



# **Grantee Reference Guide**

## **CAPACITY STRENGTHENING GRANT**

Last Updated April 2024

## Capacity Strengthening Grantee Reference Guide

Minnesota Department of Health  
Health Equity Strategy and Innovation Division (HESI)  
PO Box 64975  
St. Paul, MN 55164  
0975 650-201-5813  
[health.capacity@state.mn.us](mailto:health.capacity@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

*To obtain this information in a different format, call: 651-201-5813.*

## CONTENTS

Introduction .....	1
General Information .....	1
About the Center for Health Equity .....	1
CSG Objectives .....	1
Grant Managers .....	3
Grant Program Requirements and Expectations .....	3
General Requirements .....	3
Staffing Requirements .....	5
Reporting Requirements .....	6
Financial Requirements and Restrictions .....	7
Fiscal Responsibilities .....	7
Financial Documentation and Record Keeping .....	7
Travel Expenses .....	8
Items Requiring MDH Prior Approval .....	8
Allowable Uses of Grant Funds .....	10
Unallowable Uses of Grant Funds .....	11
Maximizing Your Grant Funds .....	11
Budget and Work Plan Revisions .....	11
Budget Revisions: More than 10% of Budget Line .....	12
Budget Revision Summary .....	12
Budget Modifications: 10% or Less of Budget Line .....	14
Work Plan Revisions .....	15
Payment and Invoice Procedures .....	15
Invoice Instructions .....	15
Filling out the Invoice Form .....	16
Payment Procedure .....	17

## Introduction

This guide is for grantees of the Minnesota Department of Health (MDH) Capacity Strengthening Grant (CSG) program. It contains topics related to the State Fiscal Year (SFY) 2024-2025. The Capacity Strengthening grant period, including program, financial and procedural requirements that govern the grant process. It does not replace established state policies or regulations governing the administration of grants.

Information in this guide is based on established policies and regulations that are current as of the date of publication. Grantees are responsible for being aware of and abiding by all applicable statutes, regulations, principles, and policies; for abiding by their grant agreement with MDH; and for staying current on changes or issuances relating to the administration of grants.

***This guide is subject to change.***

## General Information

### About the Center for Health Equity

The Health Equity Strategy and Innovation Division (HESI) formerly known as the Center for Health Equity (CHE) administers the CSG program. The mission of HESI is to **connect, strengthen and amplify health equity efforts within MDH and across the state of Minnesota**. The program is one of many programs and initiatives within Health Equity Bureau. Check out the [Center for Health Equity: Living our mission](https://www.health.state.mn.us/communities/equity/about/handoutprograms.pdf) (<https://www.health.state.mn.us/communities/equity/about/handoutprograms.pdf>) handout on our website to learn more about the variety of work that we do.

HESI formerly known as CHE is grounded in a set of core values and approaches that shape our work, including the work of the CSG program. Our values include honoring cultural knowledge and wisdom; fostering trust and belonging; listening deeply; and recognizing health equity as a human right. Our work is also guided by a set of approaches, including racial equity; resilience; intersectionality; network leadership; community-driven data and decisions; and systems that heal, not harm. Grantees are encouraged to learn more about our values and approaches through the handout and on the about the [Health Equity Strategy and Innovation Division \(HESI\)](https://www.health.state.mn.us/communities/equity/about/index.html) (<https://www.health.state.mn.us/communities/equity/about/index.html>) page of our website.

### CSG Objectives

Grantees have chosen one or more of the following three grant objectives to improve their organizational capacity and address health inequities in focus communities.

#### **Objective 1:**

##### **Organizational Partnerships to Improve Health Outcomes:**

Developing newer partnerships that will increase participating in or leading collaborative efforts that target specific social and economic conditions for health (*also known as the*

*social determinants of health*) and contribute to eliminating disparities through partnerships. These partnerships can involve policy, systems, and environmental change<sup>1</sup>; working to change local, regional, Tribal, or state policy, transforming the way systems work or reshaping the natural or built environment. Such efforts aim to address the root cause of health disparities fostering more equitable conditions and outcomes in communities affected by these issues. **This does *not* include support of direct service activities.**

**Examples:**

- To create meaningful partnerships with other organizations focused on social determinants of health including but not limited to food, housing, education, employment opportunities, etc. to increase internal capacity and external visibility.
- To gain specialized skills/expertise or support innovation to prove service for the community.
- To increase potential for diversified funding support.

**Objective 2:**

**Infrastructure Improvement to Be Better Equipped for Success:**

Implementing or leading efforts that contribute to the organizational success, which will ultimately help achieve goals to strengthen representation of the focus of Minnesotan communities most impacted by health disparities.

**Examples:**

- To develop a more focused mission, vision, and values to build a DEI-driven (Diversity, Equity, and Inclusion) secession plan.
- To develop plans that build staff capacity to move into leadership roles.
- To increase opportunities for enhanced staff diversity.
- To create opportunities for community engagement in organization's decision-making.

**Objective 3:**

**Workforce Development to Create a Positive Impact:**

Improving workforce capacity directly correlates with the organization's ability to fulfill its mission and create a positive impact on the community it serves. Investing in staff professional development and creating opportunities for skill enhancement, allows an organization to connect, foster, and sustain internal capacities. Activities under this category can be carried out to support – or in conjunction – the Infrastructure Improvement initiatives mentioned above.

**Examples:**

- To hire staff or consultants to assist with Infrastructure Improvement activities.
- To connect with resources that support in-house staff's professional skills development.
- To offer opportunities for staff to develop skills and attend training programs.

## Grant Managers

Each grantee is assigned a CHE grant manager to oversee their grant agreement and serve as their primary point of contact at MDH. Grant managers provide technical assistance, ensure grant program success, and assist grantees with administrative and reporting requirements. Please feel free to reach out to your grant manager with questions or concerns at any time throughout the grant period.

### Grant Manager Contacts:

- Amy Michael - [amy.michael@state.mn.us](mailto:amy.michael@state.mn.us)
- Elizabeth 'Liz' Mago – [elizabeth.mago@state.mn.us](mailto:elizabeth.mago@state.mn.us)

### Other Key Staff Contacts:

In addition to your grant managers, there are other staff at the Health Equity Strategy and Innovation Division who regularly support CSG grantees and the grant program, including the following:

- Anna Borgstrom, Fiscal Analyst - [anna.borgstrom@state.mn.us](mailto:anna.borgstrom@state.mn.us)

To find contact information and learn more about the rest of the CHE staff, please visit the [Staff and Contact Information](#)

(<https://www.health.state.mn.us/communities/equity/about/contact.html>) page of our website.

## Grant Program Requirements and Expectations

**Grantees are required to comply with the requirements outlined in this guide.** Much of this information is already included in your grant agreement and/or the grant request for proposals and is explained in this guide in plain language or with additional detail.

## General Requirements

### CSG Grant Orientation

- Participate in a CSG grant orientation in the spring of 2024.

The CSG grant orientation is in the spring of 2024 and it will be a virtual meeting that will be an introduction to this grant.

### Site Visits

- Participate in site visits.

**Site visits** are meetings with your grant manager(s) to discuss topics such as progress toward grant goals, spending updates and financial issues, and successes and challenges in your grant-related work. The meetings generally take place at the grantees main place of work (but may take place virtually) and last between 1-2 hours. Sometimes other MDH or CHE staff may accompany grant managers on the visit to better get to know you and your program. Your grant manager will contact you to set up site visits at times that work for

you and your staff. State policy requires that at least one site visit (also known as monitoring visit) takes place before final grant payment is made for grant awards of \$50,001-\$250,000. MDH may choose to conduct additional site visits for grants of any amount.

### Financial Reconciliation

- Participate in financial reconciliation processes.

**Financial reconciliation** is a process where a grantee's request for payment for a given period is reviewed alongside supporting documentation for that request, **such as purchase orders, invoices, receipts, canceled checks, general ledger reports, bank statements, check stubs, timesheets, proof-of- performance reports/logs, proof of deliverables, and payroll records.** If the reconciliation identifies any spending, invoicing, or documentation issues, grantees must work with MDH to resolve them. In some cases, grantees may be placed on a financial monitoring plan or must repay funds, depending on the issues identified through the reconciliation.

State policy requires at least one financial reconciliation take place before final grant payment is made for grant awards of \$50,001-\$250,000. MDH may choose to conduct additional financial reconciliations for grants of any amount. Your grant manager or another MDH staff will contact you with additional details and instructions via email and give you 30 days to submit supporting documentation. This could happen at any time and for any invoice period throughout the grant period.

### Training:

- Participate in occasional training on a variety of capacity building topics.

**Training:** Throughout the grant period, MDH together with contracted partners will provide a variety of capacity building training that you or your organization is required to participate in. Your grant manager will inform you about Capacity Strengthening Training.

### Reporting:

- Submit 8-month progress report by **December 31, 2024**. A report template, based on your workplan, will be provided to you.

The 8-month progress report will include progress toward your grant activity goals from the grant periods April 1, 2024, to November 30, 2024. Your grant manager will let you know report due dates. A report template will be given to you.

- Submit Final report by July 31, 2025.

For this final report, you will report progress towards your grant activity goals from the grant periods December 1, 2024, to June 30, 2025. ***You will receive guidance from your grant manager about the final report.***

*Refer to Report Requirements section for more details.*

## Work Plan and Budget

### Keep track of your Work Plan and Budget

- Work with your grant manager to keep track of your **Work Plan** and **Budget** and inform your grant manager if there are changes.
- Keep Work Plan and Budget updated. Your reporting will be based on your work plan activities.
- Work with your grant manager throughout the grant period to update your work plan and budget as activities and spending change.
- Grantees may request a work plan and/or budget revision at any time throughout the grant period.
- The work plan and budget on file must be updated to reflect actual activities and spending.
- Meet with your grant manager as needed to ensure success in your work plan and budget.

Refer to the **Budget and Work Plan Revisions** section for more information. Contact your grant manager if there are difficulties or major delays in implementing the activities in your work plan.

## Invoices

Submit monthly invoices on time. Invoices are due anytime between the first and last day of the month after the invoice period. For example, May invoices are due between June 1 and June 30. Please send your monthly invoices to [ommh@state.mn.us](mailto:ommh@state.mn.us).

## Staffing Requirements

### Staffing

Designate one staff person to serve as the primary contact.

#### The primary contact will:

- Be responsive to emails from MDH (generally responding within 2-3 business days).
- Inform their MDH grant manager when they will be out of the office for prolonged periods of time.
- Designate a back-up contact.
- Notify the grant manager how to reach the back-up.

### Staffing Changes

If there are staff changes, contact your grant manager **as soon as possible**.

#### Examples of staff changes include:

- Hiring new staff.



- Leadership changes.
- Someone working on the grant leaves the organization.

If the staff person change was or will be paid with grant funds, a budget modification and/or formal revision is required.

**Recruit and hire staff, leadership and board members who are reflective of the community served whenever possible.**

### MDH Acknowledgement Guidelines

Grantees are asked to acknowledge support from MDH when appropriate by using MDH’s logo in printed materials, news releases, newsletters, advertisements, postcards, posters, programs, catalogs, invitations, films, videotapes, electronic transmissions, and websites. Instances when using the logo may not be appropriate include when using the logo could create mistrust or discourage participation in the program/activity/action. Consult with your grant manager if you have questions about logo use or would like to discuss the context of your situation to determine whether logo use is appropriate.

When acknowledging MDH support, please include the following credit line with the logo:

*This activity is made possible by a grant from the Minnesota Department of Health’s Health Equity Strategy and Innovation Division*

Grantees are asked to acknowledge MDH support even when written credit is not applicable by providing oral credit before each event or performance.

### Reporting Requirements

Grantees are required to track progress toward completing all outcomes and activities in your work plan. by submitting completed a progress report according to the schedule below. At the end of the grant period, your final report must be submitted and complete before your final (June 2025) invoice will be paid.

**A Progress Report Template will be provided outlining the required content of the reports.**

Report Type	Reporting Period	Due Date on or before
Progress Report	April 1, 2024 – November 30, 2024	December 31, 2024
Final Report	December 1, 2024 – June 30, 2025	July 31, 2025

**It is okay to submit your report anytime from the first of the month to the last day of the month.**

## Financial Requirements and Restrictions

### Fiscal Responsibilities

Grantees must be good stewards of the funds they are awarded. Grantees must be fiscally responsible and should follow state laws and procedures for expending and accounting for their grant funds.

#### **Grantees must also:**

- Prepare required reports and track funds to ensure that funds have not been used in violation of program restrictions.
- Determine the reasonableness and allowability of costs to fit with program requirements and terms of the grant agreement and charge the grant for only the activities that were in the approved work plan and budget.
- Support accounting records with source documentation, such as receipts, invoices, payroll records, timesheets, etc. Save them.
- Submit monthly invoices on time no later than the last day of the month following when expenditures were incurred. Example: If work is done in September, the September invoice is submitted anytime between October 1 – 31 but NO LATER than October 31.
- Financial transactions will be on a reimbursement basis.
- Meet audit requirements described in the grant agreement.
- Ensure that indirect costs are explained and justifiable, and do not duplicate itemized charges.

### Financial Documentation and Record Keeping

Grantees are responsible for keeping documentation to support all grant expenditures.

#### **They include:**

- payroll records
- receipts for all grant related expenses
- contracts and invoices with subcontractors, consultants, and mini grants
- travel logs
- proof-of-performance
- reports/logs
- proof of deliverables
- cancelled checks

Minnesota Statutes section 16B.98, subdivision 8, requires that grantees must maintain the payroll books, payroll records, documents, accounting procedures and practices of the grant and make them available to the state for **six years** from the end of the grant agreement,

receipt and approval of all final reports, or the required period to satisfy all state and program retention requirements, whichever is later. Grantees may receive requests for this information, which must be submitted to MDH upon request.

## Travel Expenses

Grantee staff may be reimbursed for travel expenses while traveling for grant-related activities, trainings or meetings – including mileage, parking fees, meals, and hotel accommodations – in the amounts actually incurred and in accordance with the [Commissioner’s Plan \(https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp\)](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp).

### Mileage

Grantees may be reimbursed for the use of personal or company automobile mileage at the current Federal IRS rate (\$0.67 per mile as of January 1, 2024) for travel related to grant activities. The Federal IRS mileage rate is subject to change – please check the [IRS Standard mileage rates \(https://www.irs.gov/tax-professionals/standard-mileage-rates\)](https://www.irs.gov/tax-professionals/standard-mileage-rates) or contact your grant manager for the current rate. In addition to mileage, actual parking fees or toll charges may be reimbursed.

### Hotel

Grantees may be reimbursed for hotel and motel accommodations that are necessary for the performance of grant activities if grantees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.

### Meals

Grantees may be reimbursed for meals, including tax and a reasonable gratuity, according to the [Commissioner’s Plan \(https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp\)](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) or the actual expense, whichever is less. Meals are only an allowable expense when incurred during travel status for approved grant activities. Alcohol purchases will not be reimbursed.

Maximum reimbursement for meals including tax and gratuity is currently (subject to change) \$43/day, broken down as follows:

Meal	Current Limit
Breakfast	\$11
Lunch	\$13
Dinner	\$19

## Items Requiring MDH Prior Approval

The following items require prior approval before a contract is signed or an expense is incurred. *MDH has the authority to deny the items requiring prior approval listed below.*

## Communication Pieces with the MDH logo

Please send your content that uses the MDH logo to your grant manager for approval. The approval process takes approximately 1-3 business days. For more detailed information, please refer to the **Communication Approval Requirements** section above.

## Contractual Services

Grantees may contract (also known as subcontract) with another person or organization to perform part of the grantee duties. Grantees may also offer mini grants to another organization to perform part of the project. Prior approval is required from MDH for all subcontracts or mini grants.

If a subcontract/mini grant is already included in your most recently approved budget, additional approval is not necessary. If a subcontract/mini grant is **not** included in your approved budget, prior approval (and a budget revision) is required. Please email your grant manager a proposed revised budget with the subcontract/mini grant included for approval. MDH does *not* review and/or require that grantees submit copies of subcontracts.

Grantees are responsible for holding any subcontractors and mini grant recipients to the same required grant fiscal standards. Grantee funding restrictions apply to all subcontractor or mini-grant recipients.

## Requirements for consultants or contractors:

- Must be selected and vetted based on demonstrated expertise and merit.
- Work must be directly related to the grant.
- Must be included in the most recently approved work plan and/or budget.
- May not be selected if listed on the state's prohibited vendors list.
- May not be selected if they have a conflict of interest to employees or officials of the grant.
- **May not receive payment for grant writing.**

## Equipment and Electronics

Equipment over \$3,000 and electronics purchases such as digital cameras, computers, phones, GPS units, interactive whiteboards, video cameras, LCD Projector, etc. require prior approval. (Please note that any individual piece of equipment that costs more than \$5,000 is not allowed under this grant.)

If an equipment/electronics purchase is already included in your most recently approved budget, additional approval is not necessary. If an equipment/electronics purchase is *not* included in your approved budget, prior approval (and a budget revision) is required. Please email your grant manager a proposed revised budget with the equipment/electronics purchase included for approval.

## Out-of-state Travel

**All out-of-state travel requires prior approval and must relate to grant duties or activities.**

If you feel that out-of-state travel is necessary for your grant activities, please email your grant manager to request approval *before any travel plans are made* and submit a brief justification of how the out-of-state travel will support your grant program objectives.

## Promotional Materials

**Promotional materials that directly contribute to your grant objectives and are limited in cost may be approved on a case-by-case basis.** If the promotional materials are already included in your most recently approved budget, additional approval is not necessary. If the promotional materials are *not* included in your approved budget, prior approval (and a budget revision) is required. Please email your grant manager a proposed revised budget with the promotional materials included for approval.

## Stipends

HESI recognizes the importance of compensating community members for their time expertise. Stipends are allowable expenses that require prior approval.

### What is the difference between an incentive and a stipend?

They differ as follows:

- **Incentives** are gift cards or other item of monetary value given to participants to encourage participation in a grant related activity. (e.g., a gift card for participating in a listening session)
- **Stipends** are gift cards or payment given to an individual who provides some kind of *work or service* for the program itself, which benefits others. (e.g., a stipend given to advisory board members who spend 2 hours per month helping develop and/or guide the program or given to someone who has given a grant related presentation to staff or a community group) **Gift cards purchased must be carefully tracked and are subject to financial reconciliations and audits.** Grantees must keep logs of gift card recipients, including the date the gift card was received by the individual.

If the stipends are already included in your most recently approved budget, additional approval is not necessary. If the stipends are *not* included in your approved budget, prior approval (and a budget revision) is required. Please email your grant manager a proposed revised budget with stipends included for approval.

## Allowable Uses of Grant Funds

Funds may be used for program and personnel costs at the discretion of the applicant to pursue one or more of the project components.

Allowable uses of grant funds may include, but are not limited to:

- **Project planning**, including community assessment or data collection activities to inform project development (e.g., mapping community assets and needs, engaging stakeholders in developing creative, sustainable solutions).

- **Project implementation**, including program operations, staff salaries and benefits, etc.
- **Building networks and collaborations**, including supporting the organization’s leaders to engage with other partners in collective efforts to inform policy, system and environmental conditions that increase health opportunities for priority populations (e.g., participating in advisory groups or building cross- sector partnerships to advance health equity).
- **Developing and training community leaders**, including staff development related to the project, to build capacity and to act to address health inequities.

## Unallowable Uses of Grant Funds

Unallowable costs are expenditures for which grant funds cannot be used. MDH has the authority to disallow expenditures not preapproved. MDH staff review invoices and reserve the right to question or take action on inappropriate uses of funds. Unallowable uses of grant funds include, but are not limited to, the following:

### Ineligible expenses include but are not limited to:

- Direct service programs
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbying, lobbyists, political contributions (refer to “Lobbying vs. Advocacy” section, below)
- Bad debts, late payment fees, finance charges or contingency funds
- Ongoing medical care or treatment of disease(s) or disability
- Capital improvements or alterations.
- Cash assistance paid directly to individuals to meet their personal or family need.
- Any individual piece of equipment that costs more than \$5,000.

## Maximizing Your Grant Funds

Grantees are *strongly* encouraged to closely monitor their spending to ensure that *all* grant funds awarded to your organization are used for the grant project within the grant period.

**We strongly recommend that grantees check their spending against their budget *at least quarterly* to ensure spending is on track and that a plan is in place to spend your entire award amount.** Grant managers are available to help support grantees in finding ways to spend their funding and in revising budgets and work plans as needed to maximize your funding. Talk to your grant manager if you have any questions or concerns about your spending or budgeting.

## Budget and Work Plan Revisions

Your grant manager will send you your approved budget that is already set up for budget revisions. When you receive it, please save it to your computer.

## Budget Revisions: More than 10% of Budget Line

Grantees must expend funds in accordance with the negotiated line-item budget summary and budget approved by MDH. If you anticipate changes that are *greater than* 10% of any of the approved overall budget lines, you must request a budget revision.

For example, to move \$1,500 from Salary & Fringe to Supplies because you had a cost-savings in Salary & Fringe. Check to see if \$1,500 is more than 10% of either the Supplies or the Salary & Fringe line.

General Funds	
Line/Category	TOTAL
Salary & Fringe Benefits	\$ 67,375.00
Contractual Services	\$ 14,000.00
Travel	\$ 550.00
Supplies	\$ 2,500.00
Other	\$ 4,150.00
<b>Subtotal (direct costs)</b>	<b>\$ 88,575.00</b>
Indirect Costs	\$ 8,857.50
<b>Total</b>	<b>\$ 97,432.50</b>

In the example, the total Salary & Fringe line expenses are **\$67,375** (10% is \$6,737.50) and the total Supplies line expenses is **\$2,500** (10% is \$250). Because the **\$1,500** you want to move to supplies exceeds the **10%** threshold ( $\$1,500 > \$250$ ) of the Supplies line total, you must request a budget revision **BEFORE** the spending occurs.

## Budget Revision Summary

Your budget should already have additional columns to conduct the budget revision. The template will have the current approved budget and the section for revision will capture the changes automatically highlighted in green or red. If you have not received this new template with your budget, please ask your grant manager.

Always check to make sure you are working with the most recent version of your approved budget when using the template for revisions.

### Important:

The budget revision template auto calculates changes made to the budget.

I	J	K
<b>Budget Revision Purposes Only (DO NOT EDIT \$)</b>		
Date Submitted: 4/4/2024 (Approved)		
Difference	Previously Approved Amount	
\$ 11,744.00	\$ 25,376.00	
\$ -	\$ 8,211.42	
\$ -	\$ -	
\$ -	\$ 28,534.15	
\$ -	\$ 9,120.00	
\$ -	\$ -	
\$ 11,744.00	\$ 71,241.57	14%

**Do not make changes or enter anything into to Columns I, J or K.** Column I auto calculates the difference and Column K provides a Percentage for line-item changes.

### Making Line-Item Changes

To make a budget revision enter the new amount in the line item you want to revise on the budget side of the template.

As you update line items, **Column I** will display the difference between the original and new amounts. You will see the percent of change in column K.

If the change is **under 10%** proceed with the change and send a copy to your grant manager with a note about the change.

If the change is **over 10%** you will need to notify your grant manager and request a budget revision. Your grant manager will need to approve changes **over 10%** of a line item.

Only make changes in the columns below. <u>Columns A, B, C, D, E, F, G, H</u> Below						Columns I, J, K will auto calculate. Do not enter any numbers		
						Budget Revision Purposes Only (DO NOT EDIT \$)		
						Date Submitted:		
<b>Salary &amp; Fringe</b>								
Staff position	Staff Name	Salary Charged to Grant	% Fringe (if applicable)	Fringe Total (if applicable)	Line Total	Difference	Previously Approved Amount	
Executive Director		\$ 30,000.00	25.00%	\$ 7,500.00	\$ 37,500.00	\$ -	\$ 37,500.00	
Project Manager		\$ 16,000.00	20.00%	\$ 3,200.00	\$ 19,200.00	\$ -	\$ 19,200.00	
Project Coordinator		\$ 10,000.00	15.00%	\$ 1,500.00	\$ 11,500.00	\$ -	\$ 11,500.00	
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	
<b>Total for Salary &amp; Fringe</b>					<b>\$ 68,200.00</b>	\$ -	\$ 68,200.00	
<b>Contractual Services (facilitators, evaluators, speakers, trainers, etc.)</b>								
Subcontractor	Description of Service Provided & Timeline	Total			Difference	Previously Approved Amount		
HR Consultant		\$ 10,000.00			\$ -	\$ 10,000.00		
Financial consultant		\$ 10,000.00			\$ -	\$ 10,000.00		
		\$ -			\$ -	\$ -		
		\$ -			\$ -	\$ -		
		\$ -			\$ -	\$ -		
		\$ -			\$ -	\$ -		
		\$ -			\$ -	\$ -		
<b>Total for Contractual</b>					<b>\$ 20,000.00</b>	\$ -	\$ 20,000.00	

Ensure your modifications are accurate and reflect your current budget needs. Check if the changes exceed 10% of any approved overall budget lines.

The template will automatically calculate and show the percentage of changes in **Column K**. See the image below.

If changes exceed the 10% threshold, additional approval will be required. (See grant guidelines)

**Important:** As you revise your budget, please make sure the previously approved **total budget amount** does not change or exceed. This total can be found at the bottom of your budget sheet.

General Funds Total	\$ 340,000.00	\$ -	\$ 340,000.00
<b>Total Budget</b>	<b>\$ 340,000.00</b>	<b>\$ -</b>	<b>\$ 340,000.00</b>



CAPACITY STRENGTHENING GRANTEE REFERENCE GUIDE

Salary & Fringe						Budget Revision Purposes Only (DO NOT EDIT \$)	
General Funds - Year 1 (July 2023 - June 2024)						Date Submitted: 4/4/2024 (Approved)	
Staff position	Staff Name	Salary Charged to Grant	% Fringe (if applicable)	Fringe Total (if applicable)	Line Total	Difference	Previously Approved Amount
0.50 Program Manager	Ahmed	\$ 25,800.00	28.00%	\$ 7,224.00	\$ 33,024.00	\$ 7,648.00	25,376.00
0.10 Database Administrator	Sue Ann	\$ 6,415.17	28.00%	\$ 1,796.25	\$ 8,211.42	\$ -	8,211.42
0.05 Program & Services Director	Linda Bryant		28.00%	\$ -	\$ -	\$ -	-
1. Program Coordinator	Natisha Nicole Mcroy	\$ 22,292.31	28.00%	\$ 6,241.85	\$ 28,534.15	\$ -	28,534.15
1. Lead Facilitator (Part-time)	TBD	\$ 8,000.00	14.00%	\$ 1,120.00	\$ 9,120.00	\$ -	9,120.00
					\$ -	\$ -	-
Year 1 Total for Salary & Fringe					\$ 78,889.57	\$ 7,648.00	71,241.57
General Funds - Year 2 (July 2024 - June 2025)							

Review the entire budget to ensure all changes are correctly reflected and there are no errors. Save the revised budget with an appropriate file name for easy identification.

File name: **name of organization**.Budget Revision.Date

Email the proposed budget to your grant manager. Include an explanation in the body of the email.

Your grant manager will review your proposed changes and get back to you with any questions or requests for revisions (generally within 5 business days). Please ensure enough time in your planning process to allow for revisions if needed. You must receive approval from your grant manager before you can use the revised budget.

MDH has authority to deny budget revision requests.

### Other Reasons to Request a Budget Revision

In addition to changes of more than 10% to a budget line, grantees should request a budget revision anytime the budget expenditures change significantly.

For example, if a grantee:

- Has a staffing change on the grant project.
- Has a new spending need, such as a new computer or additional supplies not already listed in the budget.
- Needs to remove something from the budget that will no longer be needed, such as a subcontract or supplies for an event.

It is important to remember that your spending must always align with your most recently approved budget on file. If you have a question about whether a budget revision is needed, please contact your grant manager.

### Budget Modifications: 10% or Less of Budget Line

If you would like to make a change to your budget that is 10% or less of the budget lines in question, you do not need to request a budget revision. Simply make the changes to your most recently approved budget as shown above and email the changes to your grant manager. **Grantees must notify grant managers of budget modifications to ensure your budget in your MDH grant file is always up-to-date and aligns with your spending.**

## Work Plan Revisions

Grantees must request a work plan revision if an activity is changing and is no longer consistent with their most recently approved work plan, or if they would like to add or remove an activity. To request a work plan revision, make the proposed changes to a copy of your most recently approved work plan. Please underline new text and ~~strike through old text~~.

For example:

Activity	Description	Activity Output (SMART)	Timeline	Key Staff and Partners (please use staff titles)
Increase capacity for fundraising	<p>Adding a fundraising coordinator will allow the organization to:</p> <ul style="list-style-type: none"> <li>Have a dedicated staff member focused on fundraising, ensuring consistency in efforts.</li> <li>Have a refined and focused approach to fundraising, ensuring potential donors are approached in a strategic manner.</li> <li>Experience an increased ability to secure donations, grants, and other forms of funding, leading to financial stability and growth.</li> </ul>	<ul style="list-style-type: none"> <li>Plan and host <del>one</del> <u>three</u> fundraising event</li> <li>Create a mechanism to engage potential funders through dissemination of newsletters.</li> <li>Fundraise 20% more funding for the organization compared to its last quarter.</li> </ul>	<p><del>Aug 2024 – Jun 2025</del></p> <p><u>Nov 2024 -Mar 2024</u></p>	Fundraising Coordinator

Once you have revised your work plan to reflect the changes you would like to request, email a copy of the proposed work plan to your grant manager. Include a brief description of and justification for the change in the body of the email.

Your grant manager will review your proposed changes and get back to you with any questions, requests for revisions (generally within 5 business days). *MDH has authority to deny work plan revision requests.*

## Payment and Invoice Procedures

### Invoice Instructions

Grantees must submit invoices using the standard CSG invoice form. Please submit your invoice electronically (either as a Microsoft Excel document or PDF) as an email attachment to [ommh@state.mn.us](mailto:ommh@state.mn.us).

Invoices must be submitted monthly and are due from the first day of the following month anytime up to the last day of the following month.

Example: For expenses incurred in April 2024, an invoice must be submitted anytime between May 1 and May 31, 2024. If you would like to request an alternative payment schedule (e.g., bimonthly, or quarterly) please send a written request to your grant manager.

Financial transactions are on a reimbursement basis. Expenses on invoices must correspond to the way they were budgeted in your most recently approved budget.

Example: If a grantee budgeted for space costs under “Supplies,” then the expenses should be invoiced under the “Supplies” category. MDH staff will review each invoice against the approved grant budget and grant expenditures to-date before approving payment.


Submit invoices to [ommh@state.mn.us](mailto:ommh@state.mn.us).

### Filling out the Invoice Form

Fill out the CSG invoice form provided to you and please submit your invoice electronically (as a Microsoft Excel document or PDF) as an email attachment to [ommh@state.mn.us](mailto:ommh@state.mn.us).

The addresses provided must match those in the Supplier Portal (where you registered to be a SWIFT vendor of the State of Minnesota and received your SWIFT vendor/supplier ID). Errors in invoices may delay processing.

### Snapshot of Invoice Form



**DEPARTMENT OF HEALTH**  
CENTER FOR HEALTH EQUITY

**Capacity Strengthening Grant (CSG) Invoice**

Submit invoices monthly to [ommh@state.mn.us](mailto:ommh@state.mn.us) according to the schedule in your grant agreement.

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

Grantee: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Billing period (dates) \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

	General Funds	
Salary and Fringe Benefits		
Contractual Services		
Travel		
Supplies and Expenses		
Other		
<b>SUBTOTAL</b>		<b>\$0.00</b>
<b>Indirect</b> <i>Use rate in approved budget</i>	10.00%	\$0.00
<b>Invoice Total:</b>		<b>\$0.00</b>

*Note: Budget changes of more than 10% to any line-item require approval before costs are incurred. Budget changes of 10% or less do not require approval but require notification.*

*Please email budget change requests and notifications to your grant manager*

**ORIGINAL CERTIFICATION SIGNATURE**

I declare that no part of this claim has been previously billed to MDH, and reflects only charges that conform and are consistent with the description and conditions of the grant agreement work plan and budget. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.

Authorized Official Signature: \_\_\_\_\_

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

*Electronic signatures are accepted as legally binding.*

When completing the invoice, once you enter your total expenses in each line-item, the invoice form will auto- calculate your subtotal for you. Once you have a subtotal, please enter the appropriate amount of indirect based on the rate approved in your budget (e.g., if you were approved at 10% indirect, enter 10% of your subtotal in the “Indirect” line). The

form will then auto-calculate your invoice total. Please note that the template is password-protected to avoid any accidental errors.

The State does not pay merely for the passage of time; therefore, indirect costs may not be charged to the grant when no work has been performed during that period. Indirect costs must always be proportional to the direct costs on your invoice.

If you have any questions about how to submit an invoice, please contact your grant manager.

## Payment Procedure

MDH grant staff will process your invoice as soon as possible and then send it to our Finance Department for additional processing and payment. Payment will be sent to the location each grantee specified when the organization registered as a SWIFT vendor with the State of Minnesota. If you have questions about your payment, please contact your grant manager.

**MDH has authority to deny invoices submitted more than 30 days after the agreed upon submission deadline. By statute, the state has 30 days from the receipt of the invoice at MDH to issue payment.** If your organization or grant program is having trouble with spending grant funds or meeting financial requirements, please notify your grant manager as soon as possible and we will provide support. If late invoicing becomes a pattern, or if your organization seems to be underspent according to your approved budget, MDH may place a grantee on a monitoring plan to ensure they receive the support they need to be successful.

Per your grant agreement, if deliverables are not completed satisfactorily, the state has the authority to withhold funds, recover funds, or both, as well as to terminate the grant agreement. Refer to your grant agreement for more details.

MDH has authority to deny reimbursement for work deemed unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule, or regulation, as well as costs not preapproved nor in accordance with approved work plan activities and strategies, as noted in this guide.