### Office of Grants Management: 1-Year Legacy Fund Grant Reporting Calendar

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Reporting Requirement</th>
<th>Content</th>
<th>Time Period Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 1: State Fiscal Year Begins</strong></td>
<td><strong>July 1:</strong> State Fiscal Year Begins</td>
<td><strong>FY = State Fiscal Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>February – May FY 1</strong></td>
<td>Upon notice of monitoring, complete and submit Monitoring Tools and Financial Reconciliation Documentation to the Office of Grants Management (OGM) at the Minnesota Department of Administration by date requested Per grant agreement, Minn Stat. § 16B.97, and Policy 08-08: Grant Payments and Policy 08-10: Grant Monitoring</td>
<td>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</td>
<td>Grant agreement start date through time of reporting</td>
</tr>
<tr>
<td><strong>March – June FY 1</strong></td>
<td><strong>Targeted Monitoring Activities</strong> Per grant agreement, Minn Stat. § 16B.97 and in accordance with Policy 08-10: Grant Monitoring</td>
<td>Office of Grants Management (OGM) staff review of grant agreement work plan projects, administrative and fiscal systems, and financial reconciliation during on-site visits or desk review calls.</td>
<td>Grant agreement start date through time of reporting</td>
</tr>
<tr>
<td><strong>June 30:</strong></td>
<td><strong>-State Fiscal Year ends</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>-Grant Agreement Ends</strong></td>
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<tr>
<td><strong>August 1 – FY2</strong></td>
<td>Semi-annual Fiscal and Narrative Report if/as needed due to (OGM)</td>
<td>Fiscal report met by submitting OGM reimbursement spreadsheet reflecting most recent payment. Include narrative report if not monitored via site visit or desk review in the Spring.</td>
<td>Grant period</td>
</tr>
<tr>
<td><strong>September – October FY 2</strong></td>
<td>Monitoring and Financial Reconciliation conducted if/as needed based on final pay schedule. Per grant agreement, Minn Stat. § 16B.97, and Policy 08-10: Grant Monitoring</td>
<td>Monitoring and Financial Reconciliation documentation submitted when requested by OGM.</td>
<td>Grant period</td>
</tr>
<tr>
<td><strong>January 15, FY 2</strong></td>
<td>Annual Report due to the:</td>
<td>The report must contain specific information for each project in the grant-funded work plan for FY 1. The report includes:</td>
<td>Grant period</td>
</tr>
<tr>
<td></td>
<td>• Commissioner</td>
<td>• Grant Project Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Legislative Coordinating Commission,</td>
<td>• Projects produced</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chairs and ranking minority members of the senate and house committees and divisions</td>
<td>• Events held</td>
<td></td>
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<tr>
<td></td>
<td>having jurisdiction over ACHF policy and finance committees</td>
<td>• Educational materials produced</td>
<td></td>
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<tr>
<td></td>
<td>Per grant agreement: Minn. Stat. § 129D.17 Subd. 2 (d) and 3.303, Subd. 10</td>
<td>Consult Legislative Coordinating Commission Guidance for reporting full time equivalents, administration costs and direct expenses</td>
<td></td>
</tr>
</tbody>
</table>

July 2021
Other Pertinent Information

The State Fiscal Year always runs from July 1 of one year to June 30 of the following year.

- FY 1 refers to the first year in the biennium
- FY 2 refers to the second year in the biennium.

With a 1-year grant agreement, the grant period coincides with FY 1 – the first year of the state biennium.

Please note that the annual report due on January 15th falls in FY2 – the second year in the state biennium.

List of the State Fiscal Years by date

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 12</td>
<td>July 1 2011 – June 30 2012</td>
</tr>
<tr>
<td>FY 13</td>
<td>July 1 2011 – June 30 2013</td>
</tr>
<tr>
<td>FY 14</td>
<td>July 1 2011 – June 30 2014</td>
</tr>
<tr>
<td>FY 15</td>
<td>July 1 2011 – June 30 2015</td>
</tr>
<tr>
<td>FY 16</td>
<td>July 1 2011 – June 30 2016</td>
</tr>
<tr>
<td>FY 17</td>
<td>July 1 2011 – June 30 2017</td>
</tr>
<tr>
<td>FY 18</td>
<td>July 1 2011 – June 30 2018</td>
</tr>
<tr>
<td>FY 19</td>
<td>July 1 2011 – June 30 2019</td>
</tr>
<tr>
<td>FY 20</td>
<td>July 1 2011 – June 30 2020</td>
</tr>
<tr>
<td>FY 21</td>
<td>July 1 2011 – June 30 2021</td>
</tr>
<tr>
<td><strong>FY 22</strong></td>
<td><strong>July 1 2011 – June 30 2022</strong></td>
</tr>
<tr>
<td><strong>FY 23</strong></td>
<td><strong>July 1 2011 – June 30 2023</strong></td>
</tr>
</tbody>
</table>

The last two rows of the table referenced show the current biennium.