

Volunteer Income Tax Assistance Grant Program

Frequently Asked Questions

Category: Award

Updated 11/21/2011

1. How will I be notified if I am awarded a grant?

The Grant Program Office will notify applicants of their acceptance or rejection of a grant award by letter sent via email. The notification of award is scheduled to be November 1, 2011.

2. When the grant has been awarded and the grantee makes changes to their proposed program plan and budget, how should it be handled?

Revisions to the program plan should be provided as a summary listing only the items that changed. **Do not** rewrite the program plan. The budget changes should be submitted on the SF 424A and the budget detail explanation. Make sure the federal column agrees with the actual funds awarded. The GPO must approve all changes. All changes should be submitted via email to the assigned grant officer.

Note: You may not change your primary and secondary focus.

3. If there is a change to the budget during the grant period, does it require prior approval?

Changes to the budget between object class categories may be made without pre-approval when the change is 25% or less of the total award. Approval of changes greater than 25% must be requested in advance in writing and approval received before the change may be made.

4. Last year's funding was \$8 million, what is this year's funding?

This year's funding is \$12 million.

5. What is the average award amount?

There is no average award amount.

6. Does each state receive a guaranteed award amount?

No. IRS does disburse the funds geographically among the states to the extent there are eligible applicants. The grant awards are based on the strength of the applicant's program and depend upon the applicant's eligibility and the amount of funds requested. Award levels within the state consider the low income population.

7. If a grantee is unable to use all of the funds, what must be done?

The IRS Grant Program Office should be provided with written notification immediately, which will enable remaining funds to be reallocated to other program participants. The grantee must also take the necessary steps to return unused grant funds as indicated on the Division of Payment Management website located at www.dpm.psc.gov.

8. *If I receive a grant, who will I work with? Will I continue to work with my local territory office?*

Yes. You will continue to work with your local territory office. You will also be assigned a contact from the Grant Program Office to oversee financial activities related to the grant.

9. *If more grant monies are requested than are available, will IRS reduce the amount requested? If so, does the applicant have the ability to decline the award at the reduced amount?*

IRS may reduce the requested amount of the grant when awarded. If we do, the applicant will have the opportunity to accept the award at the reduced amount or decline the award in its entirety.

10. *If a member of a coalition applies and receives a grant for just their activities under the coalition, is there an expectation that they share the funds with the other members?*

As long as the application covered only the activities of the member and not the coalition, there is no expectation that the funds be shared. They are awarded based on the proposed program plan and budget plan submitted. We encourage you to discuss this with the coalition before the application is submitted.

11. *Is it possible to receive a smaller amount than requested on the grant?*

Yes. Chances are great that the award amount will be less than what was requested.