

408



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

FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
2/10/10

SUBJECT: Memorandum of Understanding with United Way of the Inland Valleys

RECOMMENDED MOTION: That the Board of Supervisors approve and:

1. Authorize the Chairman of the Board to sign the attached Memorandum of Understanding (MOU) between United Way of the Inland Valleys (United Way) and Community Action Partnership of Riverside County (CAP Riverside) for the Earned Income Tax Credit (EITC) Program not to exceed \$10,000 covering from the date of execution through April 15, 2010.
2. Instruct the Auditor Controller to adjust the budget as detailed in the attached Schedule A.

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *[Signature]* 3/15/10
SUSANA GARCIA-DUCANIEGRA

FORM APPROVED COUNTY COUNSEL
[Signature] 3/13/10
DATE Department
LARISSA R-MCKENNA

[Signature: Lois J. Carson]
Lois J. Carson, CCAP, Executive Director

Continued (3 pages total)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 10,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	09/10

SOURCE OF FUNDS: 100% United Way of the Inland Valleys	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature: Debra Cournoyer]*
Debra Cournoyer

County Executive Office Signature

Dep't Recomm.: Consent Policy

Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: 4/1-08 (#3.27), 12/9/08 (#3.17) **District:** All **Agenda Number:** **3.27**

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

FROM: Community Action Partnership
of Riverside County

DATE: 2/10/10

SUBJECT: Memorandum of Understanding
With the United Way of the Inland Valleys

PAGE: 2 of 3

BACKGROUND:

The Internal Revenue Service estimates that 25% of California's eligible EITC funds go unclaimed each year. EITC is recognized nationally as one of the most effective means to move low-income people out of poverty. Since 2004, CAP Riverside has coordinated Volunteer Income Tax Assistance (VITA) sites. Over 6,486 income tax returns have been completed, generating over \$9 million in tax refunds for low-income residents of Riverside County.

Again, this coming tax season, United Way and Bank of America are partnering with CAP Riverside by providing \$10,000 to expand the EITC outreach efforts within Riverside County. The funding will be utilized to cover the cost of 30,000 printed materials and advertising in key local newspapers throughout Riverside County.

FINANCIAL IMPACT: No County General Funds will be required.

CONCURE/EXECUTE: Auditor Controller

LJC/MYJ/KA:jb

FROM: Community Action Partnership
of Riverside County

DATE: 2/10/10

SUBJECT: Memorandum of Understanding
With the United Way of the Inland Valleys

PAGE: 3 of 3

SCHEDULE A

Community Action Partnership of Riverside County Budget Adjustment Fiscal Year 2009/2010

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200300000-527780

Special Program Expense

\$10,000

INCREASE IN ESTIMATED REVENUE:

CAARC-21050-5200300000-781360

Other Misc Revenue

\$10,000

**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 \$10,000 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, 2010.
 - 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. **United Way of the Inland Valleys Commits to:**
- A. Reimburse CAP Riverside for services provided under Section IV., Scope of Work, in the amount not to exceed \$10,000.
- IV. **Scope of Work:** CAP Riverside will use the funds provided by Bank of America to broaden EITC outreach and free tax preparation. The \$10,000.00 in funding will be used in outreach. The advertising will be in key local newspaper ads throughout Riverside County in English and in Spanish. 30,000 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 a media event on Friday, January 30, 2010, for National EITC Awareness Day with elected officials, media, United Way staff and CAP staff. The event will be held at the California Baptist University campus in Riverside and will showcase the CAP Riverside Mobile Unit for free on-site tax preparation.

PROPOSED SITES:

CAP Riverside has also received an IRS VITA grant and plans to open approximately 11 VITA sites throughout Riverside County. The proposed VITA sites include: Blythe Community Center, Casa Blanca Family Learning Center, Center for Employment Training (CET), Lake Elsinore Senior Center, Moreno Valley Wesleyan Christian Fellowship, Mount San Jacinto Community College – Main Campus, Perris Library, and Riverside Community College – Main Campus. CAP Riverside will also operate special event mobile sites allowing the VITA program to reach remote rural areas within Riverside County.

BUDGET:

Type	Quantity	Unit Cost	Total
Printing – Flyers: double-sided, English/Spanish (includes coming soon, sites open, special events and surveys)	15,000	\$0.0688	\$1,032
Sub-total			\$1,032
Printing – Brochures tri-fold glossy	15,000	\$0.3257	\$4886
Category sub-total			\$5,918
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			\$4,082
Total			\$10,000

V. **Term of Contract:**
Agreement commences on the date of execution through April 15, 2010.

This Memorandum of Understanding is agreed to by:

**Community Action Partnership of
Riverside County**

UNITED WAY OF THE INLAND VALLEYS

BY: _____
Signature

BY: _____
Signature

TITLE: _____

Kevin J. McCarthy

DATE: _____

TITLE: **President/Chief Executive Officer**

DATE: _____

Federal Tax ID #95-1742174

FORM APPROVED COUNTY COUNSEL
BY: Larisa R-Mckenna 3/3/10
LARISA R-MCKENNA DATE