

GRANT REPORTING REQUIREMENTS

The sponsor is responsible for ensuring reports are timely and accurately filed throughout the grant period and until close out of the grant. The following reports and reporting dates apply to the TCE Grant.

Item	Description	Method	Period	Due Date
1.	Grant Notification – In order to establish and fund the grant certain actions must be completed in a timely manner. The grant notification package provides a list of items that must be completed and returned.	Due to IRS	Annually upon notification of grant award	Within 20 days of grant notification
2.	Federal Financial Report (FFR) Cash Transaction Report (Standard Form 425). This report is used for reporting quarterly and final period financial information. Quarterly reports are due within 30 days of end of the quarter. Once all funds are expended and the corresponding FFR completed, future quarterly reporting is not required.	<ul style="list-style-type: none"> • File electronically through the DPM • Fax copy to DPM • Fax or email copy to IRS 	Quarterly once funds are deposited in PMS account	1/30 4/30 7/30 10/30
3.	Site Establishment Report – List of all sites opened or planned to open under the grant.	Due to IRS SPEC Territory Office; Report on Form 13715	Filing Season	1/16
4.	Volunteer Agreement – All volunteers must agree to the established standards of conduct and sign prior to assisting at the TCE site.	Maintain at the site or Partner level; Report on Form 13615	Filing Season	Prior to providing assistance at TCE Site
5.	Volunteer Assistance Summary – All partners/site coordinators must provide a list of all volunteers working at a TCE site, the dates the volunteers received certification and their level of training.	Due to IRS SPEC Territory Office; Report on Form 13206	Filing Season	3 rd business day after end of each month
6.	Sub-award Reporting – See Terms and Conditions Addendum for a full explanation of when this reporting applies to your organization. Applicability includes consideration of award amount and existing reporting of executive compensation.	File electronically at www.fsr.gov and www.ccr.gov	Upon sub-award of funds meeting described conditions	By the end of the month following the month during which you make the Sub-award
7.	Form 8654, Tax Counseling for the Elderly Program Semi-Annual/Annual Program Report –Preliminary Report & Narrative (Due <u>ONLY</u> if program is in operation after April 30 th ; otherwise see Number 10 below)	Due to IRS – TCE Grant Program Office	10/01– 5/31	6/30
8.	Unused Funds Notification – Provide IRS with confirmation that all funds awarded will be utilized; if not, provide amount that can be released.	Due to IRS	Annually	6/30
9.	Form 8654, Tax Counseling for the Elderly Program Semi-Annual/Annual Program Report – Final Narrative. This is the final report and covers the entire	Due to IRS – TCE Grant Program Office	10/01– end of program	90 days after grant period ends

	grant period (10/01 – end of program). It is due 90 days after completion of your program.			
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