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A Grant Program Office Communication

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Publication 1101

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Administrative Reviews Conducted

We recently conducted administrative reviews that revealed some common issues with grant management and program guidelines.

1. Lack of timesheets to demonstrate work performed by volunteers when used as matching funds.
2. No or limited oversight of sub-recipients conducted to ensure adherence to program guidelines.
3. Quality reviews conducted by volunteers not certified at the intermediate level.
4. Letter of intent or memorandum of understanding with sub-recipients involved in delivering program not available.

Grant recipients should review current grant guidance and requirements in their grant agreement, Publication 4671, and Publication 4883, *Grant Programs Resource Guide*, to ensure adherence to the guidelines and the terms and conditions of the grant.

2012 Grant Opportunities Available!

The VITA and TCE programs will accept applications for grants from May 23, 2011, to June 30, 2011. Please review the IRS application packages below for complete information about the opportunities.

- Publication 1101, *TCE Application Package and Guidelines for Managing a TCE Program*, and
- Publication 4671, *VITA Grant Program Overview and Application Package*

Matching Funds Documentation

Remember all 2012 applicants must provide documentation explaining matching funds by Jan. 31, 2012. If awarded, VITA grant funds will not be deposited into the Payment Management System account until documentation is provided to support matching funds. Please ensure that matching dollars identified in the budget agree with the matching funds summary chart and the commitment letters submitted. All letters of intent must be signed and written on letterhead stationery of the organization providing the match.

Final Reporting - It's Just around the Corner

During the review of the 2010 VITA final reports, we identified that all reporting requirements are not being followed. It is crucial that you address the measures identified in our instructions. Some of the items that were done incorrectly or omitted include:

1. Explanation for not meeting projected goals.
2. Projected goals indicated in the final report do not agree with the revised documents submitted to the GPO.
3. Total volunteer hours not captured.

To assist with meeting all final reporting requirements, the GPO will hold a conference call with 2011 VITA grantees on July 14, 2011, from 1 p.m. to 2 p.m. Please plan to attend. Instructions for the call will be provided via email by your assigned analyst.