

# Office of Grants Management

## 2-Year General Fund Grant Reporting Calendar

Timeline	Reporting Requirement	Content	Time Period Covered
<i>July 1 SFY 1 Begins</i>			<i>SFY = State Fiscal Year*</i>
<b>February 1, SFY 1</b>	<p><b>Interim Progress and Financial Report</b> due to the Office of Grants Management at the Minnesota Department of Administration</p> <p>complete and submit <b>Grants Monitoring Tool Part III</b></p> <p>Per grant agreement, Minn Stat. § <a href="#">16B.97</a>, and grants <a href="#">policies 08-08</a> and <a href="#">08-10</a></p>	<p>Narrative or spreadsheet describing what matching (used for operating costs) and equipment funds were used for and amounts expended. Supporting documentation for both matching grant funds and capital equipment grant funds.</p> <p>Monitoring tool requests brief narrative of Grantee expenditures to date for both matching and capital equipment grant funds.</p>	Grant agreement start date through December 31, SFY 1
<b>February – May SFY 1</b>	<p>Upon notice of monitoring, complete and submit <b>Grants Monitoring Tool Part III</b> to the Office of Grants Management by date requested</p> <p>Per grant agreement, Minn Stat. § <a href="#">16B.97</a>, and in accordance with grants <a href="#">policy 08-10</a></p>	Monitoring tool requests brief description of Grantee expenditures to date for both matching and capital equipment grant funds.	Grant agreement start date through December 31, SFY 1
<b>February – June SFY 1</b>	<b>Targeted Monitoring Activities</b>	Office of Grants Management staff review of February 1 Reports and Monitoring Tool Part III during site visits or desk reviews.	July 1 – December 31, SFY 1
<i>June 30 SFY 1 Ends July 1 SFY 2 Begins</i>			

<p><b>August 1 SFY 2</b></p>	<p><b>End of Year Fiscal Report</b> due to the Office of Grants Management</p> <p>Per grant agreement, Minn Stat. § <a href="#">129D.14</a> (Radio), <a href="#">129D.13</a> (TV) and in accordance with <a href="#">policy 08-08</a></p>	<p>1) The Grantee’s most recent certified or Corporation for Public Broadcasting audit.  2) Supporting documentation for both matching grant funds (community service) and capital equipment grant funds for the period after the interim financial report submitted on February 1.  3) A letter describing how matching and capital equipment grant funds will be used in the coming fiscal year.  4) A statement showing compliance with Minn. Stat. § <a href="#">129D.155</a> for repayment of funds.</p>	<p>SFY 1 grant following the interim progress and financial report.</p> <p>January 1 – June 30, SFY 1</p>
<p><b>September – November SFY 2</b></p>	<p>Monitoring conducted <b>as needed</b></p> <p>Per grant agreement, Minn Stat. § <a href="#">16B.97</a>, and in accordance with grants <a href="#">policy 08-10</a></p>	<p>Monitoring documentation submitted when requested by the Office of Grants Management.</p>	<p>SFY 1 grant following the interim progress and financial report.</p>
<p><b>February 1, SFY 2</b></p>	<p><b>Interim Progress and Financial Report</b> due to the Office of Grants Management at the Minnesota Department of Administration</p> <p>Complete and submit <b>Grants Monitoring Tool Part III</b></p> <p>Per grant agreement, Minn Stat. § <a href="#">16B.97</a>, and grants <a href="#">policies 08-08</a> and <a href="#">08-10</a></p>	<p>Narrative or spreadsheet describing what matching (used for operating costs) and equipment funds were used for and amounts expended. Supporting documentation for both matching grant funds and capital equipment grant funds.</p> <p>Monitoring tool requests brief narrative of Grantee expenditures to date for both matching and capital equipment grant funds.</p>	<p>July 1 – December 31, SFY 2  (including any unspent funds from SFY 1 carried forward)</p>
<p><b>February – May SFY 2</b></p>	<p>Targeted monitoring activities <b>as needed</b></p>	<p>Office of Grants Management staff review of February 1 Reports and Monitoring Tool Part III during site visits or desk reviews as needed.</p>	<p>July 1 – December 31, SFY 2</p>
<p><i>June 30 SFY Ends</i></p>			

<b>August 1 Following end of Biennium</b>	<b>End of Year Fiscal Report</b> due to the Office of Grants Management  This documentation is submitted as part of the application for the next biennium	1) The Grantee's most recent certified or CPB audit. 2) Supporting documentation for both matching grant funds (community service) and capital equipment grant funds for the period after the interim financial report submitted on February 1. 3) A letter describing how matching and capital equipment grant funds will be used in the coming FY 4) A statement showing compliance with Minn. Stat. § <a href="#">129D.155</a> for repayment of funds.	SFY 2 grant following the interim progress and financial report.
<b>September – November Following end of Biennium</b>	Monitoring conducted <b>as needed</b>  Per grant agreement, Minn Stat. § <a href="#">16B.97</a> , and in accordance with <a href="#">grants_policy_08-10</a>	Monitoring documentation submitted when requested by the Office of Grants Management.	SFY 2 grant following the interim progress and financial report.

\* The State Fiscal Year (SFY) always runs from July 1 of one year to June 30 of the next. SFY 1 refers to the first year in the biennium, and SFY 2 is referring to the second year in the biennium. As these are 2-year grant agreements, the first year of the grant coincides with the SFY 1 and the second coincides with SFY 2.

### List of the SFY's by date

Biennium [	SFY12	July 1, 2011– June 30, 2012
	SFY13	July 1, 2012– June 30, 2013
	SFY14	July 1, 2013– June 30, 2014
	SFY15	July 1, 2014– June 30, 2015
	SFY16	July 1, 2015– June 30, 2016
	SFY17	July 1, 2016– June 30, 2017
	SFY18	July 1, 2017– June 30, 2018
	SFY19	July 1, 2018 – June 30, 2019
	SFY20	July 1, 2019 – June 30, 2020
	SFY21	July 1, 2020 – June 30, 2021