



**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

407

FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:
October 31, 2008

SUBJECT: Ratify multi-year Student Affiliation Agreement with the University of Phoenix.

RECOMMENDED MOTION:

That the Board of Supervisors:

- (1) Ratify the multi-year agreement between the University of Phoenix and the County of Riverside Community Health Agency, Department of Public Health for the performance period of September 1, 2008 through August 31, 2010;
- (2) Authorize the Chairperson of the Board of Supervisors to sign the Agreement; and
- (3) Authorize the Director of the Community Health Agency to sign subsequent amendments to this agreement not to exceed the approved performance period.

BACKGROUND: This agreement provides for the assignment of students enrolled in the University's School of Nursing, Public Health Program, Health Sciences, Biology Department, College of Health and Dietetic Programs to County Health Clinics. The students provide the County with valuable assistance at no cost. In addition, the students gain much needed on-the-job training and experience. The assigned students provide an excellent source of recruitment. The University desires to establish this contract for two years to minimize the intense procedure involved in renewing the agreement annually.

FINANCIAL DATA: This agreement does not require any County Funds.

nd William Lawrence
 William A. Lawrence, Deputy Director for
 Susan D. Harrington, Director of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	08/09

SOURCE OF FUNDS: N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: Michael R. Shetler
 Michael R. Shetler for Debra Cournoyer

County Executive Office Signature

CHANDLER, WILSON
 DEBRA A. COURNOYER, CLERK

FORM APPROVED COUNTY COUNSEL
 BY: Y. S. K. K. K. MARSHAL VICTOR 11/17/08 DATE

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

Departmental Concurrence

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED WAY OF THE INLAND VALLEYS AND COMMUNITY ACTION
PARTNERSHIP OF RIVERSIDE COUNTY**

- I. **Preamble:** Community Action Partnership of Riverside County (CAP Riverside) recognizes that it has entered into a partnership with United Way of the Inland Valleys per its acceptance of a grant from Bank of America in the amount of \$12,500 for the purpose of building the capacity of Earned Income Tax Credit (EITC) outreach and free tax preparation efforts in Riverside County.
- II. **Community Action Partnership of Riverside County Commits to:**
- A. Utilize the funding provided to broaden EITC outreach and free tax preparation efforts within Riverside County.
 - B. Outline the specific use(s) of the grant funds in Section III (Scope of Work) of this Memorandum of Understanding.
 - C. Track the following data:
 - Number of volunteers
 - Number of volunteer hours
 - Total number of returns filed
 - Total amount of refunds to clients
 - Total amount of EITC returned to clients
 - D. Submit a final report to United Way of Inland Valleys summarizing the activities during the tax season, the activities supported by the grant, and the results of the EITC outreach program (represented by the indicators listed above). The report must be submitted no later than May 1, 2009.
 - E. List United Way of the Inland Valleys and Bank of America as sponsors, where possible, on the campaign's website and on its marketing and other campaign materials.
- III. **Scope of Work:** CAP Riverside will use the funds provided by Bank of America to broaden EITC outreach and free tax preparation. The \$12,500.00 in funding will be used in outreach. The advertising will be in key local newspaper ads throughout Riverside County in English and in Spanish. 45,000 printed materials will be distributed at key locations in various communities such as parks and recreation sites, libraries, schools, social service agencies and church sites.

Part of the outreach/marketing plan will focus on making information available to local employers so they may provide this information to their employees who would be eligible to access the tax sites or who may be interested in volunteering.

CAP Riverside volunteer recruitment efforts will also target Bank of America employees in United Way of the Inland Valleys service region. In addition, CAP Riverside will host two (2) media events on Friday, January 30, 2009, for National EITC Awareness Day with elected officials, media, United Way staff and CAP staff. One event will be at the Glen Avon Library and the other in Banning at the Mount San Jacinto Junior College satellite office.

PROPOSED SITES:

CAP Riverside has also received an IRS VITA grant and plans to open approximately 14 VITA sites throughout Riverside County. The proposed VITA sites include: Banning, Blythe, Casa Blanca Family Learning Center, Center for Employment Training (CET), Coachella Valley Women’s Business Center, Eastside Library, Glen Avon Library, Lake Elsinore Senior Center, Moreno Valley Wesleyan Christian Fellowship, Palm Desert Library, Perris Library, Rubidoux Library. CAP Riverside will also operate a mobile unit allowing the VITA program to reach remote rural areas within Riverside County.

BUDGET:

Type	Quantity	Unit Cost	Total
Printing – Flyers: double-sided, English/Spanish			
“Coming Soon” flyer	15,000	\$.0688	\$1,032
“Tax Prep Sites Open” (site days/hours of operation)	15,000	\$.0688	\$1,032
Sub-total			\$2,064
Printing – Brochures tri-fold glossy	15,000	\$.3257	\$4886
Category sub-total			\$6,950
Newspaper – Print Advertisements			
Press Enterprise			
Banning Record Gazette			
Temecula Valley News			
Inland Empire Hispanic News			
Precinct Reporter			
Black Voice			
Perris Progress			
The Californian – Temecula			
Jurupa Valley News			
Category sub-total			\$5,550
Total			\$12,500

IV. Term of Contract:

Agreement commences on the date of execution through April 15, 2009.

This Memorandum of Understanding is agreed to by:

**Community Action Partnership of
Riverside County**

UNITED WAY OF THE INLAND VALLEYS

BY: _____
Signature

BY: _____
Signature

Kevin McCarthy

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Federal Tax ID #95-1742174

FORM APPROVED COUNTY COUNSEL
BY: *Karisa R-Mckenna* 11/14/08
KARISA R-MCKENNA DATE