

Appendix B - Documentation Checklist (Advanced Payment Grant)

Summary of documents submitted to the State by the Grantee throughout the grant period.

Documentation submitted to MDVA before Grant Agreement may be written and executed:

___ ***Work Plan** (as specified in the Grant Agreement) *Note: CVSO grants excluded*

___ ***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. Salary, Travel, Equipment).

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

___ * **Other** (e.g. Activity Log and/or as applicable)

Note: The grant project may only begin after Grant Agreement has been executed.

Documentation submitted at the end of the grant period after grant expenditures have been incurred:

___ ***Advanced Payment Grant Expenditure Report Form – Appendix D**

___ ***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 Grantee Grant Agreement approved Budget categories.*

___ ***Activity Log – Appendix K** (as applicable)

___ **Supporting Documentation** (e.g. receipts, invoices, 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)

___ ***Progress Report every 12 months when grants exceed 1 year** (as specified in the Grant Agreement)

Documentation submitted at the end of the grant period (grant close out):

___ ***Final Report** (narrative describing the Grant Outcomes) *Note: CVSO grants excluded*

Note: The report format is specified in the Grant Agreement Contract, 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.

* Forms and spreadsheets available on the MDVA Website – Grant Page

<https://mn.gov/mdva/resources/federalresources/grants/>.

The **Conflict of Interest Disclosure Form – Appendix G (Page 1 only) must also be submitted to the MDVA Authorized Representative at any time a *perceived, potential* or *actual* Conflict of Interest situation arises.