

## Documentation Checklist (Reimbursement Grant)

The checklist contains a summary of the documentation submitted to the State throughout the grant period.

*Note: This is for Grantee reference only and is not submitted to MDVA.*

### Documentation to be submitted at the beginning of the grant period and before grant payment:

- \_\_\_ **Grant Agreement** (3 original copies signed by the Grantee's Authorized Representative)
- \_\_\_ **Workplan** (narrative describing the proposed Grant Outcomes) Note: *The Workplan format is specified in the Grant Agreement.*
- \_\_\_ **Budget Expenditure Spreadsheet – Appendix E** (Excel format)  
*The Budget Expenditure Spreadsheet is a detailed accounting of the Grantee's proposed, itemized expenditures. The Spreadsheet format is specified in the Grant Agreement.*
- \_\_\_ **\*Conflict of Interest Disclosure Form – Appendix G** (Page 1 only)
- \_\_\_ **Other** (occasionally additional documents will be specified in the Grant Agreement)

### Documentation to be submitted after grant funds have been expended:

- \_\_\_ **Reimbursement Payment Request Form – Appendix C**
- \_\_\_ **Budget Expenditure Spreadsheet – Appendix E** (Excel format)  
*The Budget Expenditure Spreadsheet is a detailed accounting of the Grantee's itemized expenditures compared with the original, Grantee budget (Column A).*
- \_\_\_ **Supporting Documentation**  
*Submit copies of receipts, invoices, travel logs, proof of payment and signed payroll records. This information is required to determine what part of the program the expenses are being directed to.*
- \_\_\_ **Travel and Meal Log(s) – Appendix F** (as applicable)
- \_\_\_ **Contract & Bidding Log sheet – Appendix I** (as applicable)
- \_\_\_ **Gift Certificate Log– Appendix J** (as applicable)

### Documentation to be submitted only at the end of the grant period:

- \_\_\_ **Final Report** (narrative describing the Grant Outcomes)  
*The Final Report format is specified in the Grantee's Grant Agreement.*
- \_\_\_ **Organization Compliance Report – Appendix H**  
*A statement by the Grantee certifying the grant funds were expended according to State specifications.*

\*The **Conflict of Interest Disclosure Form – Appendix G** (Page 1 only) must also be submitted to the MDVA Grants Specialist whenever a *perceived, potential or actual* Conflict of Interest situation arises anytime throughout the grant period.