

Appendix H

Organization Compliance Report

(Submitted by grantee at the end of the grant period)



I certify that the grant expenditure documentation provided by: _____ (organization name) for the Minnesota Department of Veterans Affairs (MDVA) grant, \$ _____, (original grant amount), SWIFT P.O. # _____ (Ref: executed grant agreement) is accurate and was expended solely for products and services as reported and approved by MDVA.

As verification of the proper expenditure of these funds, I have provided grant expenditure documentation as required by the MDVA grant agreement for a total amount of \$ _____.

All original grant documentation (e.g. invoices, receipts and proof of payment documentation) must be retained on-file by the grantee for no less than six years for audit purposes.

Advanced Payment Grants

Organizations awarded **Advanced Payment Grants** must refund unexpended grant funds greater than \$25.00.

Note: Submit grant refund to the State after the final grant closeout documentation (Ref: Section VI. – Final Grant Closeout Requirements) has been reviewed and the refund amount has been verified by the MDVA Grants Specialist.

\$ _____ (amount), _____ (warrant/check number) , _____ (warrant/check date)

Organizations awarded **Advanced Payment Grants** must refund unexpended grant funds greater than \$25.00 prior to MDVA certification of the Organization Grant Compliance Report.

Mail refunds to MDVA Grant Specialist made payable to: Minnesota Department of Veterans Affairs.

Signature of Grantee Authorized Representative

Date

Print Name

Phone number

MDVA Grant Compliance Certification

MDVA Authorized Representative

Date

Liz Kelly

MDVA Grants Specialist