

Office of Grants Management

1-Year Legacy Fund Grant Reporting Calendar

| Timeline | Reporting Requirement | Content | Time Period Covered |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <i>July 1 SFY Begins</i> | | | <i>SFY = State Fiscal Year*</i> |
| February – May SFY 1 | <p>Upon notice of monitoring, complete and submit Monitoring Tools and Financial Reconciliation Documentation to the Office of Grants Management at the Minnesota Department of Administration by date requested</p> <p>Per grant agreement, Minn Stat. § 16B.97, and in accordance with grants policies 08-08 and 08-10</p> | Monitoring Tool requests information on approved grant agreement work plan project outcomes, assessment methods, administrative and fiscal systems. Submit back-up documentation for financial reconciliation of one selected payment. | Grant agreement start date through time of reporting |
| March – June SFY 1 | <p>Targeted Monitoring Activities</p> <p>Per grant agreement, Minn Stat. § 16B.98 and in accordance with grants policy 08-10</p> | Office of Grants Management staff review of grant agreement work plan projects, administrative and fiscal systems, and financial reconciliation during on-site visits or desk review calls. | Grant agreement start date through time of reporting |
| <i>June 30 SFY and Grant Agreement End</i> | | | |
| August 1 SFY 2 | Semi-annual Fiscal and Narrative Report due to the Office of Grants Management. | Fiscal report met by submitting OGM reimbursement spreadsheet reflecting most recent payment. Include narrative report if not monitored via site visit or desk review in the Spring. | Grant period |
| September – November SFY 2 | <p>Monitoring conducted as needed</p> <p>Per grant agreement, Minn Stat. § 16B.97, and in accordance with grants policy 08-10</p> | Monitoring documentation submitted when requested by the Office of Grants Management. | Grant period |

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| January 15, SFY 2 | Annual Report due to the: <ul style="list-style-type: none"> • Commissioner • Legislative Coordinating Commission, • Chairs and ranking minority members of the senate and house committees and divisions having jurisdiction over ACHF policy and finance committees Per grant agreement: Minn. Stat. § § 129D.19 Subd. 5 and 3.303, Subd. 10 | The report must contain specific information for each project in the work plan for SFY 1. The report includes: <ul style="list-style-type: none"> • Projects produced • Events held • Educational materials produced Consult Legislative Coordinating Commission Guidance for reporting full time equivalents, administration costs and direct expenses | Grant period |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

** 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 1-year grant agreements, the grant period coincides with the SFY 1 and much of the reporting is due in SFY*

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 |