

Grant to Provide Volunteer Taxpayer Assistance Services

Fiscal Year 2022-2023 (FY22-23) Grant Questions and Answers

Why is the Minnesota Department of Revenue moving to a 2-year grant cycle?

We continuously review our grant administration process to ensure a fair and efficient process for grantees and our staff. Two-year grant cycles allow grantees to spend less time on the request for proposal process and more time to identify their needs and expand their services. The change also allows us to focus more on promoting the grant to new organizations.

When will grant funds be awarded?

We will award first-year and second-year grant funds by October 1, 2021.

When can I spend grant funds?

You can spend first-year grant funds October 1, 2021 (or when the grant contract is fully executed, whichever is later) through August 31, 2022.

You can spend second-year grant funds October 1, 2022, through August 31, 2023.

Will there be an adjustment or increase in grant awards for the second year of the grant cycle (for instance, a 10% increase in the second-year award)? How will you award grant funds?

No. We will award grant funding for the first and second year by October 1, 2021.

Awards are based on factors such as:

- Available funds
- Requested amounts
- The number of organizations eligible for funding
- Previous grant performance
- Grant evaluation score

What are the reporting requirements?

Reporting requirements remain the same. For both the first and second year, grantees must complete a progress report in February and a final report in May.

Will organizations have an opportunity to apply in the second year?

No. Our application period opens every other year.

Can organizations readjust their budget for the second year?

Yes. In August 2022, organizations must submit a revised budget to match their funds awarded.

What if the state government shuts down on July 1, 2021? How would that affect the FY22-23 Request for Proposals (RFP) application process?

We will post the RFP to the Grant webpage by June 30. The application deadline would still be July 30, 2021. Review the RFP for a list of important dates and deadlines.

If you have questions about the RFP between July 1 and July 19, email them to us at Volunteer.Grant.MDOR@state.mn.us. We will monitor this inbox and reply to emails as quickly as possible.

How much funding is available for the FY22-23 grant period?

We continue to monitor the State Legislative session for the amount of available grant funding. We will communicate this amount when it is determined. We will also notify selected grant recipients by October 1, 2021.

Do we know what our scoring was the prior year and how it compares to your minimum threshold this year?

I would reach out individually to us to the grant email. We can share with you individually about prior year scores and what the threshold is for the FY22-23 grant cycle.

If we spend more than half of the funds for the first year, can we use some of the second-year funds to cover it?

No. Your organization will have one amount awarded for Fiscal Year 2022 and one amount awarded for Fiscal Year 2023. You must spend these funds separately between the two fiscal years.

Is the fund reimbursement deadline still a bit later than the final report?

Yes. The reimbursement deadline is August 31 for each fiscal year.

Can you submit a budget with different amounts in the two years? For example, if we expect to grow, can we request more money for the second year than the first?

Yes. When you submit your proposed budgets for the two fiscal years, consider your needs for both years and detail your requests accordingly.

Where can I find the scoring guidelines?

The scoring guidelines are listed in the RFP.

Is there any risk of not getting reimbursed for the current Fiscal Year, since we have not submitted our final reimbursement request yet due to the potential shutdown?

If possible, try to request final reimbursement before June 30, 2021, due to the potential shutdown. If there is a shutdown, we do not expect it to last more than a few weeks. You should still have time to request reimbursement and have it processed before August 31, 2021.