

Office of Grants Management

2-Year Legacy Fund Grant Reporting Calendar

Timeline	Reporting Requirement	Content	Time Period Covered
<i>July 1 SFY 1 Begins</i>			<i>SFY = State Fiscal Year*</i>
February – May SFY 1	<p>Upon notice of monitoring, complete and submit Monitoring Tools and Financial Reconciliation Documentation to the Office of Grants Management at the Minnesota Department of Administration by date requested</p> <p>Per grant agreement, Minn Stat. § 16B.97, and grants policies 08-08 and 08-10</p>	Monitoring Tool requests information on approved grant contract agreement work plan project outcomes, assessment methods, administrative and fiscal systems. Submit back-up documentation for financial reconciliation of one selected payment.	Grant agreement start date through time of reporting
March – June SFY 1	<p>Targeted Monitoring Activities</p> <p>Per grant agreement, Minn Stat. § 16B.98 and in accordance with grants policy 08-10</p>	Office of Grants Management staff review of grant agreement work plan projects, administrative and fiscal systems, and financial reconciliation during on-site visits or desk review calls.	Grant agreement start date through time of reporting
<i>June 30 SFY 1 Ends July 1 SFY 2 Begins</i>			
August 1 SFY 2	Semi-annual Fiscal and Narrative Report due to the Office of Grants Management.	Fiscal report met by submitting OGM reimbursement spreadsheet reflecting most recent payment. Include narrative report if not monitored via site visit or desk review during FY 1	SFY 1 grant period
September – November SFY 2	<p>Monitoring conducted as needed</p> <p>Per grant agreement, Minn Stat. § 16B.97, and in accordance with grants policy 08-10</p>	Monitoring documentation submitted when requested by the Office of Grants Management.	SFY 1 grant period
January 15, SFY 2	<p>Annual Report due to the:</p> <ul style="list-style-type: none"> • Commissioner • Legislative Coordinating Commission, • Chairs and ranking minority members of the senate and house committees and divisions having jurisdiction over ACHF policy and finance committees <p>Per grant agreement, Minn. Stat. § § 129D.19 Subd. 5 and 3.303, Subd. 10</p>	<p>The report must contain specific information for each project in the work plan for SFY 1. The report includes:</p> <ul style="list-style-type: none"> • Projects produced • Events held • Educational materials produced <p>Consult Legislative Coordinating Commission Guidance for reporting full time equivalents, administration costs and direct expenses.</p>	SFY 1 grant period

Timeline	Reporting Requirement	Content	Time Period Covered
February – May SFY 2	Upon notice of monitoring, complete and submit Monitoring Tools and Financial Reconciliation Documentation to the Office of Grants Management at the Minnesota Department of Administration by date requested Per grant agreement, Minn Stat. § 16B.97 , and in accordance with grants policies 08-08 and 08-10	Monitoring Tool requests information on approved grant agreement work plan project outcomes, assessment methods, administrative and fiscal systems. Submit back-up documentation for financial reconciliation of one selected payment.	July 1 SFY2 through time of reporting
March – June SFY 2	Targeted Monitoring Activities Per grant agreement, Minn Stat. § 16B.98 and in accordance with grants policy 08-10	Office of Grants Management staff review of grant agreement work plan projects, administrative and fiscal systems, and financial reconciliation during on-site visits or desk review calls.	July 1 SFY2 through time of reporting
<i>June 30 SFY 1 Ends</i>			
August 1 Following end of Biennium	Semi-annual Fiscal and Narrative Report due.	Fiscal report met by submitting OGM reimbursement spreadsheet reflecting most recent payment. Include narrative report if not monitored via site visit or desk review during FY 2	SFY 2 grant period
September – November Following end of Biennium	Monitoring conducted as needed Per grant agreement, Minn Stat. § 16B.97 , and in accordance with grants policy 08-10	Monitoring documentation submitted when requested by the Office of Grants Management.	SFY 2 grant period
January 15, Following end of Biennium	Annual Report due to the: <ul style="list-style-type: none"> • Commissioner • Legislative Coordinating Commission, • Chairs and ranking minority members of the senate and house committees and divisions having jurisdiction over ACHF policy and finance committees 	The report must contain specific information for each project in the work plan for SFY 1. The report includes: <ul style="list-style-type: none"> • Projects produced • Events held • Educational materials produced Consult Legislative Coordinating Commission Guidance for reporting full time equivalents, administration costs and direct expenses.	SFY 2 grant period

* The State Fiscal Year (SFY) always runs from July 1 of one year to June 30 of the next. SFY 1 refers to the first year in the biennium, and SFY 2 is referring to the second year in the biennium. As these are 2-year grant agreements, the first year of the grant coincides with the SFY 1 and the second coincides with SFY 2.

List of the SFY's by date

Biennium [

SFY12	July 1, 2011– June 30, 2012
SFY13	July 1, 2012– June 30, 2013
SFY14	July 1, 2013– June 30, 2014
SFY15	July 1, 2014– June 30, 2015
SFY16	July 1, 2015– June 30, 2016
SFY17	July 1, 2016– June 30, 2017
SFY18	July 1, 2017– June 30, 2018
SFY19	July 1, 2018 – June 30, 2019
SFY20	July 1, 2019 – June 30, 2020
SFY21	July 1, 2020 – June 30, 2021