



## STATE OF MINNESOTA MINNESOTA DEPARTMENT OF VETERANS AFFAIRS GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **Minnesota Department of Veterans Affairs** (“State” or “MDVA”) and the **[Grantee Name], [Address]** (“Grantee” or “[Grantee Name]”).

### Recitals

1. Under Minn. Stat. § 190.19, Subd. 2a, the State is empowered to enter into this grant.
2. The State is in need of services with the purpose of supporting and improving the lives of Veterans and their families.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minn. Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

### Grant Agreement

#### 1. Term of Grant Agreement

- 1.1. **Effective date:** **[Date]**, or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per, Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed. The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State’s Authorized Representative to begin the work.
- 1.2. **Expiration date:** **[Date, not to exceed two years]**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: **9. Liability; 10. State Audits; 11. Government Data Practices and Intellectual Property; 12. Copyright; 13. Workers’ Compensation; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; 16. Termination; 17. Data Disclosure; and 18. Compliance with Data Privacy and Security Laws and Standards.**

#### 2. Grantee’s Duties The Grantee, who is not a state employee, will:

- 2.1. Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4.
- 2.2. Conduct the Support Our Troops (“SOT”) grant project by ... **[summary of program - does the term “Unique Veteran” apply to this grant?]**.
  - 2.2.1 **[Eligibility, If applicable, remove if not]:** In order to qualify as a veteran, the individual must meet the following eligibility criteria:
    - 2.2.1.1 Candidates must be a verified veteran, as specified in Minnesota Statute §197.447 or a family member of a veteran as defined by this grant agreement.
    - 2.2.1.1.1 Family member: Any person meeting the definition of a Dependent, Child, [Gold Star Parent] or Adult Child.

2.2.1.1.2 "Dependent" means any of the following household members of a living or deceased veteran as specified in Minn. Stat. §197.447: veteran's spouse, child, adult child who is financially dependent upon the veteran or spouse and is residing with the household or was residing with the household at the time of the veteran's death.

2.2.1.1.3 "Child" means a child of a veteran who is: unmarried, legally adopted before the age of 18 years or is a stepchild who acquired that status before the age of 18 years, is a member of the veteran's household or was a member of the veteran's household at the time of the veteran's death and is under the age of 18 years.

2.2.1.1.4 "Adult child" means a child of a veteran who is: unmarried, was legally adopted before the age of 18 years or is a stepchild who acquired that status before the age of 18 years, is a member of the veteran's household or was a member of the veteran's household at the time of the veteran's death, who is over the age of 18 years, and before reaching the age of 18 years became permanently incapable of self-support.

2.2.1.1.5 "Gold Star Parent" means the biological parent, stepparent, adopted parent of a service member who was killed in action.

2.2.1.2 Candidates must be residents of Minnesota.

- 2.3. Comply with the requirements as specified in the MDVA Grants Manual (Rev. 9), Attachment A, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>.) In the event that any provision of the MDVA Grants Manual (Rev. 9), Attachment A, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.4. Upon executing the grant agreement, the Grantee must submit to the State for approval:
- 2.4.1 A Budget Expenditure Report (BER) listing approved expenditures, Attachment B, in Microsoft Excel format, an example of which is attached and incorporated into this grant agreement.
  - 2.4.2 A proposed Work Plan for approved expenditures, Attachment C, an example of which is attached and incorporated into this grant agreement.
  - 2.4.3 An Activity Log, Attachment D, in Microsoft Excel format, which logs each time a Veteran is served, an example of which is attached and incorporated into this grant agreement. It is recommended that Grantees ensure that the Veteran has completed all MDVA grant program activities before reporting because each unique participant may be reported only one time for reimbursement.
  - 2.4.4 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 9), Attachment A, a copy of which is available for download on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>).
  - 2.4.5 [If applicable for a Mental Health/ Suicide Prevention] Grantee is required to present MDVA's S.A.V.E. [VA S.A.V.E. \(psycharmor.org\)](http://psycharmor.org) to all Grantee staff/volunteers who have programmatic responsibility for administering the SOT/Competitive grant before grant expenses are incurred. Once completed, applicable Grantee staff/volunteers must download and submit the Certificate of Completion to the MDVA Authorized Representative within 3 months following the Grant Agreement execution date.

- 2.5. If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 9), Attachment A, to determine if corrective action is necessary.
- 2.6. In order to receive grant payments, in addition to the requirements specified in the MDVA Grants Manual (Rev. 9), Attachment A, the Grantee must submit to the MDVA State Authorized Representative:
  - 2.6.1 Submit a copy of the veteran's DD214s and proof of Minnesota residency for all candidates served to the MDVA State Authorized Representative. DD214s must include the Veteran's Discharge Status (e.g., "honorable) as found on the Member 4 version of the DD214".
    - 2.6.1.1 The Veteran's complete social security number must be displayed on the DD214. As an alternative, the social security number may be handwritten on the DD214 by the grantee.
  - 2.6.2 Submit an updated Activity Log, Attachment D, an example of which is attached and incorporated into this grant agreement.
  - 2.6.3 Submit an updated Budget Expenditure Spreadsheet (BES), Attachment E, an example of which is attached and incorporated into this grant agreement.
- 2.7. Within one year from the date the Grant Agreement was executed, the Grantee must submit a Progress Report to the MDVA Grant Authorized Representative (Ref. Progress Report template which is available for download on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>)
- 2.8. Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 9), Attachment A to the satisfaction of the State, in order to account for all grant funds expended. Grant close out includes:
  - 2.8.1 A Final Report (narrative summary of grant activities and outcomes);
  - 2.8.2 2-3 testimonial stories (with photographs if possible), and
  - 2.8.3 A final accounting of the number of **unique** candidates who were served as reported on an Activity Log, Attachment D and Budget Expenditure Spreadsheet (BES), Attachment E, in Microsoft Excel format.
- 2.9. In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.10. Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grants Manual (Rev. 9), Attachment A, including a final inspection upon program completion. (Ref. the MDVA Grants Manual (Rev. 9), Section 7 "Grant Monitoring" Attachment A.
- 2.11. **Use the LinkVet logo or on-air credit as required, for all marketing and promotional items (e.g. display boards, radio airtime, t-shirts, brochures). The smaller, modified logo may only be used for small Promotional items (e.g. pen).**

### 3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

### 4. Consideration and Payment

- 4.1. **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:
- 4.1.1 **Compensation.** The Grantee will be paid on a reimbursement basis as described in the MDVA Grants Manual (Rev. 9), Attachment A, and according to the following category requirements:
- 4.1.1.1 **Direct expenses: \$DIRECT**
- 4.1.1.1.1 Grant reimbursement related to direct support services, including [project components/categories directly related to project/helping veterans]. [Any other requirements for direct expenses.]
- 4.1.1.2 **Indirect expenses: \$INDIRECT**
- Grant reimbursement related to indirect expenses will be reimbursed at a maximum of **INDIRECT%** of the total grant expenditures, capped at a maximum amount of **\$INDIRECT**. Eligible indirect expenses include: 1) X, 2) Y, and 3) Z. Additionally, indirect expense reimbursement may not exceed **INDIRECT%** of the total amount sought on any submitted Reimbursement Payment Request form.
- 4.1.1.3 **[Option 1] Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee, for the purpose of this grant agreement, is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 9), Attachment A) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.
- 4.1.1.4 **[Option2]Travel Expenses.** Travel and subsistence expenses are not an allowable or approved expense.
- 4.1.2 **Total Obligation.** The total obligation of the State for all compensation to the Grantee under this grant agreement will not exceed **\$TOTAL \$(TOTAL SPELLED OUT dollars and no cents)**.
- 4.2. **Payment.**
- 4.2.1 **Payment.** The Grantee shall submit payment requests on a regular basis (i.e. monthly or quarterly). Grantee must retain grant expenditure supporting documentation (e.g. invoices, payroll records, receipts, service contracts).
- 4.2.2 **Eligible Project Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State, and determined to be eligible pursuant to Minn. Stat. § 190.19, Subd. 2a, and this grant agreement.
- 4.2.3 **Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout. If any funds were provided to the Grantee in advance, any and all advance payments from the grant must be reconciled within 12 months of issuance or within 20 business days from the expiration date of the grant agreement, whichever comes first.
- 4.2.4 **Final Payment** The final reimbursement will be paid out, in accordance with the MDVA

Grants Manual (Rev. 9), Attachment A, when the State determines that the Grantee has satisfactorily fulfilled all the terms of this agreement, unless otherwise excluded by the State in writing.

**4.2.4.1 Grant Monitoring Visit** A minimum of one Grant Monitoring Visit will be conducted for all grants greater than \$50,000, usually at the **Grantee Name** campus prior to grant close out and final payment (Ref. MDVA Grants Manual (Rev. 9), Attachment A).

**4.2.4.1.1** To assist with the audit portion of the Monitoring Visit, the Release of Information form, Attachment F will be used by MDVA staff to verify the Veteran's participation for the Veterans reported were served by the grant on the Activity Log, Attachment D.

**4.2.4.2 Five-Ten** percent (5-10%) of the total grant amount (**\$0,000**) will be retained by the State until the grantee has completed the grant close out requirements to the satisfaction of the State Authorized Representative.

### **4.3. Contracting and Bidding Requirements.**

4.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

4.3.2 Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

4.3.3 Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

4.3.4 The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

4.3.5 The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

4.3.6 The Grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

4.3.7 Notwithstanding 4.3.1 through 4.3.4., the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.

4.3.8 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

4.3.9 The Grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

4.3.10 The Grantee will record all contract and bidding quotes according to the bidding threshold specified above on the Contract and Bidding Log Sheet, as provided in the MDVA Grants Manual (Rev. 9), Attachment A, and submit this record with the Final Report (as applicable).

## 5. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grants Manual, (Rev. 9), Attachment A, as provided by the State.

## 6. Authorized Representative

The State's Authorized Representative is **Liz Kelly/Abby Brown**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225/651-757-1561, [liz.kelly@state.mn.us](mailto:liz.kelly@state.mn.us) /[abby.brown@state.mn.us](mailto:abby.brown@state.mn.us) or his/her successor or designee, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

The Grantee's Authorized Representative is [Name], [Title], [Address], [Telephone Number], [e-mail address] or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7. Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1. **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement, approved, executed by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3. **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4. **Grant agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

## 9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10. Government Data Practices and Intellectual Property**

10.1. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### **10.2. Intellectual Property Rights**

10.2.1 **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this grant agreement. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

#### **10.2.2 Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.

10.2.2.3 Notwithstanding any other clause contained herein, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands,

obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

10.2.2.4 Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement.

## **11. Copyright.**

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

## **12. Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **13. Publicity and Endorsement**

13.1. **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, website, social media, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable. Grantee will add a link to the MDVA website (<https://mn.gov/mdva/>) and display the agency's logo, as provided by the State Authorized Representative, throughout the duration of the Grant Agreement.

13.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

## **14. Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.



## 15. Termination

- 15.1. **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.
- 15.2. **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 15.3. **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:
- 15.3.1 It does not obtain funding from the Minnesota Legislature;
- 15.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## 16. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## 17. Compliance with Data Privacy and Security Laws and Standards.

State and Grantee shall comply with the Health Insurance Portability Accountability Act ("HIPAA"), the HITECH Act, and other similar privacy laws. State and Grantee also shall comply with the HIPAA Privacy Rule, HIPAA Security Rule, and other similar rules, regulations, and laws, including future amendments thereto.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05 Subd. 2 (a) (3).*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract/PO No(s). \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(With delegated authority)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. [GRANTEE NAME]**

*The Grantee certifies that the appropriate person(s) have executed the Grant Agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

Agency

Grantee

State's Authorized Representative

# **Attachment A**

## MDVA Grants Manual (Rev.9)

Available on the MDVA Website – Grants Page:  
<http://mn.gov/mdva/resources/federalresources/grants/>

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# Attachment B

Grantee Name - Budget Expenditure Report

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**Attachment C**  
**Grantee Name – Work Plan**

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# Attachment D

Grantee Name – Activity Log Example

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# Attachment E

Grantee Name - Budget Expenditure Spreadsheet Example

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