Trustee or Chrector	Institutional Trustee	Officei	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	Reportable compensation from related organizations (W- 2/1099-MISC)	Estimated amount of other compensation from the organization and related organizations
DIANE L HARTLEY , DIRECTOR	4 00	Х						0	0	0
MONIQUE L POYDRAS JD , DIRECTOR	4 00	Х						0	0	0
Carter Hewgley , DIRECTOR	4 00	Х						0	0	0
KAREN M BERNOLA , DIRECTOR	4 00	X						0	0	0
JOHN L OBERDORFER ESQ , DIRECTOR	4 00	Х						0	0	0
LONNIE R WATSON , DIRECTOR	4 00	X						0	0	0
ALEXANDER M PADRO , DIRECTOR	4 00	Х						0	0	0
Marlena Edwards , DIRECTOR	4 00	Х						0	0	0
Lois E Tibbs , DIRECTOR	4 00	Х						0	0	0
COURTNEY P DAVIS PH D , DIRECTOR	4 00	×						0	0	0
Nikki T Peele , DIRECTOR	4 00	Х						0	0	0
KEENAN R KELLER ESQ , VICE CHAIR	4 00	Х						0	0	0
STANLEY J MAYES ESQ , CHAIR	4 00	X						0	0	0
BARBARA D BOVBJERG , TREASURER	4 00	Х						0	0	0
MARIA T WILSON MED , SECRETARY	4 00	Х						0	0	0
Isaac COSBY HUNT , DIRECTOR	4 00	Х						0	0	0
JACQUELINE P TAYLOR , DIRECTOR	4 00	Х						0	0	0
Shirley A Higuchi JD , Chairperson of NB&BG COm	4 00	Х						0	0	0
Elaine A Crider DHSC , Chairperson of HR Commit	4 00	Х						0	0	0
DANA M JONES , CEO	37 50			Х				162,134	0	8,891
MESERET DEGEFU , CFO	37 50			Χ				103,900	0	5,657
MONICA SCOTT BECKHAM , LEGAL COUNSEL	37 50					х		103,635	0	5,700
GLADYS MACK, COO	37 50					Х		118,870	0	6,539
WILLIAM HUGHeY , DIRECTOR OF OPSDC	37 50					х		108,860	0	5,987