



*The 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.*

## Colorado Asset Building Coalition (CABC) VITA Site 2024-2025 Sub Award Agreement

### Sub Award Recipient Information

Agency/VITA Program Name	
Agency/Main Site Address	
Agency/Main Site Phone	
Agency/Main Site Email Address	
Site(s) EFIN (list all)	
Site(s) SIDN (list all)	
Agency/VITA Program DUNS# (REQUIRED)	
Agency/VITA Program UEI# (REQUIRED)	
Agency/VITA Program EIN# (if available)	
Agency/Site Contact Person (Name, phone, Email)	
Have you submitted an up-to-date Form 13715 - SPEC Volunteer Site Information Sheet (Yes/No)	
2024-2025 MOU Executed with CABC? (Yes/No)	

### Recipient and Sub-Award Recipient Information

This is an agreement between the CCAA (VITA Grant Recipient) PO Box 18321 Denver, CO 80218 and \_\_\_\_\_ (Sub Award Recipient), \_\_\_\_\_ (Sub Award Recipient Address). This agreement states that the CCAA will reimburse the Sub-Award Recipient for expenses incurred to support the VITA Program. The period covered by this agreement is the same as the grant period, 10/1/2024 - 9/30/2025.

### CCAA (Prime Recipient) Responsibilities

As the lead organization, CCAA will apply for VITA Grant funding and collect necessary documentation for grant reporting. The CCAA will purchase necessary equipment and supplies for Sub-Award Recipient VITA Site as grant funding is available. The CCAA will also reimburse VITA volunteers for program related mileage during the period stated above. The CCAA will reimburse VITA sites for approved supplies expenses including but not limited to laptops, software, printers, office supplies, marketing, and volunteer recognition.

### Sub-Award Recipient Responsibilities

The Sub-Award Recipient is responsible for all local site operations and shall follow all VITA program guidelines in preparing tax returns for clients. Recipient is responsible for all local advertising, marketing, and training of volunteers (though link and learn software from IRS).

Sub-Award Recipient is also responsible for ensuring that all volunteers work on returns within their scope of certification and supplying CCAA and IRS Offices with required reports in a timely manner.

The Sub-Award Recipient is responsible for providing appropriate backup documentation for all reimbursement requests. Invoicing for services, supplies, volunteer/staff mileage and other allowable expenses is expected to occur regularly and must be supported by invoices and supporting documentations,

where necessary. Sub-Award Recipient shall submit reimbursement requests **no later than July 15** for expenses incurred each year.

The Sub-Award Recipient is responsible for securing all files, documents, and equipment during VITA service hours and during non-VITA service hours and will work with the CCAA to ensure all equipment and supplies are properly secured at the conclusion of the tax preparation season.

### **Sub-Award Recipient Certifications**

I certify that the site will provide and/or retain information as covered in Publication 1084. (Electronic application to participate in the IRS e-file Program, Civil Rights Publications 4454 and 4053, Form 13206, Form 13615, Form 13533, Form 14446 - Consent Notices for use and disclosure of information, Property Loan Agreements, and Return Information). Documentation of program delivery, expenses and in-kind contributions are to be retained a minimum of three years.

I certify that all Quality Site Requirements (QSR's) will be met by the VITA Program.

I certify that the VITA Program will track all volunteer hours and provide appropriate documentation of total volunteer match.

I certify that all CCAA support provided will be effectively implemented to provide high quality VITA services.

### **Required Terms and Conditions**

As a Sub-Recipient of federal funds, you are responsible for adhering to the terms and conditions established by the VITA Grant or TCE Grant agreements. Information on these requirements can be found in in the application publications (IRS Publications 1101 and 4671) and in the IRS Grant Programs Resource Guide, Publication 4883.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title/

\_\_\_\_\_  
Organization/VITA Program

\_\_\_\_\_  
Date



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*Completed Sub-Award Agreements should be submitted electronically to the CAB, C/O the Colorado Community Action Association (CCAA), by email at [ccaa@coloradocommunityaction.org](mailto:ccaa@coloradocommunityaction.org)*