

COMMUNITY ACTION COMMISSION STAFF REPORT

ACTION ITEM #:

DATE: 01/19/23

SUBJECT: Volunteer Income Tax Assistance (VITA) Grant Agreement

RECOMMENDATION: Ratify and Approve the FY 2022-2023 Grant Agreement between CAP and the Internal Revenue Service (IRS) for Annual Funding of the Volunteer Income Tax Assistance (VITA) Program; All Districts [\$165,273 100% Federal Funds]

BACKGROUND: The U.S. Department of the Treasury on behalf of the Internal Revenue Service (IRS) sponsors a program entitled Volunteer Income Tax Assistance (VITA). This program provides localities with financial resources to find and train volunteers to prepare the income tax returns of low-income residents.

CAP Riverside has administered the VITA program for the County of Riverside for over 10 years and is responsible for outreach, training and coordinating volunteers and office space, for VITA services for all eligible Riverside County residents. The IRS distributes VITA grants annually to Community Action Partnership of Riverside County (CAP Riverside), now part of the Riverside County Department of Housing and Workforce Solutions (HWS). The grant agreements seldom vary significantly from year to year.

HWS/CAP is requesting approval of Resolution No. 2022-xxx, which is a delegation of authority from the Board of Supervisors to the Director of the Department of Housing and Workforce Solutions to apply for, accept and administer VITA Grant funding received from IRS for the provision of tax preparation services to the low-income individuals and families of the County, and ratification and approval of the Grant Agreement. County Counsel has approved both the Resolution and the Grant Agreement as to form.

CONTRACTING AND PRICE REASONABLENESS: N/A

COMMUNITY IMPACT/ALIGNMENT WITH STRATEGIC PLAN & MISSION: The funds will be used to maintain current operations, support training, conduct outreach, and other necessary actions or support required for all eligible County residents. The IRS has awarded Community Action Partnership (CAP Riverside) \$165,273 for the performance period of October 1, 2022, to September 30, 2023.

IMPACT ON CURRENT CAP OPERATIONS: 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 significantly improve the accuracy rate of returns prepared at VITA sites.

<p>PE&F COMMITTEE REVIEW: Date: Approval: Yes/No</p> <p>EXECUTIVE COMMITTEE REVIEW: Date: Approval: Yes/No</p>	<p>BOARD OF SUPERVISORS CONCURRENCE</p> <p>Required: Yes/No</p>
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