APPENDIX A – For Grantee Reference Only

Documentation Checklist (Reimbursement Grant)

The checklist contains a summary of the documentation submitted to the State throughout the grant period. In general, referenced forms and spreadsheets may be downloaded from the MDVA Website – Grant Page https://mn.gov/mdva/resources/federalresources/grants/.

Documentation to be submitted to MDVA before grant agreement may be executed:

____ Grant Agreement (3 original copies signed by the grantee’s Authorized Representative... all pages)

____ Work Plan (narrative describing the proposed Grant Outcomes) Note: The Work Plan is usually in Microsoft WORD format. The requirements are specified in the grant agreement, Section 2.0 - Grantee Duties.

____ *Budget Expenditure Report (Table I) – Appendix E Note: The Budget Expenditure Report (BER) is an accounting of the grantee’s proposed grant expenditures by Budget Category (e.g. Travel, Equipment).

____ **Conflict of Interest Disclosure Form – Appendix G (Page 1 only)

____ Other (e.g. Activity Log and/or as 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 (Table II) The Budget Expenditure Spreadsheet (BES) is a detailed list of the grantee’s actual grant dollar expenditures (invoices, receipts etc.) within the original MDVA approved Budget categories.

____ *Activity Log – Appendix K or as specified in the grant agreement

____ Supporting Documentation (e.g. receipts, invoices, travel logs, payroll) or as specified in the Grant Agreement

____ *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) Note: The final report format and description are specified in the grant agreement, Section 2.0 - Grantee Duties.

____ Organization Compliance Report – Appendix H Note: A statement by the grantee certifying the grant funds were expended according to State specifications.

* Microsoft excel document

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