

# TEXAS | ACCESS to JUSTICE FOUNDATION

## 2016-2017 Grant Reporting/Activity Dates for Current TAJF Grantees

### Abbreviations of Grant Programs

<b>IOLTA</b>	Interest on Lawyers Trust Accounts	<b>DACA</b>	Deferred Action for Childhood Arrivals
<b>BCLS</b>	Basic Civil Legal Services	<b>FPCR</b>	Foreclosure Prevention/Community Redevelopment
<b>CVCLS</b>	Crime Victims Civil Legal Services	<b>Veterans</b>	Legal Aid to Veterans (GALA & BCLS)
<b>LASSA</b>	Legal Aid to Survivors of Sexual Assault		

---

All Grantees Must Submit a Financial Audit/Audited Financial Statement and Form 990 on their Appropriate Due Dates. If you will not have audit and 990 uploaded by designated due date, notify Jessica Murray, [jmurray@tajf.org](mailto:jmurray@tajf.org), **before** due date. If you do not know if you need to submit an annual independent audit or an audited financial statement, contact Jessica Murray.

**Important: Upload Audit/Audited Financial Statement and IRS Form 990 to WebGrants in your organization's profile. Notify Jessica Murray at [jmurray@tajf.org](mailto:jmurray@tajf.org) once you do so.**

Submit your **Form 990** to the Foundation on the **15<sup>th</sup> day of the 5<sup>th</sup> month after the end of your fiscal year**. Notify us of any extension you have with the IRS *prior* to your due date.

Submit your **Financial Audit/Audited Financial Statement** to the Foundation on the **1<sup>st</sup> day of the 5<sup>th</sup> month after the end of your fiscal year**.

Submit **Reason Not Accepted Reports** no later than the 15<sup>th</sup> of each month.

---

September 1, 2016	2016-2017 Grant Year Begins for CVCLS
September 15, 2016	Quarterly Expenditure Reports Due – 15-17 IOLTA, 15-17 BCLS, 15-16 CVCLS, 15-17 FPCR, and 15-17 Veterans 15-17 Veterans 1 <sup>st</sup> yr. Summary/Programmatic Report 15-17 FPCR Programmatic Report
October 15, 2016	Quarterly Expenditure Reports Due – 15-17 DACA & LASSA
December 15, 2016	Quarterly Expenditure Reports Due – 15-17 IOLTA, 15-17 BCLS, 16-17 CVCLS, 15-17 FPCR, and 15-17 Veterans
January 1, 2017	2016 Annual Self-Assessment Report Form Available on WebGrants
January 11, 2017	Self-Assessment Report Webinar
January 15, 2017	Quarterly Expenditure Reports Due – 15-17 DACA & LASSA

# TEXAS | ACCESS to JUSTICE FOUNDATION

January 30, 2017	2016 Annual Self-Assessment Report Due
February, 2017	Grant Applications Available Online for IOLTA, BCLS, CVCLS, and Veterans for 17-19 Grant Cycle [tentative]
March 15, 2017	Quarterly Expenditure Reports Due – 15-17 IOLTA, BCLS, FPCR, Veterans, & 16-17 CVCLS 15-17 Veterans Semi-Annual Summary Report Due 15-17 FPCR Semi-Annual Programmatic Report
March 31, 2017	Grant Applications DUE for 17-19 Grant Cycle
April 15, 2017	Quarterly Expenditure Reports Due – 15-17 DACA & LASSA Programmatic Reports Due -- 15-17 DACA
June 15, 2017	Quarterly Expenditure Reports Due – 15-17 IOLTA, BCLS, Veterans, FPCR, 16-17 CVCLS
July – early August 2017	2017-2019 Awards Announced/Revised Budgets and Revised Scope of Work Due for Grantees for Awarded Funds upon Approval
July 15, 2017	Quarterly Expenditure Reports Due – 15-17 DACA & LASSA
August 2017	Deadline for Receipt of Grant Agreements in Order to Release First Installment of 2017 Grant Awards
September 15, 2017	Quarterly Expenditure Reports Due – 15-17 IOLTA, BCLS, FPCR, Veterans, 16-17 CVCLS, & 15-17 LASSA 15-17 Veterans Programmatic Report Due 15-17 FPCR Programmatic Report Due
October 15, 2017	Quarterly Expenditure Reports Due – 15-17 DACA Programmatic Reports Due 16-17 DACA

There may be other grants or projects funded that have different reporting deadlines not included in this general schedule. For further information, contact Jessica Murray at 512-320-0099, 800-252-3401 ext. 103, or [jmurray@tajf.org](mailto:jmurray@tajf.org). TAJF will notify recipients of new FPCR grants awarded in 2016 or 2017 in writing of all due dates. LASSA grantees should refer to separate reporting date list specific to LASSA funding opportunity.

Refer to your award letter for specific grant release dates.