

2/29/12

At-A-Glance Grant Reporting Requirements – VITA Grant

The recipient is responsible for ensuring requests for information and/or documents are acted upon promptly and responded to by the requested date and to ensure all reports are timely and accurately filed throughout the grant period and until close out of the grant. The following information requests, reports and reporting dates apply.

Item	Description	Method	Frequency	Due
1	Grant Notification – In order to establish and fund the grant certain actions must be completed in a timely manner. The grant notification package provides a list of items that must be completed and returned.	Due to IRS*	Annually upon notification of grant award	Within 20 calendar days of grant notification
2	Federal Financial Report (FFR) Cash Transaction Report (Standard Form 425) - This report provides quarterly financial information. The FFR Cash Transaction Report is due 30 days after the quarter ends and continues until your PMS grant account is closed.	File electronically in the Payment Management System (PMS)	Quarterly once funds are deposited in PMS account	January 30 April 30 July 30 October 30
3	Matching Funds Documentation – Due if sufficient matching was not already provided in the application.	Due to IRS*	Annually	January 31
4	Sub-award Reporting – See Terms and Conditions Addendum for a full explanation of when this reporting applies to your organization. Applicability includes consideration of award amount and existing reporting of executive compensation.	File electronically at www.frs.gov and www.ccr.gov	Upon sub-award of funds meeting described conditions	By the end of the month following the month during which you make the Sub-award
5	Unused Funds Notification – Provide IRS with confirmation that all funds awarded will be utilized; if not, provide amount that can be released.	Due to IRS*	Annually	June 30
6	Site Establishment Report – List of all sites planned to open or opened under the grant. Note: Complete the VITA Target Audience worksheet in the VITA Grant Workbook available on the VITA Grant web page at irs.gov . If no changes were required to the list submitted with the application, an email notifying the grant officer that this is the case is sufficient.	Due to IRS*	At beginning of filing season and with final reporting	January 31 September 30
7	FFR Financial Status Report – This covers the entire grant period and it is one component of final report.	File electronically in the PMS	Annually 90 days after the end of the grant period	September 30
8	Standard Form PPR, Performance Progress Report – This report covers the entire grant period. It must be accompanied by a final program plan narrative, final budget detail explanation, and final site listing report. Detailed instructions are provided on irs.gov in the Guidelines for VITA Grant Reports.	Due to IRS*	Annually 90 days after end of the grant period	September 30
9	Standard Form PPR-A, Performance Measures - Detailed instructions are provided on irs.gov in the Guidelines for VITA Grant Reports.	Due to IRS*	Annually 90 days after end of the grant period	September 30
10	Standard Form PPR-B, Program Indicators - Detailed instructions are provided on irs.gov in the Guidelines for VITA Grant Reports.	Due to IRS*	Annually 90 days after end of the grant period	September 30

*Information due to IRS must be submitted electronically (unless otherwise directed) to the assigned grant officer. **Please include your federal award identifier (grant number) in the subject line of all emails.** Due to size restrictions in the IRS email system, the grant recipient is responsible for confirming the receipt of electronic messages with attachments.

For reports due to the IRS, extensions may be granted for filing reports only in unusual circumstances. Requests must be submitted via email at least five business days prior to the due date and the grantee must receive a response confirming the extension before the due date.