

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.