

APPENDIX B – For Grantee Reference Only

Documentation Checklist (Advanced Payment 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:***

- ___ **Advanced Payment Grant Expenditure Report Form – Appendix D**
- ___ ***Budget Expenditure Spreadsheet (Table II) – Appendix E** (excel format) *Note: The Budget Expenditure Spreadsheet (BES) is a detailed list of the grantee’s actual grant dollar expenditures (invoices, receipts etc.) within the original approved Budget categories..*
- ___ ***Activity Log – Appendix K** (excel format) as specified in the Grant Agreement
- ___ **Supporting Documentation** (e.g. receipts, invoices, travel logs, payroll records) *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.