

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)

2003

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

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

A For the 2003 calendar year, or tax year beginning _____, **2003**, and ending _____, **20**

- B** Check if applicable:
- Address change
 - Name change
 - Initial return
 - Final return
 - Amended return
 - Application pending

C Name of organization **Contra Costa Interfaith Transitional Housing, Inc.**

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
535 Main Street, Suite 209

City or town, state or country, and ZIP + 4
Martinez, CA 94553-0000

D Employer identification number
91 1797391

E Telephone number
(925) 957-0538

F Accounting method: Cash Accrual
 Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

- H and I are not applicable to section 527 organizations.**
- H(a)** Is this a group return for affiliates? Yes No
- H(b)** If "Yes," enter number of affiliates ▶ _____
- H(c)** Are all affiliates included? Yes No (If "No," attach a list. See instructions.)
- H(d)** Is this a separate return filed by an organization covered by a group ruling? Yes No
- I** Group Exemption Number ▶ _____

G Website: ▶ N/A

J Organization type (check only one) ▶ 501(c) (3) ◀ (insert no) 4947(a)(1) or 527

K Check here if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Package in the mail, it should file a return without financial data. **Some states require a complete return.**

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ **652,827**

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

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See page 18 of the instructions.)

Revenue	1 Contributions, gifts, grants, and similar amounts received:				
	a Direct public support	1a	434,846		
	b Indirect public support	1b			
	c Government contributions (grants)	1c			
	d Total (add lines 1a through 1c) (cash \$ <u>434,846</u> noncash \$ <u>0</u>)	1d		434,846	
	2 Program service revenue including government fees and contracts (from Part VII, line 93)	2		0	
	3 Membership dues and assessments	3			
	4 Interest on savings and temporary cash investments	4		1,130	
	5 Dividends and interest from securities	5			
	6a Gross rents	6a	184,334		
	b Less: rental expenses	6b	162,339		
	c Net rental income or (loss) (subtract line 6b from line 6a)	6c		21,995	
7 Other investment income (describe ▶)	7		31,870		
	8a Gross amount from sales of assets other than inventory	(A) Securities		(B) Other	
	b Less: cost or other basis and sales expenses	8a		8b	
	c Gain or (loss) (attach schedule)	0		8c	0
	d Net gain or (loss) (combine line 8c, columns (A) and (B))			8d	0
	9 Special events and activities (attach schedule). If any amount is from gaming, check here <input type="checkbox"/>				
	a Gross revenue (not including \$ _____ of contributions reported on line 1a)	9a			
	b Less: direct expenses other than fundraising expenses	9b			
	c Net income or (loss) from special events (subtract line 9b from line 9a)	9c		0	
	10a Gross sales of inventory, less returns and allowances	10a			
	b Less: cost of goods sold	10b			
	c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c		0	
	11 Other revenue (from Part VII, line 103)	11		647	
	12 Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12		490,488	
Expenses	13 Program services (from line 44, column (B))	13		58,561	
	14 Management and general (from line 44, column (C))	14		59,774	
	15 Fundraising (from line 44, column (D))	15		59,025	
	16 Payments to affiliates (attach schedule)	16		0	
	17 Total expenses (add lines 16 and 44, column (A))	17		177,360	
	18 Excess or (deficit) for the year (subtract line 17 from line 12)	18		313,128	
	19 Net assets or fund balances at beginning of year (from line 73, column (A))	19		631,068	
	20 Other changes in net assets or fund balances (attach explanation)	20		0	
	21 Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21		944,196	

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Part II Statement of Functional Expenses

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See page 22 of the instructions)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22	Grants and allocations (attach schedule) (cash \$ _____ noncash \$ _____)				
23	Specific assistance to individuals (attach schedule)				
24	Benefits paid to or for members (attach schedule)				
25	Compensation of officers, directors, etc.				
26	Other salaries and wages	21,508	1,075	20,433	
27	Pension plan contributions				
28	Other employee benefits	775	39	736	
29	Payroll taxes	660	33	627	
30	Professional fundraising fees				
31	Accounting fees	18,380		18,380	
32	Legal fees				
33	Supplies	4,463	217	1,704	2,542
34	Telephone	3,002	150	1,177	1,675
35	Postage and shipping				
36	Occupancy	3,560	178	1,396	1,986
37	Equipment rental and maintenance				
38	Printing and publications	1,000	50	392	558
39	Travel				
40	Conferences, conventions, and meetings				
41	Interest				
42	Depreciation, depletion, etc. (attach schedule)	36,794	35,657	469	668
43	Other expenses not covered above (itemize) a				
b	Professional fees	84,336	21,018	13,330	49,988
c	Insurance	2,882	144	1,130	1,608
d					
e					
44	Total functional expenses (add lines 22 through 43). Organizations completing columns (B)-(D), carry these totals to lines 13-15.	177,360	58,561	59,774	59,025

Joint Costs. Check if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? Yes No
 If "Yes," enter (i) the aggregate amount of these joint costs \$ _____; (ii) the amount allocated to Program services \$ _____; (iii) the amount allocated to Management and general \$ _____; and (iv) the amount allocated to Fundraising \$ _____

Part III Statement of Program Service Accomplishments (See page 25 of the instructions.)

What is the organization's primary exempt purpose? Provide supportive housing for homeless families	Program Service Expenses (Required for 501(c)(3) and (4) orgs. and 4947(a)(1) trusts but optional for others)
a The organization's program providing permanent housing for homeless families in the Contra Costa County area did not start operating during this reporting period. (Grants and allocations \$ _____)	58,561
b (Grants and allocations \$ _____)	
c (Grants and allocations \$ _____)	
d (Grants and allocations \$ _____)	
e Other program services (attach schedule) (Grants and allocations \$ _____)	
f Total of Program Service Expenses (should equal line 44, column (B), Program services)	58,561

Part IV Balance Sheets (See page 25 of the instructions.)

				(A)		(B)
				Beginning of year		End of year
Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.						
Assets	45 Cash—non-interest-bearing			25,993	45	65
	46 Savings and temporary cash investments			203,655	46	183,042
	47a Accounts receivable	47a				
	b Less: allowance for doubtful accounts	47b		17,558	47c	0
	48a Pledges receivable	48a	25,000			
	b Less: allowance for doubtful accounts	48b	0	0	48c	25,000
	49 Grants receivable				49	
	50 Receivables from officers, directors, trustees, and key employees (attach schedule)				50	
	51a Other notes and loans receivable (attach schedule)	51a				
	b Less: allowance for doubtful accounts	51b		0	51c	0
	52 Inventories for sale or use				52	
	53 Prepaid expenses and deferred charges			77	53	0
	54 Investments—securities (attach schedule)				54	
55a Investments—land, buildings, and equipment: basis	55a	733,040				
b Less: accumulated depreciation (attach schedule)	55b	0	1,778,704	55c	733,040	
56 Investments—other (attach schedule)				56		
57a Land, buildings, and equipment: basis	57a	5,983				
b Less: accumulated depreciation (attach schedule)	57b	2,741	0	57c	3,242	
58 Other assets (describe ► _____)				58		
59 Total assets (add lines 45 through 58) (must equal line 74)			2,025,987	59	944,389	
Liabilities	60 Accounts payable and accrued expenses			34,746	60	193
	61 Grants payable				61	
	62 Deferred revenue				62	
	63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
	64a Tax-exempt bond liabilities (attach schedule)				64a	
	b Mortgages and other notes payable (attach schedule)			1,360,173	64b	0
	65 Other liabilities (describe ► _____)				65	
66 Total liabilities (add lines 60 through 65)			1,394,919	66	193	
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74.					
	67 Unrestricted			568,626	67	892,398
	68 Temporarily restricted			62,442	68	51,798
	69 Permanently restricted			0	69	0
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74.					
	70 Capital stock, trust principal, or current funds				70	
	71 Paid-in or capital surplus, or land, building, and equipment fund				71	
	72 Retained earnings, endowment, accumulated income, or other funds				72	
73 Total net assets or fund balances (add lines 67 through 69 or lines 70 through 72; column (A) must equal line 19; column (B) must equal line 21)			631,068	73	944,196	
74 Total liabilities and net assets / fund balances (add lines 66 and 73)			2,025,987	74	944,389	

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

Part VI Other Information (See page 28 of the instructions.)

		Yes	No
76	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	76	X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77	X
78a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a	X
b	If "Yes," has it filed a tax return on Form 990-T for this year?	78b	N A
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79	X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a	X
b	If "Yes," enter the name of the organization Garden Park Apartments Community and Mercy Housing California and check whether it is <input checked="" type="checkbox"/> exempt or <input type="checkbox"/> nonexempt.		
81a	Enter direct and indirect political expenditures. See line 81 instructions	81a	0
b	Did the organization file Form 1120-POL for this year?	81b	X
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)	82b	N/A
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b	
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members?	85a	N A
b	Did the organization make only in-house lobbying expenditures of \$2,000 or less? If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.	85b	N A
c	Dues, assessments, and similar amounts from members	85c	N/A
d	Section 162(e) lobbying and political expenditures	85d	N/A
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e	N/A
f	Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f	N/A
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	85g	N A
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h	N A
86	501(c)(7) orgs. Enter: a Initiation fees and capital contributions included on line 12	86a	N/A
b	Gross receipts, included on line 12, for public use of club facilities.	86b	N/A
87	501(c)(12) orgs. Enter: a Gross income from members or shareholders.	87a	N/A
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b	N/A
88	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88	X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 0 ; section 4912 0 ; section 4955 0		
b	501(c)(3) and 501(c)(4) orgs. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction.	89b	X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.		0
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization.		0
90a	List the states with which a copy of this return is filed California		
b	Number of employees employed in the pay period that includes March 12, 2003 (See instructions.)	90b	1
91	The books are in care of Contra Costa Interfaith Housing, Inc. Telephone no. (925) 957-0538 Located at 535 Main Street, Suite 209, Martinez, CA ZIP + 4 94553		
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 —Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year 92		N/A

Part VII Analysis of Income-Producing Activities (See page 33 of the instructions.)

Note: Enter gross amounts unless otherwise indicated.

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclusion code	(D) Amount	
93 Program service revenue:					
a _____					
b _____					
c _____					
d _____					
e _____					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments			14	1,130	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property			16	21,995	
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory			01	31,870	
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue: a <u>Miscellaneous</u>			01	647	
b _____					
c _____					
d _____					
e _____					
104 Subtotal (add columns (B), (D), and (E))		0		55,642	0
105 Total (add line 104, columns (B), (D), and (E)).					55,642

Note: Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See page 34 of the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	Not applicable

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See page 34 of the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
Not applicable	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See page 34 of the instructions.)

- (a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? Yes No
- (b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? Yes No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

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

Please

[Signature]

6-10-04
Date

er

SCHEDULE A
(Form 990 or 990-EZ)

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k),
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

OMB No. 1545-0047

2003

Department of the Treasury
Internal Revenue Service

Supplementary Information—(See separate instructions.)

▶ **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ**

Name of the organization

Employer identification number

Contra Costa Interfaith Transitional Housing, Inc.

91:1797391

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees
(See page 1 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
None				
Total number of other employees paid over \$50,000 ▶ 0				

Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services
(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
None		
Total number of others receiving over \$50,000 for professional services ▶ 0		

Part III Statements About Activities (See page 2 of the instructions.)

	Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ \$ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.) Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.		X
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)		
a Sale, exchange, or leasing of property?		X
b Lending of money or other extension of credit?		X
c Furnishing of goods, services, or facilities?		X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)?	X	
e Transfer of any part of its income or assets?		X
3a Do you make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how you determine that recipients qualify to receive payments.)		X
b Do you have a section 403(b) annuity plan for your employees?		X
4 Did you maintain any separate account for participating donors where donors have the right to provide advice on the use or distribution of funds?		X

Part IV Reason for Non-Private Foundation Status (See pages 3 through 6 of the instructions.)

The organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

- 5** A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6** A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)
- 7** A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8** A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9** A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state ▶ _____
- 10** An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)
- 11a** An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 11b** A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 12** An organization that normally receives: **(1) more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions—subject to certain exceptions, and **(2) no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)
- 13** An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: **(1)** lines 5 through 12 above; or **(2)** section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See page 5 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14** An organization organized and operated to test for public safety. Section 509(a)(4). (See page 6 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.*

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in) ▶	(a) 2002	(b) 2001	(c) 2000	(d) 1999	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	184,790	233,840	535,038	41,138	994,806
16 Membership fees received					0
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose					0
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	259,595	4,296	4,040	1,516	269,447
19 Net income from unrelated business activities not included in line 18	(50,151)	(18,223)	(13,116)		(81,490)
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf.					0
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.					0
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets	1,721	0	0	0	1,721
23 Total of lines 15 through 22.	395,955	219,913	525,962	42,654	1,184,484
24 Line 23 minus line 17.	395,955	219,913	525,962	42,654	1,184,484
25 Enter 1% of line 23	3,960	2,199	5,260	427	
26 Organizations described on lines 10 or 11: a Enter 2% of amount in column (e), line 24. . . . ▶					26a 23,690
b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1999 through 2002 exceeded the amount shown in line 26a. Do not file this list with your return. Enter the total of all these excess amounts ▶					26b 56,680
c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶					26c 1,184,484
d Add: Amounts from column (e) for lines: 18 <u>269,447</u> 19 <u>(81,490)</u> ▶					26d 246,358
22 <u>1,721</u> 26b <u>56,680</u> ▶					26e 938,126
e Public support (line 26c minus line 26d total) ▶					26f 79.20 %
f Public support percentage (line 26e (numerator) divided by line 26c (denominator)) ▶					
27 Organizations described on line 12: a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." Do not file this list with your return. Enter the sum of such amounts for each year:	(2002) N/A	(2001) N/A	(2000) N/A	(1999) N/A	
b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year:	(2002) N/A	(2001) N/A	(2000) N/A	(1999) N/A	
c Add: Amounts from column (e) for lines: 15 _____ 16 _____ ▶					27c _____
17 _____ 20 _____ 21 _____ ▶					27d _____
d Add: Line 27a total _____ and line 27b total _____ ▶					27e _____
e Public support (line 27c total minus line 27d total). ▶					27f _____
f Total support for section 509(a)(2) test: Enter amount from line 23, column (e). . . . ▶					27g _____ %
g Public support percentage (line 27e (numerator) divided by line 27f (denominator)) ▶					27h _____ %
h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator)) . ▶					
28 Unusual Grants: For an organization described in line 10, 11, or 12 that received any unusual grants during 1999 through 2002, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not file this list with your return. Do not include these grants in line 15.					

Part V Private School Questionnaire (See page 7 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

	Yes	No
29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body	29 N	A
30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30 N	A
31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.) Not applicable	31 N	A
32 Does the organization maintain the following:		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	32a N	A
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b N	A
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c N	A
d Copies of all material used by the organization or on its behalf to solicit contributions?	32d N	A
If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.) Not applicable		
33 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?	33a N	A
b Admissions policies?	33b N	A
c Employment of faculty or administrative staff?	33c N	A
d Scholarships or other financial assistance?	33d N	A
e Educational policies?	33e N	A
f Use of facilities?	33f N	A
g Athletic programs?	33g N	A
h Other extracurricular activities?	33h N	A
If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.) Not applicable		
34a Does the organization receive any financial aid or assistance from a governmental agency?	34a N	A
b Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain using an attached statement.	34b N	A
35 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35 N	A

Part VI-A Lobbying Expenditures by Electing Public Charities (See page 9 of the instructions.)
 (To be completed **ONLY** by an eligible organization that filed Form 5768)

Check **a** if the organization belongs to an affiliated group Check **b** if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures		(a) Affiliated group totals	(b) To be completed for ALL electing organizations
(The term "expenditures" means amounts paid or incurred.)			
36	Total lobbying expenditures to influence public opinion (grassroots lobbying)	36	N/A
37	Total lobbying expenditures to influence a legislative body (direct lobbying)	37	N/A
38	Total lobbying expenditures (add lines 36 and 37)	38	N/A
39	Other exempt purpose expenditures	39	N/A
40	Total exempt purpose expenditures (add lines 38 and 39).	40	N/A
41	Lobbying nontaxable amount. Enter the amount from the following table— If the amount on line 40 is— The lobbying nontaxable amount is— Not over \$500,000 20% of the amount on line 40 Over \$500,000 but not over \$1,000,000 . . . \$100,000 plus 15% of the excess over \$500,000 Over \$1,000,000 but not over \$1,500,000 . . \$175,000 plus 10% of the excess over \$1,000,000 Over \$1,500,000 but not over \$17,000,000 . \$225,000 plus 5% of the excess over \$1,500,000 Over \$17,000,000 \$1,000,000	41	0
42	Grassroots nontaxable amount (enter 25% of line 41)	42	N/A
43	Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43	N/A
44	Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44	N/A

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.
 See the instructions for lines 45 through 50 on page 11 of the instructions.)

Calendar year (or fiscal year beginning in) ▶	Lobbying Expenditures During 4-Year Averaging Period				
	(a) 2003	(b) 2002	(c) 2001	(d) 2000	(e) Total
45 Lobbying nontaxable amount.	N/A	N/A	N/A	N/A	N/A
46 Lobbying ceiling amount (150% of line 45(e)).					N/A
47 Total lobbying expenditures					N/A
48 Grassroots nontaxable amount					N/A
49 Grassroots ceiling amount (150% of line 48(e))					N/A
50 Grassroots lobbying expenditures	N/A	N/A	N/A	N/A	N/A

Part VI-B Lobbying Activity by Nonelecting Public Charities
 (For reporting only by organizations that did not complete Part VI-A) (See page 12 of the instructions.)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers	X		
b Paid staff or management (Include compensation in expenses reported on lines c through h.)	X		
c Media advertisements	X		
d Mailings to members, legislators, or the public	X		
e Publications, or published or broadcast statements	X		
f Grants to other organizations for lobbying purposes	X		
g Direct contact with legislators, their staffs, government officials, or a legislative body	X		
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means	X		
i Total lobbying expenditures (Add lines c through h.)			0

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Contra Costa Interfaith Housing, Inc.
Form 990 and Schedule A Attached Statements
 For the calendar year ended December 31, 2003

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Statement #1: Form 990, Part II, line 42, Depreciation, depletion, etc.

See also statement #3 for cost or basis, accumulated depreciation, and net book value by class

	Depreciation Method	Useful life	Current year's expense
Buildings	Straight line	20 years	\$ 35,597
Furniture and equipment	Straight line	3-7 years	1,197
Total depreciation, depletion, etc.			\$ 36,794

Statement #2: Form 990, Part IV, line 55, Investments in land, buildings, and equipment

	Cost or basis	Accumulated Depreciation	Book value
Garden Park Apartments investment equity	\$ 733,040	\$ -	\$ 733,040
Total investments in land, buildings, and equip't.	\$ 733,040	\$ -	\$ 733,040

Statement #3: Form 990, Part IV, line 57, Land, buildings, and equipment

See also statement #1 for depreciation method, useful life, and current year's depreciation expense by class.

	Cost or basis	Accumulated Depreciation	Book value
Equipment	\$ 5,983	\$ 2,741	\$ 3,242
Total land, buildings, and equipment	\$ 5,983	\$ 2,741	\$ 3,242

Statement #4: Form 990, Part V, List of Officers, Directors, Trustees, and Key Employees

Rabbi Roberto Graetz - Chair		Bill Griffitts - Vice-Chair
John McClure - Treasurer		Leslie Reitzes - Secretary
Other Board Members		
Louise Fix	Frank Krisnowich	Elizabeth Simmonds
Garry Graffort	Mary Lou Laubscher	Joseph Singlar
Ned Robinson	Maureen Ledebur	Decky Thornton
Pat Conroy	Pastor Charie Reid	Rick Underwood
Martin Johnke	Cynthia Schreiner	Gene Wolfe
	Jim Sevier	

Statement #5: Form 990, Part VI, line 77, Changes made in the organizing or governing documents

The new bylaws are included as attachment #2 pages 1-8.

Statement #6: Form 990 Schedule A, Part III, line 2d, Payment of compensation

See Form 990, Page 4, Part V for detail on compensation of officers, directors, trustees, and key employees.

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Statement #7: Form 990 Schedule A, Part IV-A, line 22. Other income

	2002	2001	2000	1999	Total
Miscellaneous income	\$ 1,721	\$ -	\$ -	\$ -	\$ 1,721

Statement #8: Form 990 Schedule B

The information on Schedule B is not open to public inspection. Summary information is provided as follows.

2% of the amount on Form 990 line 1.	\$ 8,697
Number of contributors who donated in excess of this amount:	5
Total amount of contributions reported on Schedule B:	<u>\$ 345,000</u>

**BYLAWS
As of February 2003**

OF

**CONTRA COSTA INTERFAITH TRANSITIONAL HOUSING, INC.
(Db a Contra Costa Interfaith Housing)**

MISSION STATEMENT: To Increase the Supply of Supportive Housing for Families in Contra Costa County.

ARTICLE I. OFFICES

Section 1.01 Principal Office: The principal office of the Corporation for its transaction of business is located at 535 Main Street, Suite 209, City of Martinez, County of Contra Costa, State of California, 94553.

Section 1.02 Change of Address: The Board of Directors is hereby granted full power and authority to change the principal Office of the Corporation from one location to another in the State of California. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an amendment of these Bylaws.

ARTICLE II. MEMBERS

Section 2.01 Members:

Qualifications. Each Church/Temple/Mosque/Faith-Based nonprofit tax exempt Corporation who pays dues shall be a voting member of the Corporation and may designate one person to act on their behalf who shall be a member of the Board of Directors.

Classes of Membership. There shall be only one class of members of the Corporation.

Admission to Membership. Board of Directors shall from time-to-time prescribe the form, manner and timing for application for membership.

Dues. Annual dues, which shall be in the amount established by the Board of Directors on or before September 1st of each year, shall be payable in advance on or before the annual meeting each year.

Transfer of Memberships. Under no circumstances may a membership in the Corporation be transferred.

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ARTICLE III. DIRECTORS

Section 3.01 Number: The Corporation shall have up to twenty-five (25) Directors, who shall be known as Directors; collectively, the Directors shall be known as the Board of Directors.

Section 3.02 Qualifications: Each of the Directors of the Corporation shall meet the following qualifications:

- (a) She/he shall be a person of good reputation;
- (b) He/she shall be over the age of twenty-one (21) years;
- (c) She/he shall be an active member, in good standing, of a Church, Mosque, Temple or Faith-based nonprofit tax-exempt organization in Contra Costa County.
- (d) The Board of Directors shall consist of representatives who have demonstrated concern for the goals and objectives of the Corporation.

Section 3.03 Term of Office: Directors shall hold office for a term of three (3) years. No person shall serve on the Board of Directors for consecutive terms, either full or partial, aggregating more than six (6) years. A person having been elected to the Board for consecutive terms aggregating six (6) years shall be ineligible to serve thereon for a further term until at least one (1) year has elapsed from expiration of the last term for which that person was elected. Provided, however, that the Board of Directors by two-thirds of those present may waive the provisions of this section.

Section 3.04 Nominations: The Board Development Committee shall at least thirty (30) days before the date of any election of Directors file its slate of candidates for the officers and directors to be elected with the Secretary. Such slate shall include the person nominated by each faith congregation from said congregation. The Secretary shall in turn, forward to every member, at twenty (20) days before the date of any election of Officers and Directors, a list of the candidates nominated by the Board Development Committee. In addition, other qualified persons may be nominated at the Annual Meeting provided the nominee's consent thereto has heretofore been obtained in writing. One third of the Board of Directors shall be elected each year.

Section 3.05 Election: The Directors shall be elected by the members at the Annual Meeting. Once the candidates for Directors have been nominated, the members present at the meeting shall elect so many Directorships as are then up for election. A plurality of the votes cast for each such Directorship shall elect the Director. In the event that more than one person is nominated for a given Directorship, balloting for such Directorship shall be by secret ballot.

Section 3.06 Compensation:

Directors shall serve without compensation.

Section 3.07 Freedom from Liability:

The Corporation shall hold any director harmless from any liability, (including costs of defense) as a result of any claim against said director while acting on behalf of the corporation.

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Section 3.08 Meetings:

- (a) **Call of Meetings:** Meetings of the Board may be called by the Chair, the Vice-Chair or the Secretary or any two (2) Directors.
- (b) **Place of Meetings:** All meetings of the Board shall be held at such place or places as the Board may determine from time-to-time.
- (c) **Date and Time of Meetings:** Regular meetings of the Board of Directors shall be held without notice, quarterly as determined by the Board. The first act of the newly elected Directors following the close of the Annual Meeting shall be the election of Officers. The Officers' term shall be one (1) year. Each Officer may be re-elected for no more than one additional term. No Officer may serve more than two consecutive terms in the same office.
- (d) **Annual Meeting:** The members of the Corporation shall hold one regular meeting per year, namely the Annual Meeting, which shall be held on the fourth (4th) Tuesday of October of each year except that the Board of Directors shall have the right to postpone the date of any annual meeting of members to a date not more than sixty (60) days after the fourth (4th) Tuesday of October of each year. In such event, the Board of Directors shall cause the members to be notified of the new date for the annual meeting.
- (e) **Special Meetings:** Special meetings of the Board may be called by the Chair, Vice-Chair or the Secretary or any two (2) Directors. Special meetings shall be held on at least seven (7) days notice by first class mail, postage prepaid, or on twenty-four (24) hours notice by telephone, FAX or e-mail.
- (f) **Waiver of Notice of Meetings:** Notice of all special meetings shall be given as provided at Section 3.08 (e); However, if a Director signs a waiver of notice or a written consent to the holding of special meetings, whether before or after the meeting, notice of such meeting shall be deemed waived and the lack of such notice to such Director shall not invalidate any action taken by the Board at such special meeting. All such waivers and/or consents shall be filed with the corporate records or made a part of the minutes of the meetings.
- (g) **Quorum:** Thirty-three percent (33%) of the authorized number of Directors constitutes a quorum of the Board for the transaction of business, except as hereinafter provided. Thirty-three percent (33%) of those members entitled to vote on matters of which a vote of the members may be required shall constitute a quorum at any meeting of members.
- (h) **Transactions of Board:** Except as otherwise provided in these Bylaws, or by law, every act or decision done or made by a majority of the Board present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, provided, however, that any meeting at which a quorum was initially present may continue to transact business

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notwithstanding the withdrawal of Directors. Any action taken shall be approved by at least a majority of the Directors initially present.

- (i) **Conduct of Meetings:** In the Chair's absence, the Vice-Chair shall preside at meetings of the Board and in the absence of both, any Director selected by the Director's present shall preside at the meeting. The Secretary of the Corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary of the Board. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such a meeting can hear one another. Such participation shall constitute personal presence at the meeting.
- (j) **Adjournment:** A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Section 3.09 Action Without Meeting: Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors.

Section 3.10 Removal of Directors:

- (a) **Removal for Cause:** The Board of Directors may declare vacant the office of a Director on the occurrence of any of the following events:
 - (1) The Director has been declared incompetent or of unsound mind by a final order of court; or
 - (2) The Director has been convicted of a felony; or
 - (3) The Director ceases to meet the qualifications set forth at Section 3.02 of these Bylaws; or
 - (4) The Director is absent from three consecutive Board meetings.

Section 3.11 Resignation of Director: Any Director may resign effective on giving written notice to the Chair, the Secretary, or the Board of Directors of the Corporation, unless the notice specifies a later time for the effectiveness of such resignation.

Section 3.12 Vacancies in the Board:

- (a) **Causes:** Vacancies on the Board shall exist on the death, resignation, or removal of any Director.

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- (b) **Filling Vacancies:** Vacancies on the Board of Directors shall be filled by majority of the remaining Directors. Provided, however, if the vacancy is a representative of a particular faith congregation, the Directors shall elect a representative from said faith congregation upon nomination by said congregation.

Section 3.13 Powers and Duties of Directors: The Directors shall possess such powers and have such duties as are granted to an imposed on directors of corporations under the Corporations Code of the State of California.

Section 3.14 Reports: The Board of Directors shall render or cause to be rendered, the following reports:

- (a) **Annual Reports:** An annual report of the affairs, assets, operations and such other matters relating to this organization shall be made by the Board of Directors. The annual report shall include an audit conducted by a qualified CPA firm. The annual report shall be made available to the members of the Corporation and to others as directed by the Board of Directors.
- (b) **Other Reports:** Such other reports as shall be required by law, (such as required by taxing agencies) shall be rendered when and as required.

ARTICLE IV. OFFICERS

Section 4.01 Number and Titles: The officers of the Corporation shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers with such title and duties as shall be determined by the Board of Directors and as may be necessary to enable the Corporation to sign instruments. The Chair is the presiding officer to the Board of Directors. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer shall serve concurrently as the Chair.

Section 4.02 Appointment: The Officers of the Corporation shall be elected by and shall serve at the pleasure of the Board of Directors.

Section 4.03 Duties of Officers:

- (a) **Chair:** The Chair shall be the presiding officer of the Board of Directors. Such officer shall perform all duties incident to the office of Chair and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be prescribed from time-to-time by the Board of Directors. The Chair is hereby authorized to exercise any right to vote or execute a proxy to vote shares of stock of, any bonds, debentures, or other evidence of indebtedness, of any other corporation.
- (b) **Vice-Chair:** In the absence of the Chair, or in the event of his/her inability or refusal to act, the Vice-Chair shall perform all the duties of the Chair, and when so acting shall have all the power of, and be subject to all the restrictions on, the Chair. The Vice-Chair shall have such other powers and perform such other duties as may be prescribed by law, by

the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

- (c) **Secretary:** The Secretary shall keep or cause to be kept at the principal office of the Corporation, or such other place as the Board of Directors may order, a book of minutes of all meetings of the Board of Directors. The Secretary shall perform such other and further duties as may be required by law or as may be prescribed or required from time-to-time by the Board of Directors.
- (d) **Treasurer:** The Treasurer of the Corporation shall keep and maintain or cause to be kept and maintained, in written form adequate and correct books and records of account of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements. The books and records of account shall at all times be open to inspection by any Director of the Corporation. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name of, and to the credit of the Corporation with such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as ordered by the Board of Directors, and shall render to the Chair and the Directors, on request, an account of all such officer's transactions as Treasurer, and of the financial condition of the Corporation. The Treasurer shall perform such other duties as may be required by law or as may be prescribed or required from time-to-time by the Board of Directors or these Bylaws.
- (e) **Delegation of Duties:** The Chief Financial Officer may recommend the delegation of all or part of his/her duties to the Executive Director or such other employees of the Corporation as the Treasurer may from time-to-time designate in writing.
- (f) **Executive Director:** The Board of Directors may appoint an Executive Director of the Corporation to serve at the pleasure of the Board. In the event an Executive Director is appointed, she/he shall be the Chief Operating Officer of the corporation and as such shall have the authority and the responsibility for the day-to-day management and administration of the affairs, employees and resources of the Corporation and for implementation of the policies and programs of the Corporation.

Section 4.04 Resignation and Removal of Officers: An officer may resign at any time on written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Officers may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of all of the Directors.

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ARTICLE V. STANDING COMMITTEES

Section 5.01 Standing Committees: The following standing committees are created:

- Executive Committee
- Personnel Committee
- Finance Committee
- Fundraising Committee
- Board Development Committee and Nominating Committee.

In addition, the Board may create or appoint from time-to-time such AD HOC Committees as are necessary to carry out such functions as the Board deems appropriate. The Chair shall be an *ex-officio* member of each committee.

- (a) **Executive Committee**: The Chair, Vice-Chair, Treasurer, Secretary, Immediate Past Chair and two members elected at large by the Board of Directors shall constitute the Executive Committee, which shall have and may exercise all of the authority of the Board of Directors in the management of the Corporation between meetings of the Board. The Executive Committee will meet at least monthly on a regular basis or on call of the Chair or any two members of the Committee by giving appropriate notice to all members thereof. A majority of the Executive Committee shall be necessary to constitute a quorum for the transaction of business and the act of a majority of the members present at such meeting shall be the act of the Executive Committee.
- (b) **Personnel Committee**: The Personnel Committee shall consist of the Chair, Vice-Chair, and one other member of the Executive Committee selected by the Chair to make recommendations to the Executive Committee or the Board involving employees of the organization.
- (c) **The Finance Committee**: The Finance Committee shall consist at least of the Treasurer and two members of the Board appointed by the Chair and approved by the Executive Committee. It shall review all budgets and financial reports and make recommendations to the Treasurer, the Executive Committee and the Board.
- (d) **The Fundraising Committee**: The Fundraising Committee will consist of five persons appointed by the Chair and confirmed by the Executive Committee, whose primary responsibility shall be the raising of funds for the organization. Any action by the Fundraising Committee that involves the commitment of time or money shall be approved by the Executive Committee on the Board of Directors.
- (e) **Board Development and Nominating Committee**: This Committee shall consist of three members of the Board of Directors appointed by the Chair, whose primary responsibility will be the nomination of new faith congregations as members of the organization, the nomination of Board Members and the nomination of Officers to be elected immediately following the Annual Meeting. All Officers must be nominated from the Board.

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AARTICLE VI. AMENDMENT

Section 6.01 Amendment: These Bylaws may be amended, in whole or in part, at any time and from time-to-time by the Board of Directors by action taken in accordance with the provisions of Section 3.08.

Application for Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

▶ File a separate application for each return.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box
 - If you are filing for an **Additional (not automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form).
- Note: Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.**

Part I Automatic 3-Month Extension of Time—Only submit original (no copies needed)

Note: Form 990-T corporations requesting an automatic 6-month extension—check this box and complete Part I only
 All other corporations (including Form 990-C filers) must use Form 7004 to request an extension of time to file income tax returns. Partnerships, REMICs and trusts must use Form 8736 to request an extension of time to file Form 1065, 1066, or 1041.

Type or print	Name of Exempt Organization Contra Costa Interfaith	Employer identification number 91 : 1797391
File by the due date for filing your return. See instructions	Number, street, and room or suite no. If a P.O. box, see instructions. 535 Main Street, Suite 209	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. Martinez, CA 94553-0000	

Check type of return to be filed (file a separate application for each return):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Form 990 | <input type="checkbox"/> Form 990-T (corporation) | <input type="checkbox"/> Form 4720 |
| <input type="checkbox"/> Form 990-BL | <input type="checkbox"/> Form 990-T (sec. 401(a) or 408(a) trust) | <input type="checkbox"/> Form 5227 |
| <input type="checkbox"/> Form 990-EZ | <input type="checkbox"/> Form 990-T (trust other than above) | <input checked="" type="checkbox"/> Form 6069 |
| <input type="checkbox"/> Form 990-PF | <input type="checkbox"/> Form 1041-A | <input checked="" type="checkbox"/> Form 8870 |

- If the organization does **not** have an office or place of business in the United States, check this box
- If this is for a **Group Return**, enter the organization's four digit Group Exemption Number (GEN) _____ . If this is for the **whole** group, check this box . If it is for **part** of the group, check this box and attach a list with the names and EINs of all members the extension will cover.

1 I request an automatic 3-month (6-month, for **990-T corporation**) extension of time until _____, 20____, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year **2003**, or
 ▶ tax year beginning _____, 20____, and ending _____, 20____.

2 If this tax year is for less than 12 months, check reason: Initial return Final return Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions \$ _____

b If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit \$ _____

c Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions \$ _____

Signature and Verification

Under penalties of perjury I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form.

Signature ▶ Title ▶ Treasurer Date ▶ 6-10-04

* Original on file with Internal Revenue Service