

Cal EITC Education and Outreach Grant Q & A

As of September 12, 2016

1. Q: Is the EITC Education and Outreach Advisory Committee different from the SIT Workgroup?

A: Yes, the EITC Education and Outreach Advisory Committee is different. The Advisory Committee that was established to provide guidance and input on the development of this Notice of Funding Availability (NOFA). All of the members of the Advisory Committee are state employees.

The State Interagency Team (SIT) Workgroup or officially the “State Interagency Team Reducing Poverty Workgroup” is a workgroup established with the goal to reduce poverty in California by increasing the number of EITCs claimed by eligible low-income populations, increasing awareness and outreach for the state EITC, and increasing Volunteer Income Tax Assistance participation among low-income eligible populations. The members of the SIT Reducing Poverty Workgroup represent public and private organizations.

2. Q: We understand that Tulare County is not included on the 2016 Cal EITC NOFA as a targeted county, and we don’t qualify as a “Rural County” due to our population exceeding the 100,000 limit. Taking into consideration our VITA track record, prior success with Cal EITC education, current multi-year grant award from the IRS to operate VITA, and identical poverty rate as Fresno County, is there a way for our region to apply for this new funding opportunity?

A: Yes, since Tulare County is not one of the Top 10 counties, your organization would need to apply under Target Area 12 reaching as many statewide counties as possible. Funding parameters and geographic target areas to be served are defined on pages 9 through 11 of the NOFA in *Part A Section 7. Available Funding and Appendix 1, Maps of Target Areas 1-11*. Target Areas 1 through 10 prioritize funding in areas identified as having the highest proportion of eligible California residents not claiming the Cal EITC.

3. Q: For purposes of the Cal EITC Education and Outreach NOFA, can you please clarify what the EITC Outreach and Education Advisory Committee is?

A: Refer to question 1 above.

4. Q: May a grantee include “indirect cost” as part of its budget? If so, what is the limit for the indirect cost charge? Also, where in the budget should it be placed (i.e., under what category)?

A: Yes, there is no limit to indirect costs, but organizations are asked to limit administrative overhead expenses. Indirect cost should be identified for each appropriate activity on the budget form CSD 171B in the “Detail” column.

5. Q: We are interested in targeting a highly under-served geographic region within Los Angeles. However, we noticed that the NOFA listed 10 zip codes in Los Angeles, but not those that we have identified as under-served. Must an applicant limit the targeting to only those zip codes listed on page 6 of Appendix 1 or can the applicant serve other zip codes with high need?

A: No, applicants are not limited to targeting only those zip codes provided in Appendix I. However, applicants must target education and outreach activities to include the Top 10 Cal EITC Total Potential Filers by Zip Code for Target Areas 1 Los Angeles County as identified in Appendix I, as these

zip codes have been identified as having the highest percentage of eligible California residents not claiming the Cal EITC. Also, as stated on page 8 of the NOFA *Part A, Section 6. Targeting requirement (3) Geographic Area*, demographic information is also available in an interactive heat map of California and is available at <http://caleitc4me.org>.

6. Q: We understand that volunteer hours can be claimed as part of our matching contribution. Would volunteers that do person-to-person canvassing be considered as eligible for volunteer hours for matching purposes? If so, what occupational category might they be classified under for determining their hourly fair market value?

A: Yes, volunteers assisting with person-to-person canvassing may be considered as eligible for volunteer hours for matching purposes. Refer to page 13 of the NOFA *Part A, Section 15. Matching Funds* for calculating volunteer contributions. Occupation and wage estimates can be found at http://www.bls.gov/oes/current/naics4_541200.htm. An example may include basing hourly wages for community canvassing using the category “Community and Social Service Occupations” position “Social and Human Service Assistants”. However, this is only an example as activities will vary among applicants. CSD recommends using the most appropriate category for the specific funded activities.

7. Q: May a VITA provider, which otherwise meets the eligibility requirements, apply for a grant under this solicitation?

A: Yes, a VITA provider who meets eligibility requirements may apply for a grant under this solicitation.

8. Q: On page 19 of the solicitation, you require the applicants to project the number of people to be reached with the funding provided. How do you define “number of people reached”? For example, does it include people who received postcards, attended events, signed up for a tax preparation session, etc.?

A: Number of people reached includes the total number of people projected to be reached through all proposed education and outreach activities including, but not limited to: mailing postcards, number of people attending events, etc.

9. Q: How do we account for administrative costs in the budget (e.g., finance personnel, coordinator of events, director, etc.)? Under which category, should those expenses be placed under when that person serves multiple education and outreach activities? Is it o.k. to place those costs under “other”?

A: As noted on page 11 of the NOFA in *Part A, Section 9. Inappropriate Use of Funds* costs are to be allocated for outreach and education activities and are not intended to support organizational overhead. Considering the limited amount of grant funds available, applicants should make every effort possible to minimize overhead/administrative costs and target available funding towards providing direct services for eligible Californians.

Minimal administrative costs should be identified on the budget form CSD 171B Cal EITC Outreach and Budget Detail. The proposed administrative expenses need to be fully supported and included in each proposed education and outreach activity category. If an applicant is proposing to include another education and outreach activity under the “other” category, the proposed administrative expenses associated with this education and outreach activity will need to be fully supported.

10. Q: Are you going to make forms available that may be completed in either MSWord or Adobe?

A: Forms are currently available in MSWord. All fillable forms are posted to the CSD’s public website <http://www.csd.ca.gov/Resources/ContractingOpportunities.aspx>.

11. Q: Will CSD be providing pre-printed materials for the education and outreach and if so what type of materials and if so, what languages will they be in?

A: No, the Department of Community Services (CSD) will not provide printed materials for outreach. However, printed materials are available through Franchise Tax Board and CalEITC4Me.

12. Q: When does the match portion have to be secured?

A: Cash matching funds must be secured on or before the start of the contract term on October 17, 2016. In-kind match and/or volunteer hours should also be secured and verifiable by the start of the contract.

13. Q: Can match be all in-kind or is there a required percentage that has to be committed in cash?

A: Yes, matching funds may be 100% “in-kind” contributions.

14. Q: Are subcontractors required to be a tax-exempt organization?

A: No, subcontractors are not required to be tax –exempt organizations. Refer to Addendum 1 issued on August 22, 2016, which removes the requirement that subcontractors meet all NOFA eligibility requirements.

15. Q: May a successful applicant use some grant funds to pay for services rendered by a nonprofit partner? Such as paying for door-to-door canvassing, paying for VITA Mega event venues, paying for city bus transportation, etc.

A: Yes, subcontractors or paid partners are an allowable expense when services by the subcontractor directly support Cal EITC education and outreach activities funded under this NOFA.

Q: If answer above is yes; must the nonprofit be shown as a subcontractor on Attachment 8 and must a copy of the contract be submitted?

A: Yes, as referenced on page 13 of the NOFA in *Part A, Section 17. Use of Subcontractors* the use of subcontractors must be fully explained in *Attachment A. 8 Subcontractor Information Worksheet*.

16. Q: We missed the Bidders Conference can we still submit intent to apply?

A: Yes, as referenced on page 14 of the NOFA *Part B, Section 2. Notice of Intent to Apply*, the Notice of Intent to Apply is not required. Interested applicants are strongly encouraged to submit the form as soon as the applicant believes it will be applying for the grant.

17. Q: Can a Rural Grantee apply for less than \$55,000?

A: No, applicants may only apply for the grant amount within the ranges identified on pages 10 and 11 of the NOFA in *Part A, Section 7. Available Funding*. Target Area 11 Rural Counties funding requests must fall between \$55,000 and \$110,000.

18. Q: Can matching funds be Federal/or CSBG funds?

A: Yes, matching funds may be Federal funds permitting the designated federal program allows funding to be used for matching purposes. There are no restrictions on the type of funding source used for matching; however, you may not supplant or replace any current funding with funding

awarded under this NOFA.

19.Q: Will slides be available after webinar?

A: Yes, power point slides have been posted on CSD's public website <http://www.csd.ca.gov/Resources/ContractingOpportunities.aspx> .

20. Q: We are an organization operating for 2 years, seeking our nonprofit status, been with a fiscal agent. Can we apply?

A: No, you may only apply as a primary applicant for the NOFA if you are a nonprofit entity or governmental entity, as referenced on Page 12 of the NOFA in *Part A, Section 13. Eligibility Requirements*. However, this will not disqualify an organization from applying as a subcontractor under another organization's application. Refer to Addendum I issued on August 22, 2016. If you do not currently hold a nonprofit status, you may serve as a subcontractor under a lead applicant.

21. Q: Target Zip Codes were provided in the NOFA. What metrics were used to identify these specific zip codes?

A: The target zip code methodology was the same methodology used for identifying the Top Ten Target Areas. The total potential additional Cal EITC filers were calculated using income level Census data and subtracting it from the number of Cal EITC filers (using FTB data) claiming the credit. From there, each zip code was ranked by county to find the top zip codes for each county.

22. Q: Are the funds available to applicants from any part of the state, or do they have to come from counties that are designated as priority counties?

A: Yes, funding parameters and geographic target areas to be served are defined on pages 9 through 11 of the NOFA in *Part A Section 7. Available Funding and Appendix 1, Maps of Target Areas 1-11*. Target Areas 1 through 10 prioritize funding in areas identified as having the highest proportion of eligible California residents not claiming the Cal EITC.

23. Q: Our organization runs a Coalition that covers 3 separate counties that fall within your high priority areas, would we have to put in 3 separate applications, one for each of the counties?

A: Yes, each target area must have a separate application. Applicants are allowed to apply for more than one target area.

24. Q: Can our organization put in separate applications for counties and be a part of a statewide collaboration for the grant?

A: Yes, however you will need a separate application for each target area. You may serve as a subcontractor under another organization for a statewide collaborative as well as applying individually.

25. Q: Is there a list of the counties that Cal EITC considers rural?

A: Yes, refer to *Appendix 1, Maps of Target Areas*, page 26 for a list of rural counties having a general population of less than 100,000. The California State Association of Counties definition of rural was utilized for the NOFA.

26. Q: Are you only looking for VITA? How about a self help program? We had led a local EITC effort for the last 11 years but use a self-help program instead of a VITA program to provide assistance. We partner with the local United Way who uses the VITA program and the IRS who certifies our work. We use MYFreeTaxes and have used the ICAN! E-file. VITA' use their own software?

A: No, CSD is not only looking for VITA. Refer to pages 4 and 5 of the NOFA, *Part A, and Section 3. Purpose of NOFA*. CSD seeks to engage established organizations that maintain an existing community presence and trusted relationships, have demonstrated extensive experience conducting similar outreach campaigns; and regularly engages culturally-diverse hard-to-reach populations.

27. Q: If the County is not listed as a target area or a rural area, is it still eligible to apply?

A: No, counties falling outside the Target Area on page 9 and 10 of the NOFA in *Part A, Section 7. Available Funding* are not individual target areas. However, an organization may apply under Target Area 12, Statewide to serve counties not explicitly listed. Organizations proposing to reach eligible individuals and families statewide would be responsible for reaching a broader audience, as far reaching as possible, throughout the state as stated on page 10 of the NOFA in *Part A, Section 7. Available Funding*.

28. Q: For purposes of the Cal EITC Education and Outreach NOFA eligibility, can you please clarify what is the EITC Outreach and Education Advisory Committee is?

A: Refer to Question 1 above.

29. Q: To clarify, in a target area, where it lists 1-2 awards from a range of \$50K to \$100K... if both organizations are awarded... both can receive the maximum of 100K. Correct?

A: No, each target area has a maximum award amount. Awards to all grantees in a target area may not exceed the total allotment by area. Page 10 and 11 of the NOFA in *Part A, Section 7. Funding Allotments*, further explains the maximum contract award ranges that have been designated and cannot be exceeded.

30. Q: For Target Area 11 do you have to serve all counties listed or can you be awarded a grant for just your county?

A: No, you will not be awarded a grant to serve one county under Target Area 11, Rural Counties. As referenced on Page 10 of the NOFA in *Part A, Section 6. Targeting* funded applicants shall make every effort to reach as many rural counties as possible with effective and appropriate outreach methods. The goal is for applicants to reach the largest number of counties available if you're serving either rural or statewide target areas.

31. Q: What if a county has both a large rural geographic area, and also urban areas, such as San Bernardino County?

A: Counties are deemed rural when their total population is less than 100,000, utilizing the rural definition from the California State Association of Counties. Given your example, San Bernardino County is not classified as a rural county according to the California State Association of Counties definition provided on page 10 of the NOFA. However, San Bernardino County is identified as Target Area 5.

32. Q: For the scope of work how should a performance measure be described in the application (e.g. # of people expected to be reached? As a metric of how we will measure success? Etc.)? Instructions specify to write a performance measure as a whole number. How is this different from column # people reached/ #events held?

A: Performance measures are descriptions of the metric(s) to be used for measuring success and are not required to be whole numbers. This is different from the number of people reached for the

number of events held in that this is the outcome description or measurement tool.

33. Q: Do we need to have all subcontractors identified in the application or can we propose to have a brief application process within our area for partners once we are awarded?

A: No, but information on all planned subcontractors known to date, should be provided.

34. Q: How should we calculate “estimate number of eligible Californians served by the educational and outreach activities?” Will you be making available the data sources that you used to calculate need across territories?

A: This may be calculated using the Heat Maps provided by CalEITC4Me, along with other reliable data sources. Data sources should be referenced and explained how they were used to calculate the proposed population to be served.

35. Q: Do you mean that the ENTIRE County has to have less than 100K residents in order to be considered rural? San Bernardino and Riverside counties, for example, have large rural areas, but the entire counties have more than 100K residents?

A: Yes, each county has to have less than a 100,000 as defined by the California State Association of Counties referenced on Page 10 of the NOFA in *Part A, Section 6. Targeting*.

36. Q: Can some of the community partners be subcontractors?

A: No, Community Partners cannot be subcontractors. For the purpose of the NOFA, Community Partners differ from subcontractors in that they are defined as unfunded collaborative as referenced on Page 19 of the NOFA in *Part D: Proposal Elements*.

37. Q: I am sorry to ask again, but where is the definition of Rural?

A: Refer to question 25 above.

38. Q: Is there a maximum percentage of funds to use for staff. (Staff member conducting outreach at community events)

A: No, the NOFA does not place a definite limit on staff costs. Staff costs for person to person contact activities are allowed and anticipated costs associated with outreach activities, such as communities canvassing. However, organizations are asked to limit staff costs for administrative functions and overhead.

39. Q: Rural County is defined as less than 100,000 people?

A: Yes, refer to question 25.

40. Q: Will we know whether any others in our Target Area also submitted Notices of Intent? That would give us a chance to discuss collaboration.

A: To allow for applicants who seek expanded collaboration to further coordinate activities, upon request, CSD will share the names of organizations submitting a Notice of Intent to Apply.

Applicants wishing to make their Notice of Intent to Apply public for collaboration may do so by sending an email to the CSBGDIV@csd.ca.gov requesting their organization to be added to a public list. Applicants wishing to be added should provide their organization name, contact name, phone number and/or email address. The initial public list will be posted on Friday, September 2nd and updated periodically to the CSD public website at

<http://www.csd.ca.gov/Resources/ContractingOpportunities.aspx>.

Note: CSD will not share the names of organizations submitting a Notice of Intent to Apply that have not opted into this process.

41. Q: Is it possible to get an extension of one or two days on the Notice of Intent to Apply? That's a fast turn-around time following the bidders' conference.

A: As referenced on page 14 of the NOFA *Part B Section 2. Notices of Intent to Apply*, applicants are not required to submit a notice of intent to apply.

42. Q: Given recent OMB rulings that allow automatic allocation of 10% of total costs to Indirect Expenses, how can this process arbitrarily require that Indirect Expenses can only be paid for by other sources of funding?

A: This effort is not federally funded and therefore OMB ruling do not govern the funds. Further, the NOFA does not require indirect expenses to be paid for by other funding sources. Considering the limited funds available, applicants should consider limiting overhead and administrative costs to ensure maximum funding is concentrated to providing direct education and outreach activities.

43. Q: Is a docu-sign signature acceptable?

A: No, docu-sign is not acceptable. Handwritten, "wet", signatures are required for the original document as referenced on page 15 of the NOFA Part B Section 3. Application Requirements.

44. Q: Do we include the instructions for each section or can we delete the instructions in the forms so it allows for more space for answers?

A: No, instructions should not be deleted from any part of the submitted application. This will ensure consistency among applications submitted.

45. Q: can you provide a detailed outline of what is included in the 25 page limit? Note that you said the attachments were not included in the page numbers but the documents discussed were attachments?

A: Attachment A. 2 beginning from page 3 through 8 are included in the 25 page limit.

The following attachments are **NOT** included in the 25 page limit. This list is also identified in the table on page 15 of the NOFA *Part B. Section 3. Application Requirements*.

Attachments:

- A. 3 Scope of Work
- A. 4 Budget Forms (CSD 171A and 171B)
- A. 5 Timeline
- A. 6 Matching Funds Worksheet
- A.7 2 Letters of Reference
- A. 8 Subcontractor Information Worksheet(s) and 1 Letter of Reference
- A. 9 Payee Data Record
- A. 10 Certification Regarding Lobbying & Disclosure of Lobbying Activities

46. Q: Can we submit MORE than 2 letters of support?

A: Two letters are required, but an applicant may submit additional letters of support. Please note, Letters of Reference are not a scored element of the application as referenced on page 13 of the

NOFA Part A. Section 16. Letters of Reference.

47. Q: Will you make available the forms that can be completed in Word?

A: Yes, all forms are available on CSDs public website at <http://www.csd.ca.gov/Resources/ContractingOpportunities.aspx>. All forms except the budget forms CSD 171A, and 171B are in Word format.

48. Q: Can we use TSE program participant with the local workforce investment board pay as matching funds? We do not pay the program participants, but they are paid via the Workforce investment board, CalWorks and other funding. Would we be able to include their hours as matching?

A: Yes, you may use Transitional Subsidized Employment (TSE) participants as a method for securing your matching funds. The hours committed to the education and outreach activities may be counted as matching funds. Please utilize the occupation and wage estimates found at http://www.bls.gov/oes/current/naics4_541200.htm to determine the appropriate wage scale for matching requirements.

49. Q: Is it a one-time payment?

A: No, awarded applicants will be required to submit invoices and will be reimbursed for activities monthly.

50. Q: Are target areas identified in the squared off area of the county the only target areas with the county or can other areas of that county be targeted?

A: *Appendix II. Maps of Target Areas 1-11* includes inset maps. The red squares highlight areas where there is a concentration of zip codes where a high percent of potential Cal EITC filers reside.

51. Q: Can grant funds be used for staff as direct costs for outreach and education?

A: Yes, refer to question 38.

52. Q: Can the IRS VITA grant count as a matching grant?

A: Yes, refer to question 18.

53. Q: Can we message the e-mail provided on application for any assistance/questions as we are working on the application?

A: Yes, questions will be accepted on a rolling basis. CSD will update this Q&A periodically and post new questions and answers to the CSD public website. Interested applicants are responsible for checking the website frequently for new Q&A responses.

54. Q: What criteria should we pay attention to, to ensure we are not forgetting important application elements?

A: The evaluation process is described in detail on pages 16 through 17 of the NOFA under *Part C, Evaluation Process*. Pass/Fail criteria is addressed in Section 1. Phase One Application Review – Pass/Fail, which details which elements will preclude an organization from moving forward through the evaluation process.

55. Q: Is the table on page 15 the complete list of required application attachments?

A: Yes, refer to question 45.

56. Q: Do subcontractors have to complete Attachment A. 10: Certification Regarding Lobbying &

<p>Disclosure of Lobbying Activities?</p> <p>A: No.</p>
<p>57. Q: Are matching fund organizations allowed to write letters of reference? For either the applicant and/or subcontractor?</p> <p>A: No, matching fund organizations are prohibited from writing a letter of reference for the applicant, as they are funded partners. However, matching fund organizations may write letters of reference for subcontractors.</p>
<p>58. Q: The allotments outlined are the CSD allotments with the matching funds being 50% of that amount?</p> <p>A: Yes, matching costs must be at 50% of the requested amount of your application, as referenced on <i>page 13 of the NOFA under Part A, Section 15 Matching Funds.</i></p>
<p>59. Q: Can you send a link to the forms? I could not find it on the CSD Contracting Opportunities site.</p> <p>A: The NOFA and all required attachments are available on the CSD website at: http://www.csd.ca.gov/Resources/ContractingOpportunities.aspx</p>
<p>60. Q: Are the funding amounts listed on the NOFA?</p> <p>A: Yes, funding parameters and geographic target areas to be served are defined on pages 9 through 11 of the NOFA in <i>Part A Section 7. Available Funding and Appendix 1, Maps of Target Areas 1-11.</i></p>
<p>61. Q: Is there a limit to the number of new staff we may hire for this grant?</p> <p>A: No, refer to question 38.</p>
<p style="text-align: center;">QUESTIONS AND ANSWERS ADDED As of September 2, 2016</p>
<p>62. Q: Do letters of recommendations need live/wet signatures?</p> <p>A: No, copies of signatures will be sufficient.</p>
<p>63. Q: If you are submitting multiple applications, is there an expectation that each application have different letters of reference for the applicant as well as the subcontractor? Can the same letters of reference be used for each application?</p> <p>A: No, there is no expectation that each application have different letters of reference for the applicant as well as subcontractors if multiple applications are being submitted from one organization. Yes, the same letters of reference may be used for each application.</p>
<p>64. Q: If you are including an indirect cost rate within the budget, do you need to include that rate in the overall total budget and have that match by 50%? For example, the total budget request is \$150,000 and the indirect cost rate is 15% for 22,500. Does that mean the total budget is \$172,500 and will need to be matched at \$86,250?</p> <p>A: Yes, indirect cost rate should be calculated into the total funding requested or total budget which requires an overall match of at least 50%. Using this example, if an organization requests a total of \$172,500 in funding, they would need to demonstrate a match of at least \$86,250.</p>
<p style="text-align: center;">QUESTIONS AND ANSWERS ADDED As of September 9, 2016</p>

65. Q: As a nonprofit entity, if we apply as part of a collaborative, can we also apply individually, submitting a separate application?

A: Yes, refer to question 24 above.

66. Q: Placer County has identified specific zip codes where we have the most underserved communities. Can we submit a Target Area 12 grant application to cover specific zip codes within Placer County (3k-3999 potential CA EITC)?

A: No, you should not submit an application for Target Area 12 just to serve Placer County. Since Placer County is not a top 10 county or a rural county, you would need to submit an application for Target Area 12 proposing to serve eligible California residents statewide reaching the broadest audience possible through a variety of outreach strategies. Refer to page 10 of the NOFA for a full description of Target Area 12: Statewide.

67. Q: We are in the process of completing the NOFA to send your way and on page 8 Section 6 it states that you can add additional or delete rows as needed. How do you do that? It will not allow us to add more rows.

A: Unfortunately, this is an issue with the form. Organizations wishing to add more community partners will need to do so in the last row tacking on a new paragraph for each new partner. This can be done by hitting "Enter" within the last row provided. You will not be able to delete rows.

68. Q: Can you please further explain what you mean by "Territory" in the Scope of Work attachment?

A: Territory and Target Area have been used interchangeable on the Scope of Work. Organizations should provide the Target Area for which they are applying for funding in the space provided on the Scope of Work.

69. Q: Will subcontractors be paid directly by CSD via check using the allotted grant funds, or will the organization that receives the grant pay the subcontractors and then be reimbursed by CSD via check using the allotted grant funds?

A: CSD will make payments to awarded organizations directly on a reimbursement schedule, for completed work. Grant awardees will be responsible for paying subcontractors. CSD will pay grant awardees using the states reimbursement/payment system according to the information provided in *Attachment A. 9 Payee Data Record*.

70. Q: Can you please provide some guidance as to how to fill out the disclosure of lobbying activities form if there have been no paid lobbying activities? I don't see where to check off that there have been no activities. Also is the time period disclosure from October 2016 to May 2017?

A: Organizations not involved with paid lobbying activities should sign page G2 certifying there are no current or planned lobbying activities during the course of the contract period of October 17, 2016 through May 31, 2017 and may leave pages G2 and G3 blank if there are no lobbying activities to report.

QUESTIONS AND ANSWERS ADDED

As of September 12, 2016

71. Q: Are vendors/retailers that we will use to procure a one-time contracted service (i.e. newspaper ads, media buys for PSAs, printing and copying services, etc.) as part of implementing the elements of the outreach plan considering Subcontractors?

A: No, vendors not providing direct services in support of the education and outreach effort are not considered subcontractors. The vendors providing one time peripheral goods or services to reproduce education and outreach services (i.e., printing or copying services) should not be provided as a subcontractor.

72. Q: We are a Certified Enrollment Entity with Covered California and DHCS with a pronounced presence in Sacramento and its surrounding areas. Our scope of work includes outreach, engagement, education and enrollment which allows us to be a one stop shop. We have a few areas that we would like to receive some direction on.

- 1. You mentioned that there may be other resources that may have funding opportunities that would match 2016 Cal EITC NOFA scope of work. Can you please share those resources, avenues and or links with us?**

A: Refer to question 18 above.

- 2. How will funding/compensation be disseminated?**

A: Refer to question 69 above.

- 3. Do you have a timeline for the entire term that has been created already for distribution of funds?**

A: Funding will be distributed on a monthly reimbursement schedule upon receipt of submitted expenditures.

- 4. What is the range (in numbers) of targeted population that you're looking to achieve?**

A: Applicants should use *Appendix I Maps of Target Areas 1 – 11*, other accredited sources, and their knowledge of the target area for which they are applying for funds as a basis for targeting education and outreach efforts.

- 5. Do you have an entity where the targeted population can physically go to actually apply/enroll for Cal EITC?**

A: As stated on pages 4, 5, 8 and 11 of the NOFA, grant funds should be used to deliver education and outreach that promotes awareness of the credit and Volunteer Income Tax Assistance (VITA) program. VITA sites are located across the state and can be accessed using CalEITC4Me's Free Tax Prep Finder Tool at <http://caleitc4me.org/get-it/> or at by using the IRS' VITA Locator Tool at <http://irs.treasury.gov/freetaxprep/>.