

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



828

**FROM:** Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
October 21, 2014

**SUBJECT:** Approval of the Grant Agreement #15VITA0072 of the Internal Revenue Service, Department of Treasury for the 2014-2015 Volunteer Income Tax Assistance Program for One (1) year. [Districts: All] [\$69,000] [IRS VITA]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the Chairman of the Board to sign the attached Grant Agreement #15VITA0072 between the Internal Revenue Service (IRS) and Community Action Partnership of Riverside County (CAP Riverside) to fund the 2014-2015 Volunteer Income Tax Assistance Program for \$69,000, covering the period of July 1, 2014 – June 30, 2015;
2. Authorize the Purchasing Agent, or designee to sign ministerial amendments and increases to Agreement #15VITA0072;
3. Authorize the Executive Director of CAP Riverside to administer the program and sign all assurances, exhibits, and reports made under this agreement.

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: [Signature] 10/7/14  
Esteban Hernandez

[Signature]  
Name: Maria V. Juarez, CCAP  
Title: Executive Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 69,000	\$ 0	\$ 69,000	\$ 0	Consent <input type="checkbox"/> Policy X <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS: 100% IRS</b>				<b>Budget Adjustment: Yes</b>	
				<b>For Fiscal Year: 14/15</b>	

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: [Signature]  
Donna Shaw

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone and Benoit  
Nays: None  
Absent: Tavaglione and Ashley  
Date: October 21, 2014  
xc: CAP, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: [Signature]  
Deputy

Prev. Agn. Ref.: 10/1/13 (#3.5)      District: All      Agenda Number:

**3-10**

FORM APPROVED COUNTY COUNSEL  
DATE: 10/16/14  
BY: GREGORY P. PRAMOS

Purchasing: [Signature]  
Mark Seiler, Assistant Director

A-30       Positions Added  
 4/5 Vote       Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of the Grant Agreement #15VITA0072 of the Internal Revenue Service, Department of Treasury for the 2014-2015 Volunteer Income Tax Assistance Program for One (1) year. [Districts: All][\$69,000][IRS VITA]**  
**DATE:** October 21, 2014  
**PAGE:** Page 2 of 3

**RECOMMENDED MOTION:**

**BACKGROUND:**

Since 2005, CAP Riverside has coordinated with the IRS to open VITA sites throughout Riverside County. The IRS funding will support CAP Riverside's Earned Income Tax Credit (EITC) Program by providing marketing/outreach materials, training for approximately 175 volunteer tax preparers and administrative support at 18 VITA sites.

**Impact on Citizens and Businesses**

The IRS estimates the 25% of California 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 2005, CAP Riverside's volunteer tax preparers have completed over 20,682 income tax returns, generating over \$27.2 million in tax refunds for low-income residents of Riverside County. CAP Riverside anticipates completing 3,500 tax returns at no-cost for low-income Riverside County Residents for the 2014-2015 program year.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No County General Funds would be required. \$67,000 was included in the budget for FY2014/2015. Budget adjustment for \$2,000 is included in Schedule A.

**Contract History and Price Reasonableness**

On November 24, 2009 (#3.41), November 9, 2010 (#3.3), October 18, 2011 (#2.5), October 1, 2013 (#3.5) the Board of Supervisors approved each consecutive VITA grant application. This application provides \$69,000 in funding for VITA program.

**ATTACHMENTS:**

**Budget Adjustment**

MYJ:afm

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

**FORM 11:** Approval of the Grant Agreement #15VITA0072 of the Internal Revenue Service, Department of Treasury for the 2014-2015 Volunteer Income Tax Assistance Program for One (1) year. [Districts: All][\\$69,000][IRS VITA]

**DATE:** October 21, 2014

**PAGE:** Page 3 of 3

**SCHEDULE A**

Community Action Partnership of Riverside County  
Budget Adjustment  
Fiscal Year 2014/2015

INCREASE IN EST. REVENUE:

CAARC-21050-5200300000-767220	Fed-Other Operating Grants	\$2,000
-------------------------------	----------------------------	---------

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200300000-527780	Special Program Expense	\$2,000
-------------------------------	-------------------------	---------

*Budget adjustment NOT approved  
requires 4/5 vote  
to come back for  
approval*

<b>Form 13981 (June 2014)</b>		Department of the Treasury – Internal Revenue Service		<b>VITA</b>	
<b>GRANT AGREEMENT</b>					
<b>General Federal Award Information</b>					
Recipient Name:	Community Action Partnership of Riverside County	Federal Award Identifier Number (FAIN):	15VITA0072		
Recipient Address:	2038 Iowa Avenue, Suite B-102 Riverside, CA 92507-2412	Federal Award Date:	September 3, 2014		
		Period of Performance:	July 1, 2014 to June 30, 2015		
		Amount of Federal Funds Obligated:	\$69,000.00		
DUNS:	105920057	Total Amount of Federal Funds Obligated:	\$69,000.00		
Indirect Cost Rate:	N/A	Total Amount of Federal Award:	\$69,000.00		
Budget Approved:	\$69,000.00	Total Cost Sharing or Matching Required:	\$69,000.00		
Minimum federal returns to be Accomplished by your Program:	3,500	Multi-Year Award:	Yes		
		Multi-Year Period:	2		
<b>Grant Program Information</b>					
CFDA Number and Name:	21.009 Volunteer Income Tax Assistance (VITA) Matching Grant Program				
Program Source:	20-2009				
Federal Award Project Description:	This project enables the Volunteer Income Tax Assistance (VITA) program to extend services to underserved populations in hardest-to-reach areas, both urban and non-urban; increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve significantly the accuracy rate of returns prepared at VITA sites.				
<b>Contact Information for IRS Grant Officer</b>					
Name:	Azell Turner	Phone Number:	404-338-8917		
Address:	Internal Revenue Service 401 W. Peachtree St., NW, Stop 420-D Atlanta, Georgia 30308	Email Address:	Azell.I.Turner@irs.gov		
		Alternate Phone:	404-338-7894		
		Alternate Email:	Grant.Program.Office@irs.gov		

This **Grant Agreement** is entered into by the Internal Revenue Service, Department of the Treasury, United States of America, hereinafter referred to as IRS, and the recipient shown above and hereinafter referred to as recipient.

**Period of Performance:** The Grant Agreement covers the grant period shown above and is conditional on compliance with terms and conditions as outlined throughout this agreement. Expenses incurred before or after this period are not covered by this grant.

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing by the Director, Stakeholder Partnerships, Education and Communication, Wage and Investment Division, or their designee.

If multi-year award is indicated above, you are an approved multi-year grant recipient. Your grant will be renewed in year two or year three, provided your organization meets the multi-year grant criteria as outlined in the application package for your initial multi-year award. Funding for the subsequent grant cycle may be increased or decreased, depending on the Congressional appropriation for the VITA Grant Program and your organization's performance during the grant cycle covered by this award.

Approved by an Authorized Representative of the Recipient:

**JEFF STONE**

Name: (Please Print)

**CHAIRMAN, BOARD OF SUPERVISORS**

Title: (Please Print)

*Jeff Stone*  
Signature Date 10/21/14

BY: *Neal R. Kipnis* DATE 10/16/14  
NEAL R. KIPNIS DATE

Approved for the Internal Revenue Service by:

**Dietra D. Grant**

Name

Director, Stakeholder Partnerships, Education & Communication

Title

*Dietra D. Grant*  
Signature Date 9/3/2014

ATTEST:  
 KECIA HARPER-IHEM, CLERK  
 DEPUTY

OCT 21 2014 3-10

### VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

1. Sponsor Name:

COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY

2. Street Address:

2038 IOWA AVE SUITE B102

3. City:

RIVERSIDE

4. State:

CA

5. Zip Code:

92507

6. Telephone Number:

951-955-4900


7. E-Mail Address:


KGONGORA@CAPRIVERSIDE.ORG

Please review this form and Form 13615 *Volunteer Standards of Conduct*. By signing and dating this form, you are agreeing:

- to the key principles,
- all volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

  
 Sponsor Signature  
**JEFF STONE**  
 Print Name

ATTEST: 10/20/14  
 KECIA HARPER-JHEM, Clerk  
 By   
 DEPUTY

#### Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

FORM APPROVED JOINT COUNSEL  
 DATE 10/20/14  
 BY KECIA HARPER-JHEM

<b>Applicant Name</b>	COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY
-----------------------	--

**Program Plan Narrative: Return Preparation Performance (Item I.A.3.)**

Tax Return Year	Total Federal Returns Prepared	% E-filed	Number of Volunteers
2013	3405	98	162
2012	3206	98	158
2011	2562	95	166

**Note:** This template can be copied and pasted into your narrative or submitted as a separate attachment.

<b>Instructions:</b>	
<b>Tax Return Year</b>	Record the calendar year of the primary returns being filed during the most recent filing season, e.g., Record 2013 for returns prepared January 1, 2014 through April 15, 2014, even if you prepared prior year returns as well.
<b>Total Federal Returns Prepared</b>	This is the actual number of federal returns filed either electronically or through the mail. If your program is open after April, you may include all returns filed at time of application submission. You may also include any returns filed the previous year between July and December; however, you must provide a comment that "XXX returns filed between July and December, are included in this number reported." Returns reported under this filing season should not be included in the previous period.
<b>% E-file</b>	Provide the percent of returns filed electronically as identified in the previous column (electronic returns/total returns).
<b>Number of Volunteers</b>	Provide the number of volunteers that served in your program.
<b>Note:</b> If the information populated in the table shows a reduction in service from one year to the subsequent year, please explain in your narrative the reason for the reduction.	

**Applicant Name** COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY

**Program Plan Narrative: VITA Target Audience (Narrative Items I.C. 1-4, and 6)**

**Reference to Program Plan Narrative Section**

C. VITA Target Audience: 1. Focus	Options:	Category	Proposed Target (select only one for each focus)	Returns Proposed by Target	Comments
	Low Income	Primary Focus	Low income	2600	
Elderly					
Rural	Secondary Focus	Limited English proficient	900		
Persons with disabilities					
Limited English proficient					
Native American					

C. VITA Target Audience: 2. Sites Proposed	Method	Traditional VITA Sites Proposed	Facilitated Self Assistance Sites Proposed	How many of these sites will share an EFIN?
	Existing	20		
	New	1	3	
	<b>Total</b>	<b>21</b>	<b>3</b>	<b>3</b>

C. VITA Target Audience: 3. Returns Prepared	Method	Traditional VITA Returns Proposed	Facilitated Self Assistance Returns Proposed
	<b>Total</b>	<b>3500</b>	<b>50</b>

C. VITA Target Audience: 4. Volunteers	Total Volunteers Proposed	
	Program Volunteers	175

Note: You may use your own template for providing this information as long as it includes all the fields requested.

**Program Plan Narrative: VITA Target Audience (Item C.2 Detailed Site Information)**

Existing or New	Name of Site	Site Address (City, State, and County)	EFIN	SIDN	Hours of Operations	C.6. Special focus or needs (e.g., rural, deaf, disabled, facilitated self)
Existing	BANNING SENIOR CENTER	BANNING, CA, RIVERSIDE	338688	S72067028	WEDNESDAY, 9AM-12PM	LOW INCOME
Existing	BLYTHE SENIOR CENTER	BLYTHE, CA, RIVERSIDE	339868	S72013344	MONDAY-THURSDAY, 9AM-12PM	LOW INCOME, RURAL, DISABLED
Existing	CAP RIVERSIDE	RIVERSIDE, CA, RIVERSIDE		S37061304	MONDAY-FRIDAY, 9AM-4PM	LOW INCOME, RURAL, DISABLED
Existing	CASA BLANCA LIBRARY	RIVERSIDE, CA, RIVERSIDE	337740	S72013980	FRIDAY & SATURDAY, 10AM-2PM	LOW INCOME, RURAL, DISABLED
Existing	CET COACHELLA	COACHELLA, CA, RIVERSIDE	339341	S72013746	FRIDAY, 4PM-8PM; SATURDAY 10AM-4PM	LOW INCOME, RURAL, DISABLED
Existing	CESAR CHAVEZ CENTER	RIVERSIDE, CA, RIVERSIDE	339256	S72017229	TUESDAY-THURSDAY, 3:30PM-6:30PM	LOW INCOME, RURAL, DISABLED
Existing	CHATIGNY SENIOR CENTER	BEAUMONT, CA, RIVERSIDE	338705	S72061065	TUESDAY & THURSDAY, 8AM-12PM	LOW INCOME, ELDERLY
Existing	DESERT HOT SPRINGS	DESERT HOT SPRINGS, CA, RIVERSIDE	338783	S72013509	MONDAY & WEDNESDAY, 9AM-2PM	LOW INCOME, ELDERLY, DISABLED
Existing	GLEN AVON LIBRARY	JURUPA VALLEY, CA, RIVERSIDE	333780	S72018716	THURSDAY, 10AM-2PM	LOW INCOME
Existing	HIGHGROVE LIBRARY	HIGHGROVE, CA, RIVERSIDE	337788	S37069771	SATURDAY, 10AM-2PM	LOW INCOME
Existing	ISLAMIC CENTER OF RIVERSIDE	RIVERSIDE, CA, RIVERSIDE	338340	S37061580	FRIDAY, 5PM-8:30PM	LOW INCOME
Existing	LAKE ELSINORE SENIOR CENTER	LAKE ELSINORE, CA, RIVERSIDE	335865	S72010342	MONDAY, WEDNESDAY, FRIDAY, 10AM-2PM	LOW INCOME
Existing	MARTHAS VILLAGE & KITCHEN	INDIO, CA, RIVERSIDE	337789	S37064491	SATURDAY, 9AM-1PM	LOW INCOME, RURAL
Existing	MEAD VALLEY COMMUNITY CENTER	PERRIS, CA, RIVERSIDE	337866	S37061895	MONDAY, 9AM-1PM	LOW INCOME, RURAL
Existing	MECCA FAMILY RESOURCE	MECCA, CA, RIVERSIDE		S37069900	MONDAY-FRIDAY, 8AM-4PM	LOW INCOME, RURAL
Existing	MORENO VALLEY COLLEGE	MORENO VALLEY, CA, RIVERSIDE	303587	S72011733	SATURDAY, 8:30AM-2:30PM	LOW INCOME
Existing	MT SAN JACINTO COLLEGE	SAN JACINTO, CA, RIVERSIDE	336361	S72015614	SATURDAY, 10AM-2PM	LOW INCOME, RURAL
Existing	NORCO COLLEGE	NORCO, CA, RIVERSIDE	330511	S37065674	SATURDAY, 8:30AM-12:30PM	LOW INCOME
Existing	PERRIS FAMILY RESOURCE	PERRIS, CA, RIVERSIDE	330013	S72016067	MONDAY & FRIDAY, 2PM-4PM	LOW INCOME
Existing	RIVERSIDE CITY COLLEGE	RIVERSIDE, CA, RIVERSIDE	338784	S72019354	SATURDAY, 9AM-3PM	LOW INCOME
Existing	RUBIDOUX LIBRARY	JURUPA VALLEY, CA, RIVERSIDE	330616	S72061436	SATURDAY, 10AM-2PM	LOW INCOME
New	Hemet					LOW INCOME



# COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY

*Helping People - Changing Lives*



**María Y. Juárez, CCAP**  
Executive Director

September 24, 2014

## PROGRAMS

### ENERGY

Utility Assistance  
(951) 955-6448  
(951) 955-6478  
(800) 999-5584

Weatherization  
(951) 955-6418

### DISPUTE RESOLUTION CENTER

Mediation  
Arbitration

### ASSET BUILDING

RivCo Individual  
Development Accounts  
Earned Income Tax Credit  
Project B.L.I.S.S.

### YOUTH PROGRAMS

Pre-Apprenticeship  
Project L.E.A.D.

### PLANNING

Research & Development  
Community Action Academy

### FISCAL

### PUBLIC INFORMATION

### FIELD OFFICES

Blythe  
(760) 921-5080  
Indio  
(760) 863-2664  
Hemet  
(951) 791-3567

Azell Turner  
Tax Analyst  
Internal Revenue Service  
401 West Peachtree St., Stop 420D  
Atlanta, GA 30308

Re: Federal Award 15VITA0072 Program Plan Narrative Summary of Changes

Due to reduced budget of proposal, the following services will not be implemented for the 2015 VITA award:

- a. Projected returns for 2015 tax season have been scaled back from proposed 3,630 to 3,500 due to reduction in budget for manpower.
- b. Expansion of Virtual VITA
- c. Staffing lease in East County
- d. No sub-recipients

Sincerely,

Kareem Gongora  
ETPC Program Manager





Applicant Name:	COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY		
Budget Information: Budget Detail Explanation			
Fringe Benefits Subtotal		\$0	\$0
Fringe Benefits Total - Record on SF 424A, line 6b		\$0	\$0

Applicant Name:		COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY		
Budget Information: Budget Detail Explanation				
C. Travel				
Under Item, indicate the type of travel requested or that will be used as matching funds. Include the number of individuals if known. Show under computation how amount determined.				
Item	Computation	Federal Funds	Matching Funds	
(4) Program Coordinators Travel for oversight and supervision of all (20) sites throughout the County of Riverside	13,500 miles @ \$.56/mile	\$7,560		
Volunteer Mileage Incentive- Travel	\$12.5/mo * 3 Months * 175 Volunteers	\$6,563		
Travel Subtotal		\$14,123		0
Travel Total - Record on SF 424A, line 6c		\$14,123		

D. Equipment				
Under Item, indicate the type of equipment to be purchased or that will be used as matching funds. Include the quantity or number of items. Show under computation how determined.				
Item	Computation	Federal Funds	Matching Funds	
Use of Desktop Computers- Coachella Center for Employment Training (CET)	10 computer @ \$34.38ea/wk * 19 weeks		\$6,532	
Use of Desktop Computers- Casa Blanca Library	18 computers @ \$34.38 ea/wk * 19 weeks		\$11,758	
Use of Desktop Computers-Lake Elsinore Senior Center	3 computers @ \$34.38 ea/wk * 19 weeks - plus 1 printer @ \$99 ea/wk * 19 weeks		\$3,841	
Use of Desktop Computers- Martha's Village & Kitchen	6 computers @ \$34.38 ea/wk * 19 weeks - plus 1 printer @ \$99 ea/wl * 19 weeks		\$5,800	
Use of Desktop Computers- Mt San Jacinto Jr. College (MSJC)	20 computers @ \$34.38 ea/wk * 19 weeks		\$13,065	
Use of Desktop Computers- Norco College	6 computers @ \$34.38 ea/wk * 19 weeks - plus 1 printer @ \$99 ea/wl * 19 weeks		\$5,800	
Use of Desktop Computers- Riverside Community College (RCC)	20 computers @ \$34.38 ea/wk * 19 weeks		\$13,065	

Applicant Name:	COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY	
Budget Information: Budget Detail Explanation		
Equipment Subtotal	\$0	\$59,861
Equipment Total - Record on SF 424A, line 6d	\$59,861	

Applicant Name: COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY			
Budget Information: Budget Detail Explanation			
E. Supplies			
Item	Computation	Federal Funds	Matching Funds
General Supplies for each site to include paper, printer cartridges, pens, pencils, etc.	20 sites * \$104/site	\$2,086	
<b>Supplies Subtotal</b>		\$2,086	\$0
<b>Supplies Total - Record on SF 424A, line 6e</b>		\$2,086	\$2,086

F. Contractual			
Item	Computation	Federal Funds	Matching Funds
Donated office space - CET Coachella	\$265/wk x 19 weeks- Recruiting and Training Site		\$5,035
Donated facility use - Cal Baptist University	16 Saturday & Evening hours x \$82/hr (Training)		\$1,312
Donated facility use - Casa Blanca	143 Saturday & evening hours x \$82/hr		\$11,726
Donated facility use - CET Coachella	143 Saturday & evening hours x \$82/hr		\$11,726
Donated facility use - Rubidoux Library	78 Saturday & evening hours x \$82/hr		\$6,396
Donated facility use - Highgrove Library	78 Saturday hours x \$82/hr		\$6,396
Donated facility use - Riverside City College	78 Saturday hours x \$82/hr		\$6,396
Donated facility use - Mecca Family Resource Center	208 weekday hours x \$53/hr		\$11,024
Donated facility use - Mt San Jacinto College	78 Saturday hours x \$82/hr		\$6,396
Donated facility use - Moreno Valley College	156 Saturday & evening hours x \$82/hr		\$12,792
Donated facility use - Norco College	156 Saturday & evening hours x \$82/hr		\$12,792
Donated facility use - Islamic Center of Riverside	52 Friday evening hours x \$82/hr		\$4,264
Donated facility use - Blythe Community Center	208 weekday hours x \$53/hr		\$11,024
Donated facility use - Lake Elsinore Senior Center	208 weekday hours x \$53/hr		\$11,024
Donated facility use - Mead Valley Community Center	78 weekday hours x \$53/hr		\$4,134

Applicant Name:		COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY	
Budget Information: Budget Detail Explanation			
Donated facility use - Martha's Village & Kitchen	156 Saturday & evening hours x \$82/hr		\$12,792
Donated facility use - Perris Family Resource Center	208 weekday hours x \$53/hr		\$11,024
Donated facility use - Renck Community Center	50 evening hours x \$82/hr		\$4,100
Donated facility use - UC Riverside	16 Saturday & Evening hours x \$82/hr (Training)		\$1,312
Donated facility use - Glen Avon	52 Saturday & evening hours x \$82/hr		\$4,264
Donated facility use - Desert Hot Springs Family Resource	208 weekday hours x \$53/hr		\$11,024
Donated facility use - Cesar Chavez Center	180 Weekday & evening hours x \$82/hr		\$14,760
Donated facility use - Banning Senior Center	222 weekday & Saturday hours x \$53/hr		\$11,766
Donated facility use - Beaumont Senior Center	102 weekday hours x \$53/hr		\$5,406
VITA/EITC Volunteer Recognition-space rental	2 events @ \$300 ea	\$600	
VITA/EITC Awareness-space rental	1 event @ \$300	\$300	
<b>Contractual Subtotal</b>		\$900	\$198,885
<b>Contractual Total - Record on SF 424A, line 6f</b>		<b>\$199,785</b>	





**Applicant Name:** COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY  
**Budget Information: Budget Detail Explanation**

<b>J. Total Indirect Charges</b>	<b>Federal Funds</b>	<b>Matching Funds</b>
Total Indirect Charges Subtotal		
<b>Indirect Charges Total - Record on SF 424A, line 6j</b>	\$0	

<b>K. Total Charges</b>	<b>Federal Funds</b>	<b>Matching Funds</b>
Total Charges	\$69,000	\$540,546
<b>Total - Record on SF 424A, line 6K</b>	<b>\$609,545</b>	



**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. VITA- 2015	21.009	\$	\$	\$ 69,000.00	\$ 540,546.00	\$ 609,546.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 69,000.00	\$ 540,546.00	\$ 609,546.00

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$ 16,233.00	\$	\$	\$ 16,233.00
b. Fringe Benefits				0.00
c. Travel	14,123.00			14,123.00
d. Equipment	0.00			0.00
e. Supplies	2,086.00			2,086.00
f. Contractual	900.00			900.00
g. Construction	0.00			0.00
h. Other	35,658.00			35,658.00
i. Total Direct Charges (sum of 6a-6h)	69,000.00	0.00	0.00	69,000.00
j. Indirect Charges				0.00
k. TOTALS (sum of 6i and 6j)	\$ 69,000.00	\$ 0.00	\$ 0.00	\$ 69,000.00

7. Program Income	\$	0.00	\$	\$	0.00
-------------------	----	------	----	----	------

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 69,000.00	\$ 5,520.00	\$ 18,940.00	\$ 34,500.00	\$ 10,040.00
14. Non-Federal	540,546.00	43,244.00	135,136.00	270,273.00	91,893.00
15. TOTAL (sum of lines 13 and 14)	\$ 609,546.00	\$ 48,764.00	\$ 154,076.00	\$ 304,773.00	\$ 101,933.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges: Includes; Cnty Exec Office, Auditor-Controller, HR, Risk Mgt, PR etc.
23. Remarks:	

Applicant Name: COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY

**Budget Information: Matching Funds Summary Chart**

Matching Funds Summary Chart

#	Source Name	Type	Amount In-Hand or Committed*	Amount to be Raised	Date	Comments
1	VOLUNTEER TRAINERS (5 IRS CERTIFIED TRAINERS, \$75/HR, 104 HOURS)	TRAINER		\$39,000	2/1/2015	
2	VOLUNTEER TAX PREPARERS (162 CERTIFIED VOLUNTEERS, \$22.78/HR, 10,000 HOURS)	TAX PREPARERS		\$227,800	5/30/2015	based on actual average from 2014 season volunteers; hours to be performed during 2015 season
3	VOLUNTEER SITE COORDINATORS (21 CERTIFIED SC, \$38.98/HR, 1000 HOURS)	TAX PREPARERS		\$38,980	5/30/2015	based on actual average from 2014 season volunteers; hours to be performed during 2015 season
4	VOLUNTEER QUALITY REVIEWERS (21 CERTIFIED QUALITY REVIEWERS, \$38.98/HR, 1000 HOURS)	TAX PREPARERS		\$38,980	5/30/2015	based on actual average from 2014 season volunteers; hours to be performed during 2015 season
5	VOLUNTEER TRANSLATOR (10 TRANSLATORS, \$21.84/HR, 1500 HOURS)	TAX PREPARERS		\$32,760	5/30/2015	based on actual average from 2014 season volunteers; hours to be performed during 2015 season
6	BANNING SENIOR CENTER	TAX PREP		\$11,766	4/15/2015	
7	BLYTHE COMMUNITY CENTER	TAX PREP		\$11,024	4/15/2015	

#	Source Name	Type	Amount In-Hand or Committed*	Amount to be Raised	Date	Comments
8	CAL BAPTIST UNIVERSITY	TRAINING		\$1,312	2/1/2015	
9	CASA BLANCA FAMILY LEARNING CENTER	TAX PREP		\$11,726	4/15/2015	
10	CENTER FOR EMPLOYEMENT TRAINING (COACHELLA)	TRAINING		\$1,968	4/15/2015	
	CENTER FOR EMPLOYEMENT TRAINING (COACHELLA)	TAX PREP		\$9,758	4/15/2015	
11	CESAR CHAVEZ CENTER	TAX PREP		\$14,760	4/15/2015	
12	CHATIGNY COMMUNITY CENTER	TAX PREP		\$5,406	4/15/2015	
13	DESERT HOT SPRINGS	TAX PREP		\$11,024	4/15/2015	
14	GLEN AVON LIBRARY	TAX PREP		\$4,264	4/15/2015	
15	HIGHGROVE LIBRARY	TAX PREP		\$6,396	4/15/2015	
16	ISLAMIC CENTER OF RIVERSIDE	TAX PREP		\$4,264	4/15/2015	
17	LAKE ELSINORE SENIOR CENTER	TAX PREP		\$11,024	4/15/2015	
18	MARTHAS VILLAGE & KITCHEN	TAX PREP		\$12,795	4/15/2015	
19	MEAD VALLEY COMMUNITY CENTER	TAX PREP		\$4,134	4/15/2015	
20	MECCA FAMILY RESOURCE CENTER	TAX PREP		\$11,024	4/15/2015	
21	MORENO VALLEY COLLEGE	TAX PREP		\$12,792	4/15/2015	
22	MT SAN JACINTO COLLEGE	TAX PREP		\$6,396	4/15/2015	
23	NORCO COLLEGE	TAX PREP		\$12,795	4/15/2015	
24	PERRIS FAMILY RESOURCE	TAX PREP		\$11,024	4/15/2015	
25	RIVERSIDE CITY COLLEGE	TAX PREP		\$6,396	4/15/2015	

#	Source Name	Type	Amount In-Hand or Committed*	Amount to be Raised	Date	Comments
26	RENCK COMMUNITY CENTER	TRAINING		\$4,100	4/15/2015	
27	RUBIDOUX LIBRARY	TRAINING		\$4,100	2/1/2015	
	RUBIDOUX LIBRARY	TAX PREP		\$6,396	4/15/2015	
28	UC RIVERSIDE	TRAINING		\$1,312	2/1/2015	
10	Use of Desktop Computers- Coachella Center for Employment Training (CET)	EQUIPMENT		\$6,532		
9	Use of Desktop Computers- Casa Blanca Library	EQUIPMENT		\$11,758	4/15/2015	
17	Use of Desktop Computers-Lake Elsinore Senior Center	EQUIPMENT		\$3,841	4/15/2015	
18	Use of Desktop Computers- Martha's Village & Kitchen	EQUIPMENT		\$7,682	4/15/2015	
22	Use of Desktop Computers- Mt San Jacinto Jr. College (MSJC)	EQUIPMENT		\$13,065	4/15/2015	
23	Use of Desktop Computers- Norco College	EQUIPMENT		\$7,682	4/15/2015	
25	Use of Desktop Computers- Riverside Community College (RCC)	EQUIPMENT		\$13,065	4/15/2015	
<b>Total</b>			\$0	\$639,101		

#	Source Name	Type	Amount In-Hand or Committed*	Amount to be Raised	Date	Comments
<b>Instructions:</b>						
#	Number consecutively to assist in identifying the different sources. Record number on any attachments provided with the					
Source Name	Name of organization or individual contributing the matching funds. Remember to include matching funds provided by you as the applicant.					
Type	Description of the matching funds. Examples include cash, grant, donation or in-kind, etc.					
*Amount In-Hand or Committed	This would include amounts set aside already to be used as matching funds or your anticipated volunteers. Other examples include a grant already received or cash from the applicant's operating budget to support the program. You must include matching funds supporting documentation for any items listed with amounts shown in the "Amount In-Hand or Committed" column when submitting your application. For volunteers, provide information on the number, hours, and value of volunteers. Also, make sure the documentation contains the necessary components (description of the contribution; dollar value and an explanation as to how the valuation was determined; current date; signature of authorized individual that can make the commitment; and an organization name on letterhead with contact information) to avoid delays in receiving funds if awarded.					
Amount to be Raised	This would include amounts you need to secure for matching funds. Examples might be a grant you've applied for but not received confirmation as to whether it will be awarded; or you're in discussion with other organizations about supporting your program but haven't received a firm commitment. Although a grant can be awarded pending confirmation of matching funds, no funds are released until documentation is provided to the Grant Program Office confirming the commitment.					
Date	A current date for matching funds already in-hand or committed; or for amounts to be raised, the date you anticipate having committed funds.					
Comments	Include a brief description of the matching funds.					

**Grant Program Office  
Primary Contact Information for VITA and TCE Grant Programs**

OMB No.1545-2222

**To be Completed by Grant Recipient**

Recipient Name	COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY		
Recipient Address	2038 IOWA AVE SUITE B102		
Recipient City	RIVERSIDE	Recipient State	CA
		Recipient Zip Code	92507
Federal Award Identifier	V14215	Days/Hours of Operation	MONDAY-FRIDAY, 7:30PM-5PM
Primary Contact	MARIA Y. JUAREZ, CCAP	Title	EXECUTIVE DIRECTOR
Phone	951-955-4900 Ext.	Cell	N/A
Email	MJUAREZ@CAPRIVERSIDE.ORG	Contact Preference	EMAIL
Primary Contact: May we share your contact information with other grant recipients and non-grant recipients involved in the VITA or TCE program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Alternate Contact	KATHRYN J. SNYDER, CCAP	Title	ASSISTANT DIRECTOR
Phone	951-955-6461 Ext.	Cell	N/A
Email	KSNYDER@CAPRIVERSIDE.ORG	Contact Preference	PHONE
Alternate Contact: May we share your contact information with other grant recipients and non-grant recipients involved in the VITA or TCE program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Federal Tax Matters Contact	MARIA Y. JUAREZ, CCAP	Title	EXECUTIVE DIRECTOR
Email	MJUAREZ@CAPRIVERSIDE.ORG	Contact Preference	EMAIL
Phone	951-955-4900 Ext.	Cell	N/A
Email	N/A	Contact Preference	N/A
Financial/PMS Contact	KATHRYN J. SNYDER, CCAP	Title	ASSISTANT DIRECTOR
Phone	951-955-6461 Ext.	Cell	N/A
Email	KSNYDER@CAPRIVERSIDE.ORG	Contact Preference	PHONE

**To be Completed by Grant Program Office**

SPEC Relationship Manager		Email	
Phone	Ext.	Area	Territory
GPO Analyst		Available	
Phone	Ext.	Backup Phone	(404) 338-7894
Email		Backup Email	VITA: Grant.Program.Office@irs.gov TCE: TCE.Grant.Office@irs.gov

Comments/Additional Information: