



## ***I. Demonstrated Need***

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### **1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives?\***

CVOEO's Volunteer Income Tax Assistance (VITA) program helps households claim Earned Income Tax Credits (EITC), apply for renter's rebates, and/or income-based property tax relief. These credits and rebates can help households stabilize their housing, catch up on past due bills, or invest in education or other training to increase future income. The VITA program contributes to CDBG's national objective 3.2.2 (Low Mod Limited Clientele) by reducing barriers, creating economic opportunities, and providing public services for the benefit of low and moderate income (LMI) persons or households. With approximately 11 percent of the City of Burlington's population living in poverty<sup>1</sup> and almost "one-fourth of all renter households in the Burlington HMA experience[ing] severe [housing] cost burden<sup>2</sup>" it is important that households access credits, refunds and rebates sooner than later. The National Consumer Law Center (NCLC) says that "the EITC is the largest anti-poverty program for working families...<sup>3</sup>" In 2021, CVOEO's VITA program served 484 households, representing 733 individuals. The COVID-19 pandemic continues to have negative economic and social effects on households. The anticipated end of federal pandemic-related monetary benefits, undoubtedly, will reduce household incomes, but tax credits and rebates can help offset this income reduction. We expect to serve 600 Burlington households during the 2022 filing season.

## ***II. Program/Project Design***

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### **1. Give us a short summary (2 sentences) that describe the program/project.**

The VITA program serves households that earn \$58,000 or less and that need help navigating the U.S. tax system. In partnership with community organizations and academic institutions, IRS-certified volunteers provide free tax preparation and electronic filing services for low-to-moderate income (LMI) Vermonters, elderly taxpayers, military personnel and their families.

### **2. Explain why the program activities are the right strategies to use to achieve the intended outcomes. Why is the program designed the way it is? (cite evidence, best practices, or community input)\***

The VITA program uses IRS-certified tax preparers who are equipped to navigate a complicated and constantly changing U.S. tax system. The program helps LMI households prepare and file their tax returns so they can save money in tax preparation fees and receive their tax refunds, credits, and/or rebates quickly. Tax preparers meet with consumers to help them complete their tax forms, ensuring that they receive maximum refunds, credits, and rebates. Filing the returns electronically is the quickest way for the IRS to process them<sup>4</sup> and for taxpayers to avoid paying fees associated with refund loans<sup>5</sup>. Profit-seeking

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<sup>1</sup> <https://data.census.gov/cedsci/table?t=Income%20and%20Poverty&g=1600000US5010675&tid=ACST5Y2019.S1702>

<sup>2</sup> HUD Comprehensive Housing Market Analysis Burlington-South Burlington, Vermont 2019

<sup>3</sup> <https://www.nclc.org/images/pdf/taxes/rpt-tax-time-jan2020.pdf>

<sup>4</sup> <https://www.cbsnews.com/news/how-to-tax-refund-soon-quickly-possible/>

<sup>5</sup> <https://www.nclc.org/images/pdf/taxes/rpt-tax-time-jan2020.pdf>

preparers and lenders use Refund Anticipation Checks (RAC) and Refund Anticipation Loans (RAL) with high interest rates or fees to entice taxpayers who need their refunds right away<sup>6</sup>. By offering free tax preparation and filing to these households, the VITA program ensures that taxpayers receive their full refunds as soon as possible.

**3. How will this program/project contribute to the City's anti-poverty strategy? If this activity is to respond to COVID-19, please also describe how this activity prepares or responds to the impacts of the COVID-19 pandemic.**

The VITA program contributes to the City's anti-poverty strategy by "reduc[ing] barriers to economic resources and opportunities<sup>7</sup>" and helping to increase household net worth by protecting asset accumulation through EITC, renter's rebates, and tax refunds. In addition, CVOEO and the VITA program are part of the nonprofit infrastructure the City has built to meet the needs of Burlington residents. CVOEO coordinates care within and outside of its agency so households that are eligible for the VITA program may also be eligible for other services like food or housing programs.

**4. How do you use community and/or participant input in planning the program design and activities?\***

Community and participant input are vital to the success of VITA and other CVOEO programs. The hours and structure of the CVOEO VITA service was developed over time with feedback from the people who utilized the service: New Americans, working families, homeowners, renters, and those on fixed, limited income. CVOEO received participant feedback about program design during planning sessions with the IRS Stakeholder, Partnerships, Education and Communication (SPEC) staff, CEDO, VT 211, local financial institutions, and the United Way of Northwest VT. Representatives of Burlington's low-income population sit on CVOEO's Board and help us to determine the best way to structure our programs to meet the most needs.

### ***III. Proposed Outcomes***

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**1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating?**

By participating in this program people will be better off because:

- a) They will **not** have to pay tax preparation fees which average \$176 for a non-itemized federal and state tax return,<sup>8</sup> money that can help pay for things like gas, groceries, and other bills;
- b) Most of the people who participate in the VITA program qualify for tax credits and/or refunds. By filing electronically, the VITA program can help them get their refunds faster;
- c) By meeting with a VITA tax preparer who knows the tax laws and rules they will get the maximum refund available to them and will avoid the possibility of late filing fees;
- d) They will have access to other supportive services like 3SquaresVT.

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<sup>6</sup> Ibid.

<sup>7</sup> Curtis, C. (2021). *2021 Action Plan for Housing & Community Development*. City of Burlington, Vermont.

<sup>8</sup> National Society of Accountants

**2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)**

Goal/Objective	Activity Funded	Expected Outcome
Reduce barriers, create economic opportunities, and provide public services for the benefit of low and moderate income (LMI) persons or households.	VITA Site Coordinator who will <i>supervise</i> trained volunteers as they prepare taxes for Burlington residents.	600 Burlington households will be served
Same as above	Same as above	100% of participants will save money by not paying tax preparation fees
Same as above	Same as above	90% of participants will receive a tax refund
Same as above	VITA Site Coordinator will <i>screen</i> clients for eligibility for referral to other supportive services.	10% of participants who are deemed eligible will apply for supportive services.

**IV. Impact/ Evaluation**

**1. How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected.\***

People will be better off if we can help them: a) save money on tax preparation fees; b) complete accurate and timely tax returns; c) increase household income through tax credits, rebates, and refunds; d) connect to additional, supportive services as necessary.				
Outcome	Type of Data	Method	Data Collected From	When
100% of participants will save money by not paying tax preparation fees	Quantitative	Extrapolation	National Society of Tax Accountants report on the average cost of basic tax preparation in Vermont	End of program
600 Burlington households (approx. 800 individuals) will be served and will complete accurate and timely tax returns	Quantitative: a) # of households served b) Accuracy rate for VITA tax preparers	a) CVOEO Intake form b) IRS screening tool (form 13164-c)	a) Participants b) IRS and CVOEO Outcome Tracker database (for renter credit and homestead households who do not file income taxes)	a) Time of service b) End of program

90% of participants will increase household income through a tax credit, rebate, and/or refund	Quantitative: a) # households that receive a credit b) type of credit received c) Amount received per household d) # refunds received	a-d) IRS Screening tool (form 13164-c)	a-d) IRS	a-d) End of program
10% of eligible participants will be connected to additional, supportive services.	Income eligibility forms and interviews	CCA intake forms	VITA participants	Time of service and post-program

2. How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2021 (or June 2020). For non-CDBG participants – report on your achievements from the previous year.

	Expected Outcomes	ACTUAL OUTCOMES
1	Community Action will serve 600 Burlington households	Community Action served 484 Burlington households, representing 733 individuals.
2	100% of participants will save money by not paying tax preparation fees	100% of participants saved money by not paying tax preparation fees, an estimated savings of \$85,184 (based on an average tax preparation fee of \$176 <sup>9</sup> per household)
3	90% of participants will receive a tax refund	95% of participants received a refund, 5% owed money to the IRS
4	10% of eligible participants will apply for supportive services	12% of eligible participants (under 30% AMI) applied for 3SquaresVT

## V. Experience / Organizational Capacity

1. What is your agency’s mission, and how do the proposed activities fit with your mission?

CVOEO’s mission is to address fundamental issues of economic, social, racial, and environmental justice and work with people to achieve economic independence. The VITA program and its activities fit into CVOEO’s mission because it contributes to economic independence by lowering the burden associated with

<sup>9</sup> National Society of Tax Accountants for an IRS 1040 tax form with no itemized deductions <https://connect.nsaacct.org/blogs/nsa-blogger/2017/01/27/national-society-of-accountants-reports-on-average-tax-return-preparation-fees>

preparing and filing taxes and because the program aligns with the concept of economic justice<sup>10</sup> which is part of our mission statement. As an anti-poverty organization, CVOEO helps individuals and families increase their household income with programs like VITA where they can apply for the Earned Income Tax Credit (EITC). The EITC is considered by the National Consumer Law Center to be “the largest anti-poverty program for working families.”<sup>11</sup> In addition, assistance provided by the VITA program helps to alleviate the stressors associated with preparing and filing tax returns especially for low-income groups<sup>12</sup>.

**2. Explain how your agency has the capacity to carry out the proposed activity (i.e. staff qualifications, years of experience related to this type of activity, etc.)\***

Travis Poulin, the Director of Chittenden Community Action (CCA) for CVOEO has worked with the VITA program since 1992, first as a tax preparer, then as a site coordinator, and now as the supervisor. Michael McClintock, coordinator for the VITA program, is entering his seventh year with CVOEO which has been the lead agency for the statewide IRS VITA Matching Grant for the last 10 years. Mr. McClintock oversees the training of approximately 30 volunteer tax preparers who are certified to provide Vermont and Burlington community members with tax help. CVOEO has over 55 years of experience working with LMI community members, helping people acquire essential services and creating opportunities for economic independence.

**3. What steps has your organization/board taken in the past year to address racial equity, inclusion, and belonging internally? What new commitments have been made to address racial equity, inclusion, and belonging internally in the year ahead?**

CVOEO is committed to addressing racial equity, inclusion, and belonging through training and organizational development. Our director of racial equity has increased organizational knowledge by developing monthly large-group trainings and small-group discussions for staff on topics ranging from cultural competence and humility to unconscious bias to understanding white supremacy culture. These trainings help staff acquire general knowledge about specific DEI issues as well as provide practical ways to work with clients and each other. CVOEO’s 3-year strategic plan includes DEI as a stand-alone goal and also is woven into the larger plan that guides CVOEO’s program development.

**4. Have you received Federal or State grant funds in the past three years?  Yes  No**

**5. Were the activities funded by these sources successfully completed?  Yes  No  N/A**

If No, please explain:

**VI. Proposed Low & Moderate Income Beneficiaries**

**1. Will the program solely serve a specific group of people? If so, check ONE below:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Abused Children                 | <input type="checkbox"/> Elderly (62 years +) | <input type="checkbox"/> People with AIDS  |
| <input type="checkbox"/> Battered Spouses                | <input type="checkbox"/> Homeless Persons     | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> People with Severe Disabilities |   |  |

<sup>10</sup> Hayes, A. (2020). What is Economic Justice? Investopedia Economics Blog (December 9, 2020) <https://www.investopedia.com/terms/e/economic-justice.asp>  
<sup>11</sup> <https://www.ndc.org/images/pdf/taxes/rpt-tax-time-jan2020.pdf>  
<sup>12</sup> <https://www.irs.gov/pub/newsroom/02-appendix-a-economics-of-irs-free-file.pdf> 10

2. a. For your proposed project, please estimate how the **Burlington residents** will break out into the following income categories during the total grant period. Use the Income Table at <https://www.burlingtonvt.gov/CEDO/2021-HUD-Income-Limits>

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income (30% median)	# Very Low-Income (50% median)	# Low-Income (80% median)	# Above Income Limits (above 80% median)
VITA Tax Preparation	600/800	324	252	24	

b. All CDBG grantees serving limited clientele will be required to use CEDO's **CDBG Beneficiary Self-Certification** form to collect beneficiary data including race, ethnicity, annual income, and family size. Is your organization willing and prepared to add this documentation to the intake process for your CDBG funded program by July 1, 2022?

Yes       NO       Not Serving Limited Clientele

## ***VII. Commitment to Equity, Inclusion and Belonging***

1. Who is the project/program designed to benefit? Describe the project/program's target population, citing (if relevant) specific age, gender, income, community/location, race or ethnicity, or other characteristic of the people this program is intended to serve. How do you select and reach your target population?

The VITA program benefits LMI residents of Chittenden County with CDBG funds used specifically to assist Burlington residents. The primary focus is on serving Vermont and Burlington households with earned incomes, ranging from those whose income is up to 80% of the area median to a small number whose income is 81% or greater than the area median. The Earned Income Tax Credit (EITC) is the largest (by dollar) federal anti-poverty program<sup>13</sup> so targeting households that earn income is our primary goal.

Comparison between VITA program and City of Burlington		
Ethnicity and Race	VITA Program Number/Percent	City of Burlington <sup>14</sup>
White	482/66	35,270/83
Black/African American	128/17	2,327/6
Asian	82/6	2,461/6
American Indian/Alaska Native	6/<1	66/0.2
Native Hawaiian/Pacific Islander	1/<1	12/0
Multi-racial	33/2	1,028/2
Hispanic	27/3	1,320/3

Through CVOEO's Financial Empowerment for New Americans community ambassadors and other community partners we reach out to the New American community. We advertise our services through the Vermont Center for Independent Living to reach people who are disabled, and through Age Well, SASH Coordinators, and senior housing sites to reach the elderly population to ensure that eligible households receive assistance applying for Renter Credit and Homestead Declarations. We reach people by advertising

<sup>13</sup> [www.nclc.org](http://www.nclc.org)

<sup>14</sup> <https://censusreporter.org/profiles/16000US5010675-burlington-vt/>

VITA services on our social media platforms, our CVOEO website, Front Porch Forum, the Fletcher Free Library, VT 211, and through community partners and other CVOEO programs.

**2. Describe the steps you take to ensure the project/program is accessible, inclusive, addressing racially equity, and culturally appropriate for the target population. \***

The CCA office is fully handicapped accessible and we offer weekend and evening hours to assist working families. We work closely with the Association of Africans Living in VT, the VT Refugee Resettlement Program, and the Somali-Bantu Community Association for scheduling, interpretation and translation. VITA training includes information on how to work with a culturally diverse population and interpreters. CVOEO’s cultural competence webinars are designed to inform staff as they connect with people from different backgrounds; these webinars are available “live” (currently via zoom) to all CVOEO employees including VITA staff; they are also recorded for future use.

**VIII. Budget/ Financial Feasibility**

**1. Budget Narrative: Provide a clear description of what you will do with CDBG’s investment in the project/program. How will you spend the money? Give specific details.**

CDBG funds will be used to provide salary, fringe benefits, and administrative costs to support a VITA site coordinator. The Site Coordinator oversees the entire program by training and monitoring tax preparers, developing and maintaining a scheduling database, complying with IRS regulations and data collection for CSBG and CDBG funds, electronically filing tax returns, community outreach, coordinating with VT 211, and liaising with the IRS SPEC office. From late December through mid-May the work is full time. Training occurs in January and the bulk of tax returns are prepared from February 1 through April 15.

**2. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.**

a.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
Plans, organizes, and develops the VITA program; trains and supervises tax preparers who assist Burlington residents	VITA site coordinator	The site coordinator recruits, trains, and supervises volunteer tax preparers, ensures that data-quality best practices are followed, submits completed tax returns, and coordinates with	40 hours per week for 28 weeks	35%

		community organizations for recruiting and scheduling.		
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**b. All CDBG grantees that use CDBG funds for salaries must submit timesheets that capture total time and effort of staff members funded with CDBG. These timesheets must record hours worked on CDBG-funded programs, hours worked on non-CDBG funded programs and the corresponding program name/funding source(s). Timecards must include a narrative for all CDBG and non-CDBG funded activities, and must be signed by the employee and supervisor. Does your organization have the ability to implement a timekeeping system for CDBG funded staff that meets these requirements by July 1, 2022?  Yes  No  Not funding salaries**

### 3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Salary (full- and part-time)	\$9,074	\$17,102	\$26,176
Fringe	\$3,902	\$6,540	\$10,442
Indirect	\$2,024	\$3,813	\$5,837
Consultants	\$	\$4,000	\$4,000
Interpretation		\$1,750	\$1,750
Office Supplies, Insurance, Service Contracts, Phone		\$4,500	\$4,500
Rent/Utilities/Space Maintenance		\$7,595	\$7,595
Equipment (new printers)	\$15,000	\$45,300	\$60,300

### 4. Funding Sources

	Program/Project		Agency	
	Current	Projected	Current	Projected
<b>CDBG</b>	\$ 10,000	\$ 15,000	\$ 67,000	\$72,000
<b>State (specify)</b>				
Housing and Homeless Programs			\$1,291,223	\$1,291,223
Nutrition Programs			\$21,037	\$21,037
Utility Assistance & Energy			\$2,051,703	\$2,161,703
Victim Services & Prevention			\$159,202	\$159,202
Employment and Training Programs			\$79,774	-
Head Start & Education Programs			\$339,196	\$364,196
<b>Federal (specify)</b>				
Health and Human Services	16,909	17,215	\$8,930,846	\$9,021,548
USDA			\$107,046	\$107,046
Energy			\$472,262	\$772,262
HUD			\$2,795,297	\$1,960,189
FEMA			\$17,452	\$17,452
Justice			\$674,016	\$637,907
Treasury	28,085	28,085	\$1,048,894	\$75,700
United Way			80,000	80,000

<b>Private (specify)</b>				
Donations			\$1,431,445	\$1,431,445
Foundations			\$615,102	\$547,000
Private Organizations			\$382,270	\$382,270
<b>Program Income</b>				
Weatherization			\$590,867	\$620,867
Fee for Service			\$12,900	\$12,900
<b>Other (specify)</b>				
City and Town Grants			\$57,500	\$60,250
Interest			\$65,000	\$70,000
In-Kind: Food			\$3,224,343	\$3,802,000
In-Kind: Volunteer	53,235	52,532	\$233,654	\$269,915
In-Kind: Volunteer Professional			\$534,388	\$1,175,000
In-Kind Space			-	-
<b>Total</b>	<b>\$ 108,229</b>	<b>\$ 112,832</b>	<b>\$ 25,282,417</b>	<b>\$ 25,113,112</b>

**5. Of the total program/project cost, what percentage will be financed with CDBG?**

$$\frac{\$ \underline{15,000}}{\text{CDBG Funding}} \div \frac{\$ \underline{60,300}}{\text{Total Program/Project Costs}} = \underline{25} \% \text{ Percentage}$$

**6. Of the total program/project cost, what would be the total cost per person?**

$$\frac{\$ \underline{60,300}}{\text{Total Program/Project Cost}} \div \frac{\underline{600}}{\# \text{ Total Proposed Beneficiaries}} = \$ \underline{100.50} \text{ Cost Per Person}$$

$$\frac{\$ \underline{15,000}}{\text{Total Amount of CDBG Funding}} \div \frac{\underline{600}}{\# \text{ Total Proposed CDBG Beneficiaries}} = \$ \underline{25} \text{ Cost Per Person CDBG Investment}$$

**7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

The anti-poverty goals of the VITA program fit perfectly with the City of Burlington’s anti-poverty strategies and with the spirit of the Community Development Block Grant, especially as a public service that provides economic opportunity for LMI households. VITA helps LMI households save money, secure EITCs and other tax refunds, and encourages them to use those funds in a manner that emphasizes sound money management. This program relies on a mix of funding sources, most of which are raised by writing annual grants. Having CDBG as a part of the funding mix helps to sustain and grow the program.

**8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?\***

CDBG funds are used to leverage additional community resources. With CDBG funds, the VITA program has grown to serve hundreds of Burlington families every year. The VITA program relies on community input and support including: 1) in-kind donations of workspace and staff time by VT 211 operators who manage calls and help with scheduling; 2) access to computer labs and training space prior to the tax season donated by Champlain College; 3) volunteers from the local community, Champlain College, the University of Vermont, and St. Michaels college 3) CVOEO volunteer greeters that help participants complete IRS

screening forms. In 2021, 30 VITA tax preparation volunteers donated 1,563 hours of their time, an in-kind value of \$53,235 (\$34.06/hour).<sup>15</sup>

## **IX. Collaboration/Efficiency**

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- 1. Give 1 or 2 examples of key successful collaboration(s) between your program/project and another agency/program/group to address the needs of the people you serve.**

We collaborate with community social service agencies and businesses. For example, VT 211 helps schedule tax appointments, follows up with clients to remind them of their appointments, and provides basic eligibility screening. Champlain College provides training space, computers, and student volunteers. To maximize our work and help people work toward financial independence, we partner with and refer to other programs within CVOEO (Growing Money and Financial Empowerment for New Americans). In addition, we refer to the 3SquaresVT program and refer people as necessary and/or desired to housing and food programs.

- 2. Do identical or similar community programs exist? How does this program complement or collaborate rather than duplicate services? What makes this program unique?**

CVOEO operates the only VITA site in Chittenden County. Our in-person VITA site is the largest in Vermont, and CVOEO is the lead agency for the statewide VITA grant application, which supports free tax preparation services at Community Action Agencies across Vermont. The AARP delivers a Tax Counseling for the Elderly (TCE) program at a number of sites throughout VT. VITA and TCE provide complimentary services; while TCE services are completely focused on seniors, VITA serves any households that falls within the VITA guidelines.

- 3. Provide 1 example of how your agency has become more efficient in achieving your outcomes or managing your project/program.**

The director of CVOEO's Chittenden Community Action (CCA) program dedicates twenty percent of their work time during tax season to help client's complete Renter Credit and/or Homestead Declaration forms which enables the VITA volunteers to use their time for income tax preparation. This process helped CCA serve 148 more households in 2021. CCA's administrative assistant is trained to enter VITA client data into the CVOEO Outcome Tracker database which has increased efficiency in reporting data in a timely manner.

## **X. Sustainability**

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- 1. How will this project have a long-term benefit to the City of Burlington? If this program/project ends, how will that benefit continue?**

Eleven percent of families in the City of Burlington live below the poverty level<sup>16</sup>. Of these, 5.3 percent are married couples and 27 percent are households headed by a female only. The EITC is particularly effective at increasing the work and earnings of unmarried households with children<sup>17</sup>. In 2021, the VITA program

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<sup>15</sup> Bureau of Labor Statistics

<sup>16</sup> <https://data.census.gov/cedsci/table?t=Income%20and%20Poverty&g=1600000US5010675&tid=ACSST5Y2019.S1702>

<sup>17</sup>Yarmuth, J., (2018). "The Earned Income Tax Credit Boosts Work, Reduces Poverty, and Provides Other Benefits for Working Americans." *U.S. House of*

helped Chittenden residents receive \$423,223 in Child Tax and Additional Child Tax Credits; \$618,578 in EITC; \$20,677 in Education Tax Credits, and \$2,321,388 in federal refunds. Without the VITA program these savings, credits, refunds and economic inputs would not be realized and many families would continue to struggle financially which can lead to secondary effects of poverty such as inadequate nutrition and/or food insecurity, poor academic achievement, and other negative psychosocial outcomes<sup>18</sup>. The VITA program helps families earn more which means they have more money to spend in the community. CVOEO is committed to providing the VITA service and will continue to implement the program even if funding from any of our supporters is reduced; reduced funding would mean serving fewer people, but we would continue to offer the program.

**2. CDBG funding is intended for new or expanded services. If CDBG funding ends, will the project be able to continue?**

If CDBG funds were no longer available to support the VITA program, we would have to restrict staff time and serve fewer people. In 2020 and 2021 we were forced to change directions because of the COVID-19 pandemic, however, we still served over 730 people. As new variants of the SARS virus continue to emerge, we may need to change the way we implement the VITA program, but we expect there will be as many or more people in need of VITA services in 2022 and 2023.

**3. How will you prioritize the proposed project activities if you do not receive the full amount requested?**

If CDBG funds are reduced and the VITA program has to scale back, evening and weekend service hours will be eliminated.

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*Representatives Committee On The Budget*. November 30, 2018.

<sup>18</sup> American Psychological Association. "Effects of Poverty, Hunger and Homelessness on Children and Youth." <https://www.apa.org/pi/families/poverty>.