Guidelines for VITA Grant Reports

It is important that you, as a VITA Grant recipient, prepare accurate reports and submit the reports by the due date. This document provides guidance on the reports due and directs organizations to existing resources for further information.

Important Reminder: Always defer to IRS instructions if questions arise as to applicability of a particular form and its corresponding instructions. Since forms are created for use by multiple granting agencies, any special instructions are provided by the granting agency where they differ from the general form instructions.

Standard Form 425, Federal Financial Report

The SF 425, or Federal Financial Report (FFR) as the Division of Payment Management (DPM) refers to the form, must be filed electronically through the Payment Management System (PMS). Information on the actual use of the PMS can be found on the DPM website at: http://www.dpm.psc.gov/. PMS refers to the system used while DPM refers to the organization that manages the system.

The DPM designed the electronic version of the SF 425 in two parts: the Federal Cash Transaction Report and the Financial Status Report. The Federal Cash Transaction Report is required to be filed each quarter. The Financial Status Report is only required to be filed at year end with final reporting.

Quarterly Federal Cash Transaction Report – This report is required to be filed on a quarterly basis within 30 days after the end of quarter. The reporting is cumulative from the program start date.

Quarter Ending	Report Due By
December 31	January 30
March 31	April 30
June 30	July 30
September 30	October 30

Alert! Reports can only be filed when the PMS is operational. Please be aware of system availability to ensure timely submission of reports.

If a recipient's PMS account is established and funded before December 31, the recipient must file the Federal Cash Transaction Report by January 30 whether or not federal funds are withdrawn. If a recipient's PMS account is established and funded after January 1, the first Federal Cash Transaction Report is due on or before April 30. We anticipate that all accounts will be established before March 31.

Standard instructions for completion of the SF 425 and the items required for this report can be found on the VITA Grant webpage at:
www.irs.gov/individuals/article/0,,id=184243,00.html

Steps for accessing and completing the Federal Cash Transaction Report:

Federal Cash Transaction Report	
Accessing the Reporting Screen in the Payment Management System	After signing into the Payment Management System (PMS), select "Expand All" to view the menu options: • Select "Disbursement" • Select "FFR Cash Transaction Report" • Enter your PMS account number, e.g., C1234P1 • Select the "Continue" button
Report History Screen	Locate the report date and under the "Action" column, scroll in the "I want to …" box to "Prepare"
Federal Cash Transaction Report	Select the "Report Disbursements" button
Item	**Instructions**
Top Portion of the SF 425	
Items 1-9	PMS automatically completes the information requested in these fields based on the information captured during account registration. Note: If any information is incorrect, the information will need to be corrected prior to report preparation.
Middle Portion of the SF 425	
Items 10a – 10c	PMS will display the grants linked to your account. Record information specific to Federal cash receipts, cash disbursements, and cash on hand.
10a. Cash Receipts	This information is automatically filled by PMS based on the payments made by PMS.
10b. Cash Disbursements	Enter the cumulative amount of cash and check payments your organization has made for the selected grants as of the reporting period end date. This includes any payments made to sub-awardees. Click "Save" to complete the report at a later time or "Continue" to certify and complete the FFR Cash Transaction Report.
10c. Cash on Hand	PMS will auto-sum this line. Verify that it agrees with your records of cash on hand.
Items 10d – 10o	Entries are not required for these lines when filing the quarterly Federal Cash Transaction Report

Bottom Portion of the SF 425	
Item 13	Once you have finished, double-check to make sure all information input is correct. Scroll to the bottom of the page to enter the signature of the authorized certifying official; enter the official's name, telephone number and e-mail address in Item 13.
Payment Management System (PMS) Action to Certify	
Certification	Within the PMS, scroll down and click the "Certify" button to attest to the accuracy and completeness of the report. A "disclaimer" message box will appear after clicking the "Certify" box. Read the disclaimer statement and click "OK" to agree. NOTE: If you do not see the "Certify" button on the screen, you may need to review your PMS access permissions and update them with the DPM.
Submit	Within the PMS, scroll down and click "Submit" button.
Certification and Submission Confirmation	A screen will appear to confirm that certification is complete "Certify Transaction Complete"

Once the report is submitted and certified, print a copy for your records.

Verify Accuracy of Quarterly Reporting

If you want to verify the accuracy of the information submitted and/or you manage a large volume of grants on PMS and want to ensure you have input quarterly reports on all, wait until the next business day and log into the system to generate and view a report. Follow the directions below to generate a Summary Grant Data report.

1. After logging into PMS, select "Ad-Hoc Grantee Inquiry" from the main menu.
2. Choose "Summary Grant Data" from the drop-down menu.
3. Enter your PMS account number in the "PAN" column.
4. Click "Run Inquiry."
5. A report will be returned that will show the cumulative disbursements entered and the quarter end date of the most current FFR filed by your organization for that grant.

Additional Training on PMS Use

The DPM website contains training presentations with "screen shots" that may be useful when completing reports. Once on the DPM website, www.dpm.psc.gov, select "Training" and review the information for their latest webinar training slides. Materials are created for all grantees and are not specific to IRS grants. The functionality of the system is the same regardless of the granting agency. However, some guidance may differ and in this situation, you should always follow the guidance provided by your granting agency.

Financial Status Report – This final report is required to be filed in the PMS by September 30, which is 90 days after the project period ends (June 30). It will reflect cumulative information for the entire project period – July 1 through June 30. **All grant recipients are required to complete this report regardless of the amount of the award. It is only one component of the final reporting due after the grant period ends.**

Standard instructions for completion of the SF 425 and the items required for this report can be found on the VITA Grant webpage at:
www.irs.gov/individuals/article/0,,id=184243,00.html

All fields should be completed in this report except for the items under program income.

Federal Status Report	
Accessing the Reporting Screen in the Payment Management System	After signing into the Payment Management System (PMS), select "Expand All" to view the menu options: • Select "Disbursement" • Select "FFR Financial Status Report" • Enter your PMS account number, e.g., C1234P1 • System is preset to default to "All Report Statuses" • Select the "Continue" button
Current Report Screen	Locate the report date and under the "Action" column, scroll in the "I want to …" box to "See Workflow"
Report Workflow Screen	This screen depicts where a report is in the process of completion. When you begin, it will show that the report is available. Select the "Prepare/Certify" button to prepare the report. ***This is an excellent resource for tracking the progress of your reporting efforts.***
Report History Screen	This screen will show you only those reports that are available for completion and its current status/due date. Under the "Action" column, scroll in the "I want to …" box to "Prepare/Certify"
Item	**Instructions**
Top Portion of the SF 425	
Items 1-6a.	PMS automatically completes the information requested in these fields based on the information captured during account registration. Note: If any information is incorrect, the information will need to be corrected prior to report preparation.
6b. Report Type	Choose "Final"

7. Basis of Accounting	Choose either “Cash” or “Accrual” Check with your financial department or accountant for the basis of accounting if you do not know.
8. Project/Grant Period	Complete with the period of your project. It will be 07/01/20XX to 06/30/20XX.
9. Reporting Period End Date	06/30/20XX
Middle Portion of the SF 425	
Items 10a – 10o	All information in this section will need to be completed manually. PMS does not pre-populate any Item 10 information.
Federal Cash	
10a. Cash receipts	Enter the total amount of Federal cash received for the VITA Grant withdrawn through the PMS. This is generally the award amount; however, it may be adjusted during the year because your organization could not use all the funds or additional funding was provided.
10b. Cash disbursements	Enter the cumulative amount of cash and check payments your organization has made for the selected grants. This includes any payments made to sub-awardees.
10c. Cash on hand	Enter the amount of Line 10a minus Line 10b. Since the project period is over, it will generally be zero.
Federal Expenditures and Un-obligated Balance	
10d. Total federal funds authorized	Enter the original grant amount if all funds were used and no additional funding was received. If your award has been revised through a modification (you returned funds or received additional funds), report the adjusted amount.
10e. Federal share of expenditures	Enter the amount of VITA Grant funds expended. Again, for the final report, it will generally be the full award amount but could be different if you have obligations in conjunction with the grant that have not yet been paid.
10f. Federal share of unliquidated obligations	Because this is the final report, this line will most likely be zero because all obligations will have been paid in the three months since the end of the project. If it is not, inform your grant analyst why there are unliquidated obligations prior to submitting your report. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which expenditure has not yet been recorded. Enter only the federal portion of unliquidated obligations. Those obligations include direct and

	indirect expenses incurred but not yet paid or charged to the award, including amounts due to sub-recipients and contractors.
10g. Total federal share	Enter the sum of lines10e and 10f.
10h. Unobligated balance of federal funds	Subtract Line 10g from Line 10d. Because this is the final report, this line will most likely be zero because all obligations will have been paid in the three months since the end of the project. If it is not, inform your grant analyst why there are unliquidated obligations prior to submitting your report.
Recipient Share	
10i. Total recipient share required	Enter the amount of the original grant or adjusted amount of the grant if modified. The VITA Grant requires a 100% match.
10j. Recipient share of expenditures	Enter the **recipient's cost share** of actual cash disbursements including payments to sub-recipients and contractors. This amount may include the value of allowable third party in-kind contributions. It should be equal to or greater than the amount on Line 10i.
10k. Remaining recipient share to be provided	Subtract Line 10j from Line 10i. If the amount in 10j is more than the amount in 10i, record zero.
Program Income (10l. – 10o.) – The VITA Grant does not allow program income. No entries should be present in these fields.	
Indirect Expense (11a.-11g) – Complete this section only if your organization was authorized to charge indirect expenses under an indirect cost rate agreement. Indirect expenses incurred without an indirect cost rate agreement should be included in program costs.	
11a. Type of rate	State whether the indirect cot rate is Provision, Predetermined, Final or Fixed
11b. Rate	Enter the indirect cost rate in effect during the reporting period.
11c. Period	Enter the beginning and ending effective date of the rate as noted in the indirect cost rate agreement
11d. Base	Enter the amount of the base against which the rate was applied
11e. Amount Charged	Enter the amount of indirect costs charged during the time period specified.
11f. Federal share	Enter the federal share of the amount in 11e.
11g. Totals	Enter the totals for columns 11d, 11e, and 11f.

Bottom Portion of the SF 425	
Item 13	Once you have finished, double-check to make sure all information input is correct. Scroll to the bottom of the page to enter the signature of the authorized certifying official; enter the official's name, telephone number and e-mail address in Item 13.
Actions to Certify in Payment Management System (PMS)	
Certification	Within the PMS, scroll down and click the "Certify" button to attest to the accuracy and completeness of the report. A disclaimer message box will appear after clicking the "Certify" box. Read the disclaimer statement and click "OK" to agree. NOTE: If you do not see the "Certify" button on the screen, you may need to review your PMS access permissions and update them with the DPM.
Submit	Within the PMS, scroll down and click "Submit" button.
Certification and Submission Confirmation	A screen will appear to confirm that certification is complete "Certify Transaction Complete"

Once the report is submitted and certified, print a copy for your records. The "Current Report Screen" should show "Report Certified/Pending Agency Approval." Once IRS reviews and approves, the screen will show "Report Approved by Awarding Agency."

If it is not approved, it will be rejected and an email sent explaining why the report was rejected and the corrections that are needed. You can always contact your grant analyst with questions during this process. We can assist with the information your organization is reporting. The PMS help desk can be contacted about the functionality of the PMS or your existing permissions to prepare and certify the report.

<u>Final Report</u>
The final report (sometimes referred to as year-end report) will include:

1. SF-PPR, Performance Progress Report
2. SF-PPR-A, PPR Performance Measures
3. SF-PPR-B, PPR Program Indicators
4. Narrative (and attachments as explained)
5. Budget Detail Explanation
6. Final Site Listing
7. Financial Status Report (filed electronically in the PMS).

The final report must be filed by **September 30**, which is 90 days after the project period ends (June 30). This report should be mailed to the Grant Program Office, Stop 420-D, 401 W. Peachtree Street, NW, Atlanta, GA 30308 to the attention of your assigned analyst and postmarked no later than the due date. **All grantees regardless of the grant amount are required to file all reports listed.**

Standard Form PPR, Performance Progress Report – This form is a cover sheet for the information to be submitted in the final report. Most fields are self-explanatory. For those fields where additional direction may be useful, the following information may assist in completing the fields.

Field	Response
1. Federal Agency and Organization Element to Which Repot is Submitted	Enter ***IRS/Grant Program Office***
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter your unique grant number, e.g., **V10010**
3a. DUNS Number	Self-explanatory
3b. EIN	Self-explanatory
4. Recipient Organization	Self-explanatory
5. Recipient Identifying Number or Account Number	Enter the assigned account number from the PMS
6. Project/Grant Period	Enter ***7/1/XXXX*** as the start date and ***6/30/XXXX*** as the end date
7. Reporting Period End Date	Enter ***6/30/XXXX***
8. Final Report?	Check ***Yes***
9. Report Frequency	Check ***Final***
10. Performance Narrative	You can begin your performance narrative here or indicate ***See full narrative on the attachment***
11. Other Attachments	See these instructions for what is required to be included with the final report
12a-12e. Certification section	Self-explanatory

This form is required for all grant recipients.

Standard Form PPR-A, PPR Performance Measures – This form is used to report on your organization's performance. IRS requires that you report five measures and the other measures reported are based on the information submitted in your application package and/or required by your organization.

Field	Response
1. Federal Agency and Organization Element to Which Repot is Submitted	Enter ***IRS/Grant Program Office***
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter your unique grant number, e.g., **V10010**

Field	Response
3a. DUNS Number	Self-explanatory
3b. EIN	Self-explanatory
4. Reporting Period End Date	Enter ***6/30/XXXX***
A. Performance Measures	
(1) Measure Number or Label	Please label the first five lines as shown in the following table. If additional measures are identified in your plan, please continue with A-06, A-07, etc.
(2) Objective/Goal Description	The first five objectives/goals are provided in the following table. Add additional lines for any other goals/objectives beyond the five listed.
(3) Measure	The first five measures are provided in the following table. Add additional lines for any other measures beyond the five listed.
(4) Baseline	Provide baseline data for each objective/goal if available. Baseline figures should show only the portion of the program covered by the VITA grant.
(5) Target Year	**20XX**
(6) Project Target	Indicate projected goals - # returns to be prepared.
(7) Actual To Date	Report the actual number of returns prepared.
(8) Explanation	Provide brief explanation for not meeting any projected goal; detailed information should be covered in the narrative. If a calculation is required, show the calculation.

See the following chart for items your organization must report and the measures to be used to compile the information. Use A-01 through A-05 for these measures. Do not deviate on how the measure is reported or calculated. ***Note: If you measure additional information please indicate below measure A-05.***

(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measure
A-01	Taxpayers Assisted	Number of federal returns prepared; a return is counted only once.
A-02	Increased E-file	Number of returns e-filed divided by total number of returns prepared. Show the calculation under explanation.
A-03	Services Extended	Number of sites opened to prepare returns. Do not count sites planned but not opened. For one day or mobile sites,

(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measure
A-03 cont'd.		each location may be counted. Do not count multiple visits to a site location by a mobile van as different sites. Count it only once.
A-04	Underserved Taxpayers Assisted - Primary	Number of returns prepared with primary focus characteristic; a return may be counted under each characteristic it represents.
A-05	Underserved Taxpayers Assisted - Secondary	Number of returns prepared with secondary focus characteristic; a return may be counted under each characteristic it represents.

Standard Form PPR-B, PPR Performance Measures – This form allows you to report on your organization's performance by program indicator. IRS requires that you report four activities and the other activities reported are based on the information submitted in your application package and/or required by your organization.

Field	Response
1. Federal Agency and Organization Element to Which Repot is Submitted	Enter ***IRS/Grant Program Office***
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter <u>your</u> unique grant number, e.g., **V10010**
3a. DUNS Number	Self-explanatory
3b. EIN	Self-explanatory
4. Reporting Period End Date	Enter ***6/30/XXXX***
B. Program Indicators	
(1) Activity Number or Label	Please label the first four lines as shown in the following table. If additional activities are identified in your plan, please continue with B-05, B-06, etc.
(2) Activity Description	Brief description of activity
(3) Indicator or Status	Leave blank
(4) Explanation	Limited explanation of figures; additional information should be covered in narrative

See the following chart for items your organization <u>must report</u> and the measures to be used to compile the information. Use B-01 through B-04 for these measures. Do not deviate on how the measure is reported or calculated. ***Note: If you measure additional information, please indicate below measure B-04.***

(1) Activity Number or Label	(2) Activity Description	Explanation
B-01	Number of Volunteers	Report the total number of individuals working in the **VITA program** as reported on the Form 13206, *Volunteer Assistance Summary Report*.
B-02	Total Volunteer Hours	Report the number of hours contributed by volunteers to the **VITA program**.
B-03	Volunteer Training	Report the number of volunteers certified at each level of tax law training, e.g., basic, intermediate, and advanced. Use the IRS training levels found on the Form 13206 for the breakdown of levels of training.
B-04	Quality Review Process Used	Report the number of sites using designated, peer and self review. A site should only be counted once. If a mixture of methods is used at a site, report the method used the most.

Narrative (and attachments as explained) – Prepare a narrative detailing specifically what your organization did during the project period of July 1 through June 30. Be sure to address the topics as outlined in the Publication 4671, *Volunteer Income Tax Assistance Grant Program 20XX Program Overview and Application Package*. There is no limit to the number of pages; however, please do not repeat information. Please label all examples and attachments submitted with the narrative. Please type and double space your submission. Font size should be 12 point.

Budget Detail Explanation – Update your proposed budget detail explanation spreadsheet to reflect actual federal funds and matching funds by category. Additional information about this form can be found in the Publication 4671. The difference is to report ***actual and not proposed*** federal and matching funds.

Please remember to keep a copy of your submission and documentation to support your report. Questions about reporting may be directed to your assigned analyst.