

**The webinar will begin shortly. Please mute your microphone.**

- We will begin a few minutes after 1:30 p.m. It will be quiet until then.
- We recommend using a headset.
- If you cannot use **Call Using Computer** or **Call Me** audio options:
  - Dial 1-415-655-0003
  - Access Code: 2485 376 8601
  - This webinar is being recorded.



# Fiscal Year 2022-2023 Grantees: Required Grant Webinar

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Grant Coordinator

This presentation is for educational purposes only. It is meant to accompany an oral presentation and not to be used as a standalone document.

This presentation is based on the facts and circumstances being discussed and on the laws in effect when it is presented. It does not supersede or alter any provisions of Minnesota laws, administrative rules, court cases, or revenue notices.

If you have any grant-related questions, call us at 651-556-3052 or 1-800-818-6871, or email [Volunteer.Grant.MDOR@state.mn.us](mailto:Volunteer.Grant.MDOR@state.mn.us).

# Today's Agenda

- Grant awards
- Reimbursement of grant funds
- Required Minnesota tax training
- Reporting due dates
- Site monitoring visits





38 grantees for FY22-23

# Grant Program Goals: Fiscal Year 2022-23

## Our long-term goals:

- Increase multilingual volunteers
- Expand the availability of services, specifically in:
  - Greater Minnesota
  - Brooklyn Park
  - Brooklyn Center
  - North Minneapolis
  - Northeast Minneapolis

# Grant Awards and Expenses

- Grant funds awarded as a lump sum
- Grant expenses must fall within these expense categories:
  - Equipment and accessories
  - Advertising
  - Salaries
  - Other: masks, hand sanitizer, plexiglass, gloves, other personal protective equipment (PPE), cleaning supplies, electronic signature programs such as DocuSign, etc.



# Salary Funding

- Salaries must be reasonable
- Cannot be used for volunteer activities, including:
  - Conducting intake
  - Preparing tax returns
  - Doing quality review
  - Interpreting



# Guidelines for Advertisements

## Advertisements must:

- Be approved by us **before** promoting
- Be approved **each** grant period
- Include this statement: “Service made available through a grant provided by the state of Minnesota.”
- Be professional and accurate
- Represent the integrity and services provided

# Payment Obligations to Government Agencies

We will not distribute grant funds if we are collecting a past-due balance your organization owes.



# Reimbursement of Grant Funds

## Disallowed expenses:

- Purchase, construction, repair, or rehabilitation of buildings or vehicles
- Gift cards for volunteer recognition

## Limited expenses:

- Volunteer recognition items: **\$10 per person**
- Food and beverages: **\$500 per organization** (alcohol is not reimbursed)

**Review the RFP** for all eligible and ineligible expenses.

# Reimbursement of Grant Funds

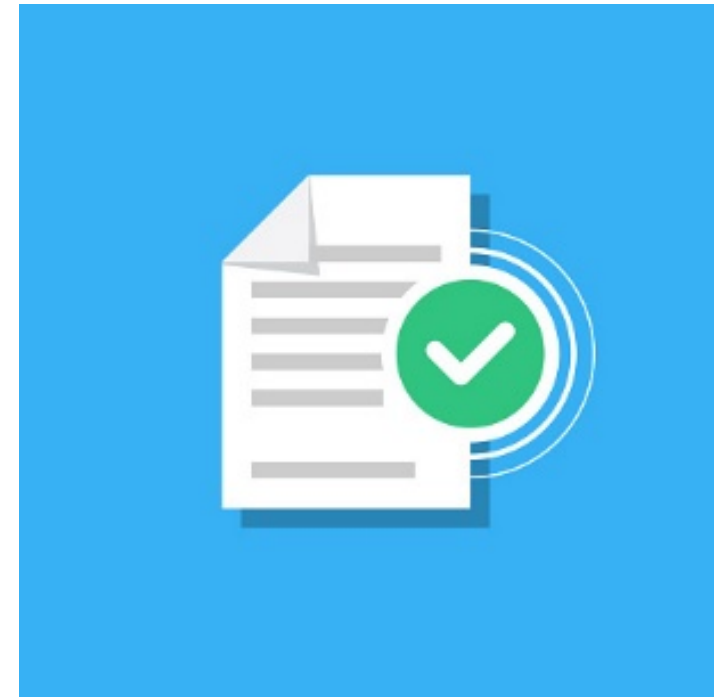
You may request reimbursement of grant funds:

- When the progress report is due (up to half)
- When the final report is due (up to half)
- Before August 31 (remaining amounts)

# Reimbursement of Grant Funds

## Reimbursement request expense tracking sheet

- Complete one each time you request reimbursement
- Include supporting documentation
- We will not accept requests without it
- Available on our website



# Required Minnesota Tax Training

- One representative must attend one of these Minnesota tax training webinars:
  - Wednesday, December 15, 2021 – 9 to 11 a.m.
  - Monday, December 20, 2021 – 12:30 to 2:30 p.m.
  - Thursday, January 13, 2022 – 10 a.m. to 12 p.m.
- All free tax sites receiving grant funding must be represented.

# Required Minnesota Property Tax Training

- One representative must attend one of these Minnesota property tax training webinars:
  - Wednesday, December 22, 2021 – 8:30 to 10 a.m.
  - Tuesday, January 11, 2022 – 1 to 2:30 p.m.
  - Thursday, January 20, 2022 – 9:30 to 11 a.m.
- All free tax sites receiving grant funding must be represented.



# Due Dates

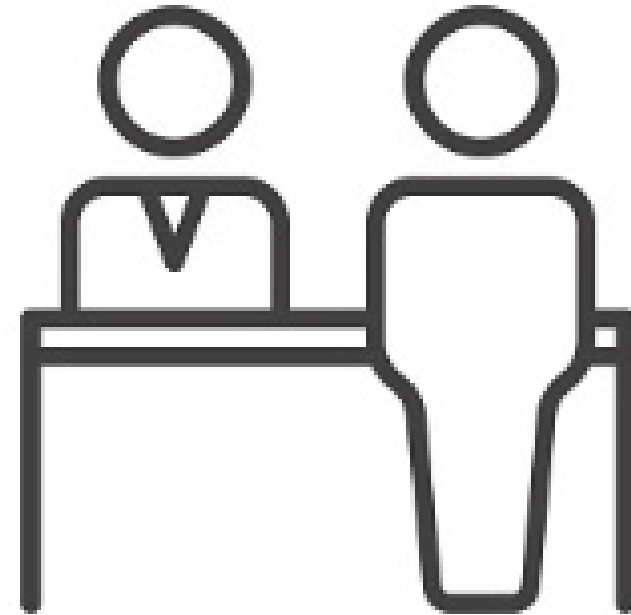
Report	Due Date
FY22 Progress Report	February 11, 2022
FY22 Final Report	May 2, 2022
FY23 Progress Report	February 13, 2023
FY23 Final Report	May 3, 2023

**All grantees must submit progress reports and final reports.**

# Site Monitoring Visits

We conduct monitoring visits for:

- New grantees
- Advance payments
- Grants over \$50,000
- Randomly-selected grantees





Questions?

Take our survey on this webinar!

- A survey link will be in the chat box
- We appreciate your feedback

# Thank you!

Jessica Delcid

651-556-3052 or 1-800-818-6871

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