

## **Grant to Provide Volunteer Taxpayer Assistance Services**

### **Fiscal Year 2022-2023 (FY22-23) Grant Questions**

#### **Questions from the Required Grant Webinar on October 19, 2021:**

**Do the guidelines for advertising approval include flyers for volunteer recruitment?**

Yes. If you requested grant funds for advertisements, we must approve a copy of the advertisement before you print it or share it electronically. This includes flyers, postcards, radio or TV ads, or other advertisements for recruiting volunteers or promoting your free tax preparation sites. Advertising must be approved each grant period.

**Do we have to have spent 50% of our grant award to submit a reimbursement request at the same time the progress report is due?**

No. You may submit reimbursement requests when the progress report is due (mid-February), when the final report is due (early May), and before August 31.

You may request reimbursement for up to half of your grant award when the progress report is due and the second half when the final report is due. You may request any remaining grant amounts through August 31.

Your organization should generally make requests shortly after you spent the funds and as soon as your organization's tax sites close.

**If five of our tax sites are funded, do we need to have five people attend both the required Minnesota income tax and property tax refund sessions? Or, if we have two tax site coordinators, is it okay if just the two coordinators attend?**

At least one representative from your organization must attend a required Minnesota income tax training webinar and a required Minnesota property tax refund training webinar.

If you have multiple tax sites, your organization must have one representative attend for each site that receives funding. The representative for each site should either provide training to your volunteers or be available at that site for technical guidance during the filing season.

**When are reimbursement requests due?**

You may submit reimbursement requests when the progress report is due (February), when the final report is due (May), and before August 31.

Your organization should generally make requests shortly after you spent the funds and as soon as your organization's tax sites close.

**How much can I request at a time?**

You may request reimbursement for up to half of your grant award when the progress report is due and the second half when the final report is due. You may request any remaining grant amounts through August 31.

**What time are reports due on the due date?**

By 11:59 p.m. You can always submit progress and final reports before their due dates if you feel like you can adequately report on the questions in the reports. You do not need to wait till the final day.

**For the upcoming trainings, if the program manager who oversees all the sites and provides training attends, does that meet the requirement? Or must each site coordinator attend to meet the requirement?**

One representative from your organization must attend a required Minnesota income tax training webinar and a required Minnesota property tax refund training webinar.

If you have multiple tax sites, your organization must have one representative attend for each site that receives funding. The representative for each site should either provide training to your volunteers or be available at that site for technical guidance during the filing season.

**How many grant requests were submitted?**

38 organizations applied and received funding for FY22-23.

**If we received a grant award that was less than our request, what are the requirements for sending in an updated budget?**

Email your organization's updated budget to [volunteer.grant.mndor@state.mn.us](mailto:volunteer.grant.mndor@state.mn.us) as soon as you have it available.

**What is the effect, if any, if we obtain funding from other sources to make up the shortfall?**

Funding from other sources will not affect your awarded grant amount. We encourage you to obtain additional funding as needed.

## Questions from the Grant Webinar on June 24, 2021:

### **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](mailto: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.