



Grant Award Notification

Take these actions within 20 days of grant notification to finalize acceptance:

1. Sign *Cooperative Agreement*, Form 9661 – This form provides the award amount along with the terms and conditions of the grant. Review the minimum federal return goal. Any change to this goal must be approved by the Chief, Grant Program Office prior to grant acceptance.
2. Review the *TCE Terms and Conditions*, Publication 5245 at <https://www.irs.gov/Individuals/Tax-Counseling-for-the-Elderly> specific to this agreement (either single year/multi-year award) in its entirety prior to signing the Form 9661, *Cooperative Agreement*.
3. Sign *Sponsor Agreement*, Form 13533 – This form provides assurance that your organization agrees with the key principles included in our Publication 4299, *Confidentiality, Privacy and Standards of Conduct – A Public Trust*.
4. Revise Application Components – Changes to your program plan (site and budget) may be needed if the award amount is less than requested or concerns were identified during application review. Only a summary of changes is needed for the program plan.
5. Complete *Direct Deposit Sign-up Form*, Standard Form 1199A – Complete this form to have access to your funds electronically.
6. Authorize Payment Management System Access – Complete individual forms for persons in your organization that you want to request funds, file and approve reports, or view account information.
7. Identify Primary Contacts – Tell us whom we can talk to about your grant.
8. Site Information - Provide a listing of sites established for this program period. Be sure to include site location, SIDN and EFIN. If no changes are required to the list submitted with the application, an e-mail notifying the grant officer that this is the case is sufficient.
9. Return Completed Information – Send the completed information (items 1 thru 9) to your assigned grant officer electronically unless otherwise directed.

Please review the TCE Grant Recipient Required Actions document for more detailed information.

Contact the TCE Grant Program at tce.grant.office@irs.gov