

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

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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	\$.0688	\$1,032
Sub-total			\$1,032
Printing – Brochures tri-fold glossy	15,000	\$.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: *Marion Ashley*
Signature

BY: *Kevin J. McCarthy*
Signature

MARION ASHLEY

Kevin J. McCarthy

TITLE: **CHAIRMAN, BOARD OF SUPERVISORS**

TITLE: **President/Chief Executive Officer**

DATE: **APR 06 2010**

DATE: _____

Federal Tax ID #95-1742174

ATTEST:
KECIA HARPER-IHEM, Clerk
By *Kecia Harper-Ihem*
DEPUTY

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

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

APR 06 2010 3.27