



## *Colorado Community Action Association*

*Our mission is to partner with other public and private organizations serving low income people by advocating, communicating and providing educational and training resources*

### **Letter of Agreement ([Sample](#))**

Dated: November 20, 2007

Between:

Colorado Community Action Association  
PO Box 529  
Black Hawk, CO 80422

And:

Name of Agency  
Address  
City, CO ZIP

To All It May Concern:

As a part of the Colorado Asset Growth Project (CAG), Colorado Community Action Association (CCAA) will provide assistance, including financial assistance, for the purpose of expanding Volunteer Income Tax Assistance (VITA) sites, to increase Earned Income Tax Credit (EITC) filings and to provide Financial Education to low-income residents.

To receive assistance, the above named Agency has provided the attached written plan with the following contents:

- How the Agency plans to expand VITA/EITC
- How the Agency will provide Financial Education to EITC clients
- Description of the need for assistance to accomplish the plan which includes:
  - The need and use of training or technical assistance
  - The financial needs to accomplish plan
- The expected client outcomes for the expansion of VITA/EITC & Financial Education
- Amount of resources dedicated to community outreach and recruitment (Actual or In-Kind)
- An itemized budget of expenses to accomplish the plan.

CCAA agrees to provide training, technical assistance and funding to the above named Agency for the express purposes and expenses stated in the attached plan. The Agency agrees to provide CCAA with any changes made in the original plan; including specific changes in the budgeted expenses; in a timely manner.

The Agency agrees to provide CCAA with a one page report by May 15, 2007 containing the following:

- Accomplishments and successes in fulfilling the plan
- Problems in completing the plan
- Actual client outcomes
- Amount of resources that were dedicated to community outreach
- Actual itemized expenses matching the total funding provided, or with the amount to be returned

Signed for CCAA by:

Signed for Agency by:

Robert K. Sawyer, Executive Director

Name & Title