

TCE Grant Recipient Required Actions and Other Information

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Required Actions

In order to properly establish your grant account, the Grant Program Office requires your organization to take the following actions. Return the completed forms, revised program plan and budget revisions within **20 calendar days from the date of grant notification**.

Please retain a copy of all documents for your records. The preferred method for communicating with the Grant Program Office is via e-mail. The e-mail address of your assigned grant officer is provided in the letter announcing the award. However, if a document requires original signatures, it must be sent to the following address: **IRS, Grant Program Office, 5000 Ellin Road, NCFB C4-110, W:CAR:SPEC:FO:GPO, Lanham, Maryland 20706.**

Failure to return the requested information by the due date or receive an **approved** exception **will result** in non-consideration for future grant opportunities.

Any questions should be directed to your assigned grant officer.

| Item | Actions | Method | Due |
|------|---|---------------------------------------|--|
| 1 | Form 9661, Cooperative Agreement Review the Form 9661, <i>Cooperative Agreement</i> , with Terms and Conditions and Grant Reporting Requirements. Confirm the number of projected returns. Any change to projected returns must be approved by the Chief, Grant Program Office prior to grant acceptance. Sign the Form 9661. | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 2 | Form 13533, Sponsor Agreement Review Publication 4299, <i>Privacy and Confidentiality - A Public Trust</i> . You must become familiar with the safety and security requirements contained in this publication. Complete and sign Form 13533, Sponsor Agreement. | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 3 | Program/Budget Plan Revisions Review and revise your <i>Program/Budget Plan Narrative</i> if significant changes are required due to the reduction in funds. Please <u>do not rewrite</u> your narrative but provide a summary list of the changes. | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 4 | Form 8653, Application Plan Revisions Revise your Form 8653, <i>Application Plan</i> to identify line items changes due to the reduction in funds. | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |

| Item | Actions | Method | Due |
|------|---|--|--|
| 5 | <p>Budget Revisions Review and revise your <i>Standard Form 424</i> and the <i>Budget Detail Explanation</i>. The Federal Funds column must reflect any adjustment due to the award amount received.</p> | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 6 | <p>Standard Form 1199A, Direct Deposit Sign-up Form Complete recipient portion of the Standard Form 1199A, <i>Direct Deposit Sign-up Form</i>, and have your financial establishment complete their portion. This form will be reviewed by IRS and then forwarded to the Division of Payment Management (DPM) for account establishment. Due to the problems experienced in completing this form correctly, line-by-line instructions are enclosed to reduce the chance the form cannot be processed by DPM. If you are a previous TCE Grant recipient, you are only required to submit a SF 1199A if information has changed since your previous submission.</p> | <p>Original signatures ONLY!!! Mail to your assigned grant officer at the address provided above</p> | 20 calendar days from date of grant notification |
| 7 | <p>Payment Management System Access Form Complete the Payment Management System Access Form for the Division of Payment Management.</p> | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 8 | <p>Primary Contact Form Complete the primary contact form for your organization for the GPO. This document also includes contact information for the GPO grant officer assigned to your account.</p> | E-mail to your assigned grant officer | 20 calendar days from date of grant notification |
| 9 | <p>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.</p> | E-mail to your assigned grant officer | January 31 |

Other Information

Payment Management System (PMS) Account Establishment

The IRS will authorize Division of Payment Management (DPM) to release grant funds after all required documents and forms are received, approved and processed. It normally takes 2-3 weeks for DPM to establish your account. The primary contact person will receive an e-mail from DPM providing the electronic login and password to access and withdraw funds using the Payment Management System (PMS) at www.dpm.psc.gov. It is our intent to have all documented funds available by mid-January; however, the receipt and processing of all required forms, the DPM workload and the passage of the Congressional budget appropriating funding for the TCE Program will dictate whether this is achievable. We will notify your organization when the account is established.

Completion of DPM Contact Information Form and Standard Form 1199A, Direct Deposit Sign-Up Form - Grant recipients must have an active account in the PMS in order to request funds. The accounts are established in PMS once the completed SF 1199A and PMS Access Form are received by the Division of Payment Management (DPM).

The GPO is responsible for requesting and reviewing all SF1199A and PMS Access Forms before forwarding to DPM for processing. Return both documents to your assigned grant officer. The SF 1199A must be mailed to the attention of your grant officer at:

IRS Grant Program Office
5000 Ellin Road, NCFB C4-110
W:CAR:SPEC:FO:GPO
Lanham, Maryland 20706

The PMS Access Form must be e-mailed to your grant officer. Additional instructions for completion of the SF 1199A and PMS Access Form follow.

Completion of DPM Payment Management System Access Form

All recipients must complete the DPM Payment Management System Access Form and return it to the address above. Detailed instructions follow for completion of the document.

| Instructions for the DPM PMS Access Form | |
|---|--|
| Action Requested | <ul style="list-style-type: none">• New TCE Grant recipients select "Establish New User Access"• 2009 or 2010 TCE Grant recipients select applicable box |
| 1. Name of Institution/Organization | This should reflect the legal name recorded on the Standard Form 424, Application for Federal Assistance, block 8a. |
| 2. Payee Identification Number (PIN) | Leave blank unless you were a 2009 or 2010 TCE Grant recipient. If a 2009 or 2010 TCE Grant recipient, record the PIN assigned to your TCE Grant PMS account, i.e. C####. The PIN is five digits—four numbers and one alpha character. |

| Instructions for the DPM PMS Access Form | |
|--|---|
| 3. Request to Establish/Change Access or Update Contact Info | This should be the person responsible for requesting funds within PMS. |
| Name | Self-explanatory |
| Telephone Number | Self-explanatory |
| E-Mail Address | Self-explanatory – Please pay particular attention to the accuracy of this information. The password information will be communicated via e-mail. |
| Mailing Address | Self-explanatory – no P.O. Box addresses allowed |
| 4. Type of access requested | Self-explanatory |
| 5. Supervisor's Approval | This should be the person within the organization that directs and approves the work completed by the primary contact and/or the alternate contact. |
| Supervisor Name | Self-explanatory |
| Supervisor's Signature | Self-explanatory |
| Supervisor's Title | Self-explanatory |
| Supervisor's Telephone Number | Self-explanatory |

Return this form to your assigned grant officer.

Note: If multiple individuals will be responsible for quarterly report submission or payment requests, separate forms must be completed and submitted for each individual. See training material on the Division of Payment Management's website www.dpm.psc.gov for detailed instructions on "Type of access requested."

Completion of Standard Form 1199A, *Direct Deposit Sign-Up Form*

Please read these instructions and the instructions with the SF 1199A before completing the form in order to avoid re-work. Recipients that are **not** previous TCE Grant recipients **must** complete the SF 1199A.

Note: If you are a previous TCE Grant recipient and your information changed (name, address, account number, financial institution), you must submit a SF 1199A with the revised information.

The following guidance applies to all fields on the SF 1199A. Please ensure you adhere to this guidance to avoid delay in account establishment.

1. All information is to be typed or printed in ink on the SF 1199A.
2. All signatures must be original and in ink. Use blue ink so there is no doubt as to whether a signature is an original signature.
3. Alterations such as erasures, correction fluid or tape, and strike-outs are unacceptable and will invalidate the form.
4. The DUNS (Dun and Bradstreet Number) from the SF 424 block 8c must be typed or printed at the top right-hand corner of the SF 1199A.
5. All data elements on the SF 1199A must be completed unless a blank is indicated.
6. Plan ahead. Complete multiple original documents before you take them to your financial institution in case they make a mistake.
7. The form cannot be faxed.

| Instructions for Standard Form 1199A, Direct Deposit Sign-Up Form | |
|--|--|
| Section 1 (To be completed by payee) | |
| A. Name of Payee | This is the legal name used on the SF 424. |
| Address | Self-explanatory |
| City, State, Zip Code | Self-explanatory |
| Telephone Number | Self-explanatory |
| B. Name of Person(s) Entitled to Payment | DO NOT put an individual's name. Input your organization's name (same as A). |
| C. Claim or Payroll ID Number | Provide your IRS Employer Identification Number (EIN). This must be the same EIN provided on the SF 424 in block 8b. |
| Payee/Joint Payee Certification | Must be signed by an individual(s) having signature authority for the bank account. Be sure to date. |
| D. Type of Depositor Account | Select the type of account funds will be deposited in. Most organizations will mark the "checking" block. |
| E. Depositor Account Number | Record your organization's account number for the type of account selected. |
| F. Type of Payment | Mark "Other" and specify "Grant" |
| G. Allotment of Payment | Leave blank – Do not complete any of this section which includes the joint account holders' certification. |
| Section 2 (To be completed by payee) | |
| Government Agency Name | Internal Revenue Service – Grant Program Office |
| Government Agency Address | 5000 Ellin Road, Lanham, MD 20706 |
| Section 3 (To be completed by Financial Institution) | |
| Name and Address of Financial Institution | Self-explanatory |
| Routing Number | Self-explanatory |
| Depositor Account Title | This should be the account name. |
| Representative's Name | Self-explanatory |
| Signature of Representative | Self-explanatory |
| Telephone Number | Self-explanatory |
| Date | Self-explanatory |

Before sending the completed and signed documents, review to ensure all documents are included and that no alterations were made to the SF 1199A. This was one area where recipients experienced delay in account establishment last year. **This form must be sent to: IRS Grant Program Office, 5000 Ellin Road, NCFB C4-110, W:CAR:SPEC:FO:GPO, Lanham, MD 20706.**

Additional Resources

You may find the following documents on www.irs.gov.

- Publication 4883, *Grant Programs Resource Guide*
- Publication 1101, *Application Package & Guidelines for Managing a TCE Program*
- Publication 1084, *IRS Volunteer Site Coordinator's Handbook*
- Form 13614-C, *Intake/Interview & Quality Review Sheet*
- Publication 4299, *Privacy and Confidentiality – A Public Trust*