



Virginia CASH Campaign

EITC Initiative

2010-2011 Earned Income Tax Credit Grant Application and Guide





Virginia Community Action Partnership

Name of Grant Program: Virginia CASH Campaign

Source of Funds: State General Funds

Program Purposes: The 2010 General Assembly appropriated \$185,725 per year to VACAP to provide grants to local organizations to provide outreach, education and free income tax preparation services to those who may be eligible for the federal Earned Income Tax Credit (EITC). Funding will support and expand the efforts of the Virginia Community Action Partnership (VACAP) through the Virginia CASH Campaign and will assist local coalitions as they provide low-income individuals and families access to the federal EITC and other tax credits. This is the fifth year of the grant program.

Eligible Recipients: VACAP coalition partners working to provide outreach, education and free income tax preparation services to eligible EITC recipients. Completed applications for funding must reflect compliance with Internal Revenue Service (IRS) regulations for Volunteer Income Tax Assistance (VITA) sites providing free tax preparation services. **All coalitions are required to use the Virginia CASH Campaign logo/slogan in conjunction with their programs.** Coalitions are strongly urged to link EITC with the Virginia Individual Development Account (VIDA) matched savings program, financial education and other asset-building initiatives.

Requirements/Limitations: Grant awards to existing coalitions will be based on prior year grant reports and results, financial education, VIDA linkages, project description and projected number of clients to be served. New coalitions will be awarded grants based on project description, geographic area and target population. **VACAP strongly recommends that coalitions use TaxWise online using Preparer Use Fields to gather data. VACAP requires coalitions to provide tax season final data to National Community Tax Coalition.**

Application Deadline: Applications must be received by 3:00 p.m., Thursday, October 7, 2010 and sent to Virginia Community Action Partnership, 700 E. Franklin St., Suite 14T2, Richmond VA 23219. Faxed or electronically submitted applications will not be accepted. Please submit one signed original and three (3) copies of the completed Grant Application.

Decisions made by: Grant recipients will be notified by Friday, October 22, 2010. Funds will be disbursed by October 29, 2010.

VACAP contact: For assistance or questions please contact Carolyn P. Spohrer, Deputy Director at 804-644-0417 or by email at vspohrer@vacap.org.





Project Summary

Organization Name: _____

Contact Person/Project Director: _____

Address: _____

Telephone: _____

Email: _____

Federal Tax ID#: _____

Grant Amount Requested: _____
(Due to decreased funding, awards may be limited)

Virginia General Assembly Senator(s) and Delegate(s) in area to be served by grant:

Summary: (50 words or less)





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4. Document the need for free tax preparation services in your area:

5. Does your coalition plan to participate in any ITIN or Disability Initiatives? (Please describe participation/plans)

6. What are the coalition plans to expand financial education/asset building?

7. If applicable, list other community organizations that will collaborate with you. Include a brief description and what activities/programs they will provide. (Include any Memoranda of Understanding as attachments.)

Partner:

Partner:

Partner:





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8. Other funding sources (if applicable):

9. Has your coalition ever received an IRS VITA grant? When and how much?

10. Did your coalition apply for the 2010-2011 IRS grant? _____

Signature: _____

Printed Name: _____

Date: _____





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Project Budget (State Fiscal Year July 1-June 30)

Budget Category	Justification	Requested Amount
Rent/Office space		
Personnel		
Travel		
Computer/Printer		
Printing		
Advertising/Promotion		
Postage		
Web Design/Maintenance		
Telephone/Internet		
Office Supplies		
Food/Meals		
Volunteer Recruitment		
Training		
Financial Education		
Indirect Costs		
Other (define)		
Other (define)		
Other (define)		
Total		

Activities/Outcomes Plan

Activity	Goal	Outcome	Evaluation



Grant Application Checklist

- Has the Grant application been completed?**
 - all information in Project Summary (p. 3)**
 - all sections of Project Description (pp. 4-5)**
 - all applicable entries on the Project Budget (p. 6)**
 - all section of Activities/Outcomes Plan (p. 7)**

- Have the Important Dates been reviewed? (p. 9)**

- Have the General Terms and Conditions been reviewed? (pp. 10-12)**

- Has the Program Director/Executive Director signed the Grant Application? (p. 5)**

- Does the submitted application include a signed original and three copies of the completed application? (total four [4] copies)**

- Have you included a copy of your W-9? (available for download at www.vaeitc.org or you can submit your own form)**





Important Dates

Date	Event	Outcome
August 31, 2010	Common Cents Conference	VACAP Grant announcement
October 7, 2010	Grant application due in VACAP office in Richmond	Signed original and three (3) copies by mail
October 22, 2010	Grant recipients notified	Phone and/or email notification
October 29, 2010	Grant funds disbursed	Check mailed to Project Director
December 1, 2010	Report to Governor, General Assembly and JLARC	Submitted by VACAP and posted on www.vaeitc.org
February 4, 2011	Progress report #1	Submitted to VACAP- email
March 4, 2011	Progress report #2	Submitted to VACAP- email
April 1, 2011	Progress report #3	Submitted to VACAP- email
April 29, 2011	Progress report #4	Submitted to VACAP- email
May 31, 2011	Final Coalition Report	Submitted to VACAP (one original and one copy by mail)
June 3, 2011	Individual coalitions supply final tax season data to National Community Tax Coalition (NCTC)	Submitted to NCTC by individual coalitions- email





General Terms and Conditions

- A. **Anti-Discrimination:** The contractor certifies to VACAP that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provision of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.





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- B. Drug-Free Workplace:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- C. Nondiscrimination Of Contractors:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.



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- D. Ethics In Public Contracting:** The contractor certifies its proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. Immigration Reform And Control Act Of 1986:** The contractor certifies that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. Debarment Status:** The contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. Political Activity Prohibited:** Programs funded under this contract shall not use these funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with:
1. Any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office;
 2. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or
 3. Any voter registration activity.
- H. Applicable Laws And Courts:** This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the Commonwealth of Virginia *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.