



*CCAA's Mission is to advance economic security for Colorado individuals, families, and communities through maintaining and growing organizational capacity of partner agencies, providing training and technical assistance, and supporting strategic partnerships, best practices, and innovative solutions to poverty.*

November 1, 2023

Staff/Board of Directors  
Colorado Community Action Association  
PO Box 18321  
Denver, CO 80218

### **Memorandum of Understanding**

This is a Memorandum of Understanding between \_\_\_\_\_ (please enter your agency name), hereafter referred to as "Agency", and Colorado Community Action Association's Colorado Asset Building Coalition (CABC) for the purpose of participating in the 2023-2024 IRS VITA Program.

The purpose of pursuing the 2023-2024 IRS VITA Grant is to provide technology, technical assistance, supplies, mileage reimbursements, training, and statewide organization of VITA sites throughout Colorado. With any grant, Colorado VITA sites will improve communication among VITA sites across the state, increase the number of volunteers recruited, increase the number of sites hosted, increase the number of returns completed, increase access to VITA for people with disabilities, increase access to VITA for people in rural parts of state and increase access to VITA for the ESL population.

It is our Agency's understanding that we wish to participate in the 2023-2024 VITA Grant with other Colorado Asset Building Coalition participants, and that the above objectives are compatible with our Agency's mission, visions, goals and/or objectives. Upon request, we will provide reports to assist with grant writing and reporting if we choose to participate in the funding through such grants.

Colorado Community Action Association (CCAA) will act as fiscal agent for the 2023-2024 IRS VITA Grant for participants of the Colorado Asset Building Coalition. Colorado Community Action Association will be responsible for all aspects of grant management for this project.

This Memorandum of Understanding will be in effect, from the date of this letter and until such time that the above-named Agency withdraws with appropriate notice to the Colorado Community Action Association or upon completion of the granting period (9/30/2024).

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Signature

Date

Executive Director

Colorado Community Action Association