

# Appendix A - Documentation Checklist (Reimbursement 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 & 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 required)

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

## Documentation submitted after grant expenditures have been incurred:

\_\_\_ \***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 Grantee Grant Agreement approved Budget categories.*

\_\_\_ \***Activity Log – Appendix K** *(as specified in the Grant Agreement )*

\_\_\_ **Supporting Documentation** (e.g. receipts, invoices, payroll) *or as specified in the Grant Agreement*

\_\_\_ \***Travel and Meal Log(s) – Appendix F** *(as specified in the Grant Agreement )*

\_\_\_ \***Contract & Bidding Log Sheet – Appendix I** *(as specified in the Grant Agreement )*

\_\_\_ \***Gift Certificate Log– Appendix J** *(as specified in the Grant Agreement )*

\_\_\_ \***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** (as specified in the Grant Agreement) *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.