



Special Board of Director Meeting

(via Email)

Tuesday, December 2, 2025

Board of Directors: Judge James Cecile, Shirley Copes, Nicholas DeMartino, Mitayah Donerlson, Paula Freedman, Steven Hodgins, Michael LaFlair, Tysha Martin, Christopher Montgomery, Erich Shafer, Robert Tackman, Patricia Usherwood Fitzpatrick, Jason Wallace, Eric Caballero, Edward Perry

Request for Board Resolution authorizing submission of application to CDBG for Free Tax Preparation

On Tuesday, December 2, 2025, the Board President Judge James Cecile forwarded to the Board of Directors, via email, a request for Board Resolution authorizing PEACE, Inc. to apply for funding from the City of Syracuse Community Development Block Grant (CDBG). The application package is due back to City of Syracuse Community Development Block Grant (CDBG) by December 5, 2025.

Robert Tackman made the motion to approve authorizing PEACE, Inc. to apply for funding from the City of Syracuse Community Development Block Grant (CDBG); Jason Wallace seconded the motion.

The following Board Members voted to approve the resolution:

Judge James Cecile
Robert Tackman
Jason Wallace
Paula Freedman
Eric Caballero
Michael LaFlair
Patricia Usherwood Fitzpatrick
Steve Hodgins
Nicholas DeMartino
Mitayah Donerlson
Tysha Martin
Christopher Montgomery

The motion is carried.

After Board approval, PEACE, Inc. the attached funds application package was forwarded to Board President Judge James Cecile for his signature. The application will then be sent to City of Syracuse Community Development Block Grant (CDBG) by December 5, 2025.

Enc.



Board Resolution Authorizing Submission of Application

Tuesday, December 2, 2025

Request for Board Resolution authorizing PEACE, Inc. to apply for funding from the City of Syracuse Community Development Block Grant

PEACE, Inc. is applying for funding from the City of Syracuse Community Development Block Grant which requires a Board Resolution authorizing PEACE, Inc. to submit the application for funding.

The following paragraph provides more information on the grant proposal:

For the City of Syracuse Department of Neighborhood and Business Development's Community Development Block Grant (CDBG) Program Year 52, PEACE, Inc. requests \$100,000 to support the agency's Free Tax Preparation Program.

PEACE, Inc.'s Free Tax Prep Program (FTP) provides year-round, no-cost tax preparation for low and moderate income households earning \$67,000 a year or less. Through staff and volunteers, FTP contributes to increasing income and financial stability to some of Syracuse's most vulnerable households by ensuring they receive the largest refund possible, maximize Earned Income (EITC) and Child Tax Credits (CTC), and avoid predatory/expensive tax preparation fees. Financial education around credit, savings, and retirement are also offered through referrals to partner organizations.

The proposed 2026 budget for FTP is \$311,793. Other sources of funding for FTP operations include in-kind contributions of \$33,400; Community Services Block Grant (CSBG) contribution is \$57,000; Pamela J. Hunter - NYS Assembly grant contribution is \$25,000; and \$96,393 is from philanthropic and corporate donations.

Motion to Approve the Resolution:

Made by: Robert Tackman

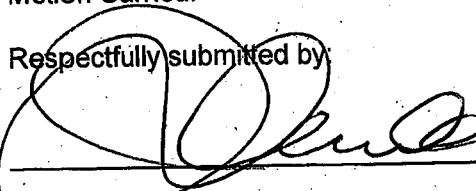
Date: 12/3/25

Seconded by: JASON WALLACE

Date: 12/3/25

Motion Carried.

Respectfully submitted by:


Judge James H. Cecile
Board President

Date: 12/3/25

PEACE, INC.
FREE TAX PREP PROGRAM BUDGET - 2026

CATEGORY	AMOUNT	TOTALS
1 Tax Specialist - 45 hours per week for 15 weeks 1/20/25-5/2/25 and 28 hours per week for 24 weeks	\$40,484.62	
2 Quality Assurance - 30 hours per week X 17 weeks at \$18/hour	\$18,360.00	
1 Quality Assurance - 22 hours per week X 17 weeks at \$18/hour	\$6,732.00	
3 Administrative Assistants -30 hours per week X 17 weeks at \$16/hour	\$24,480.00	
1 Free Tax Prep Program Manager - 37.5 hours per week for 12 months	\$69,330.70	
Allocated maintenance time for cleaning & routine maintenance	\$100.00	
TOTAL SALARIES		\$159,487.32
Indirect at 26% of gross salaries - per DHHS indirect cost rate agreement	\$41,466.70	
TOTAL INDIRECT		\$41,466.70
FICA at 7.65% of gross salary	\$12,193.13	
Short-term disability - \$8.08/employee per month	\$412.08	
Life Insurance - Free Tax Prep manager & Specialist \$0.172 gross \$100	\$188.88	
LTD Insurance - Free Tax Prep Manager & Specialist positions \$0.191 gross \$100	\$209.75	
Health -E+1 coverage estimated \$1673.33/month - Manager	\$20,079.96	
Dental/Vision - family coverage estimated at \$83.78/month - Manager	\$1,005.36	
Unemployment - 2.6% of first \$13,000 of wages	\$1,964.87	
Workers Comp - 8810 rate \$0.14/\$100 X 23.78% surcharges	\$276.21	
Allocated maintenance fringe	\$30.00	
401K - 3% Free Tax Prep Manager	\$2,079.92	
TOTAL FRINGES		\$38,440.16
Space Costs - Rent	\$20,572.92	

Utilities	\$731.54
Liability Insurance	\$1,674.60
Copier Maintenance Agreement	\$1,297.32
Advertising & Printing	\$250.00
Staff Travel Reimbursement & Parking	\$100.00
Postage & Shipping	\$75.00
Telephone & Internet	\$6,593.40
Subscriptions	\$175.00
Allocated maintenance other & building occupancy & maint supplies	\$250.00
Software maintenance/renewals/subscriptions	\$1,210.00
Pre-Employment background checks	\$170.00
Volunteer Celebration/Recognition expenses	\$3,700.00
Food	\$700.00
Office Supplies - paper, toner, folders, pens, etc	\$1,500.00

TOTAL PROGRAM COSTS

\$38,999.78

GRAND TOTAL FOR FREE TAX PREP PROGRAM

\$278,393.96

Inkind hours

\$27,500.00

Inkind space

\$5,900.00

Total Inkind

\$33,400.00

GRAND TOTAL

\$311,793.96



Connie Magunga <cmagunga@peace-caa.org>

Re: ** Board Resolution for CDBG for funding Tax Prep Time Sensitive**

1 message

james cecile <jcecile@yahoo.com>

Wed, Dec 3, 2025 at 1:22 PM

Reply-To: james cecile <jcecile@yahoo.com>

To: Steve Hodgins <hodgens.steve@gmail.com>, Nick DeMartino <njdemartino@hotmail.com>

Cc: Michael La Flair <mwlaflair@aol.com>, Shirley Copes <shirlgram08@gmail.com>, Paula Freedman

<freedmanassoc@yahoo.com>, "Robert T. Tackman" <bobtoddtack@aol.com>, "Erich W. Shafer"

<eshafer@greenlakeassociates.com>, "Eric J. T. Caballero" <ejtcaballero@outlook.com>, Mitayah Donerlson

<mdonerlson@hotmail.com>, "Jason J. Wallace" <jasonwallace1144@gmail.com>, Edward Perry <e-

clipzbarbershop311@hotmail.com>, Tysha Martin <tmartin@cnyfairhousing.org>, Patricia Usherwood Fitzpatrick

<pushfitz@gmail.com>, Christopher Montgomery <montgomery42017@gmail.com>, Carolyn Brown <carolyn.brown@peace-caa.org>, Connie Magunga <cmagunga@peace-caa.org>

Thanks for the responses everyone!

For the record, Bob Tackman made the motion to approve, Jason Wallace seconded the motion.

The following board members voted to approve the resolution:

Jim Cecile
Bob Tackman
Jason Wallace
Paula Freedman
Eric Caballero
Mike LaFlair
Trish Usherwood
Steve Hodgins
Nick DeMartino
Mitayah Donerlson
Tysha Martin
Chris Montgomery

The motion is carried. So we will apply for the grant!

Jim Cecile

On Wednesday, December 3, 2025 at 01:07:51 PM EST, Nick DeMartino <njdemartino@hotmail.com> wrote:

Approve
Sent from my iPhone

On Dec 3, 2025, at 12:46 PM, Steve Hodgins <hodgens.steve@gmail.com> wrote:

I motion or second if someone motions first.

On Wed, Dec 3, 2025 at 12:43 PM Michael La Flair <mwlaflair@aol.com> wrote:

I vote yes.

Mike La Flair

On Tuesday, December 2, 2025 at 08:33:40 PM EST, james cecile <jcecile@yahoo.com> wrote:

12/3/25, 1:31 PM
PEACE, Inc. Mail - Re: Board Resolution for CDBG for funding Tax Prep Time Sensitive

Dear Board Members:

As you know, the United Way gives our agency \$100,000.00 to help fund our free tax prep program. The United Way has announced that they will be holding all funding for all the groups they help fund until at least June of 2026. To make up for this short fall in our funding, we are going to apply to the City of Syracuse of Community Development Block Grant for \$100,000.00.

The application is due by this Friday, December 5, 2025. I have attached a proposed resolution to apply for the grant as well as the budget for the program.

If someone could make a motion to apply for the grant, and someone seconds, it, we can vote by email.

As I said this is time sensitive, I would appreciate everyone's attention to this matter.

As always, if anyone has any questions, please do not hesitate to contact me.

Thank you.
Jim Cecile