



# Grantee Reference Guide

COMMUNITY SOLUTIONS FOR HEALTHY CHILD DEVELOPMENT

SEPTEMBER 2020

## **CSF Grantee Reference Guide**

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

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## Introduction

This guide is for grantees of the Minnesota Department of Health (MDH) Community Solutions for Healthy Child Development (CSF) grantees. It contains topics related to the 2020-2023 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 Community Solutions for Healthy Child Development Grant

The Community Solutions for Healthy Child Development grant program is a new program funded by an appropriation from the Minnesota State Legislature.

The purposes of the Community Solutions grant program are to:

- Improve child development outcomes related to the well-being of children of color and American Indian children from prenatal to grade 3 and their families. This includes, but is not limited to, the goals outlined by the Minnesota Department of Human Services' early childhood systems reform effort: early learning; health and well-being; economic security; and safe, stable, nurturing relationships and environments.
- Reduce racial disparities in children's health and development from prenatal to grade 3.
- Promote racial and geographic equity.

The Community Solutions Advisory Council advised MDH on the development of the Community Solutions Request for Proposals (RFP)—which was released on December 9, 2019—and the selection of grantees, and will continue to advise MDH on the management of the grant program moving forward.

More information about Community Solutions Fund can be found in the [Community Solutions for Healthy Child Development Grant Request for Proposals \(PDF\)](#)

For more information about the review process, please review the [Community Solutions Funding Memo](#) and the [Community Solutions Fund Grantee Selection Process Summary](#).

Since the release of the Community Solutions RFP, Minnesota received additional federal funding from the Preschool Development Birth through Five Grant, which will provide an additional \$750,000 per year to fund Community Solutions grants following the same criteria as outlined in the Community Solutions RFP. Therefore, the estimated total amount to grant has increased from approximately \$750,000 to approximately \$1.5 million annually.

## About the Center for Health Equity

The CSF grant program is administered through the Center for Health Equity (CHE). The mission of CHE is to **connect, strengthen and amplify health equity efforts within MDH and across the state of Minnesota**. The CSF grant program is one of many programs and initiatives within the Center for Health Equity. Check out the [Center for Health Equity: Living our mission](#) handout on our website.

CHE is grounded in a set of core values and approaches that shape our work, including the work of the CSF 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 webinar on the [About the Center for Health Equity](#) page of our website.

## 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 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.

### CHE Grant Managers

#### **Helen Jackson-Lockett El**

[helen.jackson.lockett-el@state.mn.us](mailto:helen.jackson.lockett-el@state.mn.us)

651-201-5801

#### **Ramya Palaniappan**

[ramya.palaniappan@state.mn.us](mailto:ramya.palaniappan@state.mn.us)

651-201-4159

	Grant Manager
African Community Services	Ramya Palaniappan
Centro Tyrone Guzman	Helen Jackson Lockett-El
Children's Dental Services	Ramya Palaniappan
Comunidades Latinas Unidas En Servicio	Helen Jackson Lockett-El
Division of Indian Work	Ramya Palaniappan
Fond du Lac Band of Lake Superior Chippewa	Helen Jackson Lockett-El
Fond du Lac Tribal College	Helen Jackson Lockett-El
Hallie Q Brown Community Center	Helen Jackson Lockett-El
Hmong Early Childhood Coalition	Ramya Palaniappan
Indigenous Visioning	Helen Jackson Lockett-El
Korean Service Center	Helen Jackson Lockett-El
La Red de Educacion Temprana	Ramya Palaniappan
Leech Lake Band of Ojibwe	Ramya Palaniappan

Grant Manager	
MAAN	Ramya Palaniappan
Minnesota CarePartner	Helen Jackson Lockett-El
Montessori American Indian Childcare Center	Ramya Palaniappan
Network for the Development Children of African Descent	Helen Jackson Lockett-El
Northwest Indian Community Development Center	Ramya Palaniappan
Parents in Community Action	Helen Jackson Lockett-El
Red Lake Comprehensive Health Services	Ramya Palaniappan
Roots Community Birth Center	Helen Jackson Lockett-El
Tserha Aryam Kidist Selassie	Ramya Palaniappan
Wicoie Nandagikendan	Helen Jackson Lockett-El

## Other Key Staff Contacts

In addition to your grant managers, there are other staff at Center for Health Equity who regularly support CSF grantees and the grant program, including the following:

Name and Title	Email and Phone	Role/Support for Grantees
<b>Darwin Flores Trujillo</b> <i>Health Equity Management Analyst</i>	<a href="mailto:darwin.flores.trujillo@state.mn.us">darwin.flores.trujillo@state.mn.us</a> 651-201-5822	<ul style="list-style-type: none"> <li>Processes invoices</li> <li>Provide financial guidance and technical assistance</li> <li>Answer questions related to grant invoices and finances</li> <li>Conduct financial reconciliations</li> </ul>
<b>Mia Robillos</b> <i>Research Scientist</i>	<a href="mailto:mia.robillos@state.mn.us">mia.robillos@state.mn.us</a> 651-201-5406	<ul style="list-style-type: none"> <li>Provide general evaluation support and technical assistance as needed</li> <li>Support grantees in the development of tools as appropriate for evaluation and annual reports as needed</li> </ul>

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

## Grant Program Requirements and Expectations

The Community Solutions for Healthy Child Development grant is state-funded through [Minn. Stat. §145.9285](#) and federally-funded through the [Preschool Development Grant](#) which is a partnership between Minnesota Department of Education, Health, Human Services along with the Children's Cabinet. To maintain the integrity of the program, CSF grantees must exercise caution in determining how their funds will be spent to support the implementation of activities to improve child development outcomes and reduce racial disparities in children's health and development from prenatal to grade 3.

***Grantees are required to comply with the requirements outlined in this guide.***

## General Requirements

- Participate in site visits and financial reconciliation processes with MDH.
  - **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 and last between 1-2 hours. However due to COVID-19, the site visits will be virtual. Your grant manager will contact you to set up a site visit at a time that works for you and your staff. State policy requires that site visits takes place at least once per grant cycle.
  - **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, receipts and payroll records. If the reconciliation identifies any spending, invoicing or documentation issues, grantees must work with CHE to resolve them. In some cases, grantees may be placed on a financial monitoring plan depending on the issues identified through the reconciliation. State policy requires that financial reconciliations take place at least once per grant cycle.
- Participate in MDH-sponsored technical assistance and trainings including conferences, summits, grantee gatherings, and webinars.

## Program Requirements

- Work with CHE staff to finalize your Work Plan, (Exhibit B) and Budget (Exhibit C) no later than July 31, 2020, both of which are incorporated into your grant agreement.
- Develop a work plan and budget for the last year of the grant period (July 2022 – June 2023) in Year 2 of the grant.
- Work with CHE staff throughout the grant period to update your work plan and budget as activities and spending evolve and/or shift. Grantees may request a work plan and/or budget revision at any time (with the exception of the last quarter of each year of the grant program; revisions for each year should be made preferably by April 1) to ensure that the work plan and budget on file reflects actual activities and spending. Refer to the **Budget and Work Plan Revisions** section for more information.
- Contact your grant manager if encountering difficulties or major delays in implementing the activities in your work plan.
- Work with CHE staff, Community Solutions Advisory Council, and the Preschool Development Grant Evaluation Provider to draft an evaluation plan for your grant-funded project. Submit a draft evaluation plan within in the first 6-12 months of the grant and submit an updated version when revisions are made.

## Communications Requirements

- Notify the State in writing before submission of an abstract or call for presentations at a national or state conference and before submitting manuscripts for publication that are based on work funded by this CSF grant.
- Submit all mass media developed under the grant – such as billboards, bus advertisements and radio ads – to be preapproved by the State before production. The State reserves the right to approve, modify and/or deny any communications or publications developed under the grant, including advertisements, signage, printed materials and websites.

- Acknowledge support from MDH *when appropriate* by using CHE's logo in printed materials, news releases, newsletters, advertisements, postcards, posters, programs, catalogs, invitations, films, videotapes, electronic transmissions and websites. Refer to **Acknowledgement Guidelines** below for more information.

## Acknowledgement Guidelines

Grantees are asked to acknowledge support from MDH *when appropriate* by using CHE'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. If you do use the logo, please email your grant manager to get the logo file. Here are some guidelines for using the logo: <https://www.health.state.mn.us/about/tools/branding.html>

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

*This activity is made possible by a grant from the Community Solutions for Healthy Child Development (CSF) Program at the Minnesota Department of Health's Center for Health Equity.*

Here are some guidelines for using the logo: Grantees are asked to acknowledge MDH support even when *written* credit is not applicable by providing oral credit before each event or performance.

## Institutional Review Board Requirements

The purpose of the MDH Institutional Review Board (IRB) is to review data collection activities to ensure that human subjects of research are protected. **If grantees wish to collect data from human subjects through CSF-funded work that is NOT part of their program evaluation, they are required to consult with the MDH IRB to determine if their work is considered research and subject to review.** Prior to collecting any data, grantees must contact the MDH IRB administrator to consult on whether an IRB review is necessary.

Examples of data collection that would require MDH IRB consultation may include but are not limited to:

- Surveys, questionnaires, assessments that are NOT part of evaluating your program
- Key informant interviews, focus groups, listening sessions that are NOT part of evaluating your program
- Any project that you plan to publish in a peer reviewed journal

If you are considering collecting data from human subjects that is not part of your program evaluation, please complete an [Application for Preliminary Review](#) form and send it to the MDH IRB Coordinator, Liz Arita at [liz.arita@state.mn.us](mailto:liz.arita@state.mn.us) and copy (CC) your grant manager on the email.

## Reporting Requirements

Grantees are required to track progress toward completing all outcomes and activities in your work plan by participating in virtual progress updates and by submitting completed annual reports according to the schedule below. At the end of the grant period, your final annual report must be submitted and complete before your final (June 2023) invoice will be paid.

Progress reports will be a 6 month check-in video call where grantees will be asked to give updates on activities, spending, and successes and challenges. Annual reports will be more comprehensive and will



include evaluation outcomes. *CHE will provide templates outlining the required content for both the check-in call and the annual report.*

Grant Year	Report Type	Reporting Period	Due Date
Year 1 (FY21)	Progress	July 1, 2020 to December 31, 2020	January 2021
Year 1 (FY21)	Annual	July 1, 2020 to June 30, 2021	July 31, 2021
Year 2 (FY22)	Progress	July 1, 2021 – December 31, 2021	January 2022
Year 2 (FY22)	Annual	July 1, 2021 to June 30, 2022	July 31, 2022
Year 3 (FY23)	Progress	July 1, 2022 – December 31, 2022	January 2023
Year 3 (FY23)	Annual	July 1, 2022 to June 30, 2023	July 31, 2023

## 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 trace funds to a level of expenditures adequate to establish that funds have not been used in violation of program restrictions.
- Determine if costs are reasonable and in accordance 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.
- Ensure that grant funds are used to develop new programs or expand current programs that work towards improving child development outcomes and are **not** used to supplant current county or tribal expenditures.
- Support accounting records with source documentation.
- Submit monthly invoices according to the schedule in the grant agreement (by the last business day of the following month). Financial transactions will be on a reimbursement basis.
- Meet audit requirements described in your grant agreement.
- Ensure that indirect costs are explained and justifiable, and do not duplicate itemized charges.
- Evaluation funds may be used for staff time for evaluation.

### Financial Documentation and Record Retention

Grantees are responsible for keeping documentation to support all grant expenditures, including: payroll records; receipts for all grant related expenses; contracts and invoices with subcontractors, consultants and mini-grants; travel logs; and 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 of time 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, meetings or conferences – including mileage, parking fees, hotel accommodations and meals – in the amounts actually incurred and not to exceed any maximum amounts listed in this section.

### Mileage

Grantees may be reimbursed for the use of personal automobile mileage at the current Federal IRS rate (\$0.58 per mile as of January 1, 2020) for travel related to grant activities. The Federal IRS mileage rate is subject to change – please check the IRS webpage or contact your grant manager for the current rate. In addition to mileage, actual parking fees or toll charges may be reimbursed.

### Hotel

#### Tribal Grantees

Tribal grantees will be reimbursed for hotel and motel accommodations as outlined in their Tribal Policy and not to exceed the [Federal GSA Per Diem Rates](#). Rates vary depending on the location and month of travel.

#### Non-Tribal Grantees

Non-Tribal grantees may be reimbursed for hotel and motel accommodations provided that grantees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.

### Meals

#### Tribal Grantees

Tribal grantees will be reimbursed for meal expenses as outlined in their Tribal Policy and not to exceed the [Federal GSA Per Diem Rates](#). Rates vary by city and state.

#### Non-Tribal Grantees

Non-Tribal grantees may be reimbursed for meals including tax and a reasonable gratuity according to the [Commissioner's Plan](#), created by the Commissioner of Minnesota Management and Budget, or the actual expense, whichever is less. Alcohol purchases will not be reimbursed. Maximum reimbursement for meals including tax and gratuity is:

Maximum Meal Reimbursement Amounts	
Breakfast	\$9
Lunch	\$11
Dinner	\$16

## 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

The following communication pieces require prior approval:

- Radio, television, and movie theater ads;
- Advertisements in newspapers, magazines, journals, trade or association publications, electronic newsletters, or websites;
- Advertisements on billboards, bus stops, etc.

Please email your grant manager a copy of your proposed draft for review. Your grant manager will strive to get back to you with feedback or approval within 5 business days. Please ensure enough time in the planning process to incorporate MDH feedback.

### 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 grant related.
- 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.

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.

## Incentives and Stipends

CHE recognizes the importance of compensating community members for their time expertise. Both incentives and stipends are allowable expenses that require prior approval. CHE differentiates between incentives and stipends as follows:

- **Incentives** are gift cards given to participants in a program to encourage participation in something that is for their own benefit (e.g. a gift card for getting a cancer screening or attending an educational session) or for the evaluation of a program (e.g. a gift card for taking part in a focus group). Incentives may **not** be cash.
- **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. For example, a stipend given to advisory board members who spend 2 hours/month per year helping develop and/or guide the program. Another example would be a peer mentor who goes out into the community to teach others about HIV/AIDS transmission and protection.

Gift cards purchased as incentives and/or stipends 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 participant.

If the incentives and/or stipends are already included in your most recently approved budget, additional approval is not necessary. If the incentives and/or 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 the incentives and/or stipends included for approval.

## Out-of-state Travel

Out-of-state travel expenses include but are not limited to:

- Conference or workshop registration fees.
- Commercial transportation (air, light rail, bus, shuttle bus, taxi, etc.) provided that no air transportation shall be by first class unless authorized by MDH. Fares for light rail, bus, shuttle bus, and taxi will be reimbursed from the airport to hotel and from the hotel to airport.
- Reasonable checked baggage fees for flights.
- Meals in accordance with the [Commissioner's Plan](#). Meal reimbursement rates vary for out-of-state metropolitan areas.

All out-of-state travel requires prior approval and must relate to grant duties or activities. If the out-of-state travel is already included in your approved budget and work plan, additional approval is not necessary. If the out-of-state travel is *not* included in your approved budget and work plan, prior approval (and a budget revision) is required. Please email your grant manager a proposed revised budget and work plan with the out-of-state travel included for approval along with a brief justification of how the out-of-state travel will support your CSF program objectives.

## Allowable Uses of CSF Funds

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

- Approved prevention or screening services
- 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 related to healthy child development)

- Child care for program participants (grantees may provide group child care for participants but may not reimburse participants for child care expenses)
- Computers that will be directly used for your proposed activities
- Developing and training community leaders, including staff development related to the project, in order to build a community's capacity to act to address health inequities in child development
- Educational opportunities for staff and participants related to your program, including transportation and fees
- Food and refreshments for program meetings, sessions, etc. as appropriate (refer to the **Travel Expenses** section for food costs limits based on either Tribal Policy/GSA limits or the [Commissioner's Plan](#) for non-Tribal grantees)
- Individual counseling or crisis intervention services
- Office supplies that are not included in the organization's indirect cost pool
- Project implementation, including program operations, staff salaries and benefits, etc.
- 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)
- Programs or initiatives that target males or fathers
- Programs or initiatives that target youth who are parents
- Promotional materials such as buttons, stickers, magnets, etc. that are intended to generate visibility or interest in your project, generate awareness, etc.
- Screening supplies
- Speaker fees directly related to the CSF project
- Transportation for program participants (general funds recipients only may provide non-cash support to participants such as bus tokens, cab rides, etc.; *all grantees* may provide program-provided transportation in an organization vehicle, rented bus, etc.)

## Unallowable Uses of CSF Funds

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

- Alcohol or any illegal substance
- Any cost not directly related to the CSF grant
- Bad debts or personal debts
- Capital improvements
- Cash assistance paid directly to individuals to meet their personal or family needs
- Conducting compliance checks
- Contingencies
- Contributions or donations
- Costs incurred prior to or after the grant award (unless otherwise indicated)
- Fines and penalties
- Fundraising
- Gifts or bonuses for staff

- Goods or services for staff personal use
- Grant writing
- Interest
- Lobbying
- Losses on agreements or contracts
- Political campaigns on behalf of, or in opposition to, any candidate for public office
- Purchase of vehicle(s) for program use or expenses related to a vehicle's license tabs, maintenance, etc. (the IRS mileage rate includes depreciation, maintenance and repairs, tires, gasoline, oil, insurance, and license and registration fees)
- Research
- Sponsorships of events, trainings or advertisements that are not directly related to the CSF grant
- Staff meals (except during approved travel)
- Supplanting of funds from other sources
- Treatment of a disease or disability

## Lobbying Restrictions

CSF Grant funds may ***not*** be used for lobbying, which MDH defines as advocating for a specific public policy after it has been formally introduced to a legislative body. However, **grantees may use grant funds to educate stakeholders about the importance of policies as a public health strategy**. Education includes providing facts, assessment data, reports, program descriptions and information about budget issues and population impacts without making a recommendation on a specific piece of legislation. Education may be provided to public policy makers, other decision makers, specific stakeholders and the general community.

Lobbying restrictions do *not* apply to informal or private policies. Informal or private policies, sometimes called “voluntary” policies, are policies passed by an organization. For example, an apartment building may establish its own smoke-free policy (one not required by law). Grantees *may* choose to advocate or lobby for or against these kinds of policies in support of healthy child development.

Grantees may make educational materials related to healthy child development available to the public and governmental bodies, officials and employees. These materials may not advocate the adoption or rejection of an official action, but may contain facts, analysis, studies and research. Grantees may not use grant funds to participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Grantees may use other funding sources to influence an official action of a governmental unit or tribal government related to healthy child development, in accordance with federal and state law, grantee policy and funding restrictions, but they must clearly document which activities are covered by which funding source. Volunteers of a grantee who spend more than \$250 of their own funds in any year to influence state legislation or administrative rules may need to register as a lobbyist under Minnesota Statute 10A.01, subdivision 21. Information about registration is available from the state Campaign Finance and Public Disclosure Board at 1-800-657-3889.

If you have questions about navigating the line between advocacy and lobbying, contact your grant manager *before you begin the activity*.

## Maximizing Your CSF Funds

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

are not able to be carried over to the next fiscal year. 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

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

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

For example, if you would like to move \$4,578 from *Supplies* to *Salary & Fringe* because you are anticipating needing extra staff time during a transition period, first check to see if \$4,578 is 10% or more of either the *Supplies* or the *Salary & Fringe* line. In the example below, the total *Salary & Fringe* line is \$80,016 (10% is \$8,002) and the total *Supplies* line is \$19,255 (10% is \$1,925). Because the \$4,578 you want to move is more than 10% of the *Supplies* line total (\$1,925), you must request a budget revision before the change in spending occurs.

**Budget Summary**

YEAR 1	
Community Solutions Funds	TOTAL
I. Salary & Fringe Benefits	\$80,016.00
II. Contractual Services	\$33,000.00
III. Travel	\$5,450.00
IV. Supplies	\$19,255.00
V. Other	\$9,800.00
VI. Indirect Costs	\$14,208.00
<b>TOTAL</b>	<b>\$161,729.00</b>

To request a budget revision, make the proposed changes to a copy of your most recently approved budget narrative. Please underline new text and ~~strike through old text~~. For example:

### Salary & Fringe Line

Community Solutions - Year 1	
<b>TOTAL:</b>	<b>\$84,594.00</b>
Program Coordinator, .75 FTE @ \$26.48/hr = <del>\$41,308</del> , and Fringe 33% of salary which = benefits @ <del>\$13,632</del> . <del>Total = \$54,940</del> , Coordinator increased to 1 FTE for last quarter = \$3,442 additional salary + \$1,136 fringe. Total = <u>\$59,518</u>	
Program Director, .15 FTE @ \$30.43/hr = <u>\$9,494</u> & fringe @ 33% of salary = <u>\$3,133</u> . Total = <u>\$12,627</u>	
Program Assistant, .25 FTE @ \$18/hr = <u>\$9,360</u> fringe @ 33% = <u>\$3,089</u> . Total = <u>\$12,449</u>	
Total = <del>\$80,016</del> <u>\$84,594</u>	

### Supplies Line

Community Solutions - Year 1	
<b>TOTAL:</b>	<b>\$14,677.00</b>
Dinner for advisory groups (15 people) at \$200 per meeting x 12 meetings = \$1,200. Computer for program coordinator (prorated at 75%) = \$600 IT Costs (prorated at 15% of agency cost) = \$3,255 Office Supplies = <del>\$5,000</del> <u>\$1,422</u> Printing, Copying and Postage = \$2,000 Books and Supplies for Classes = <del>\$4,000</del> <u>\$3,000</u> Snacks for Program Participants (20 participants x 20 sessions x \$8) = \$3,200 Total = <del>\$19,255</del> <u>\$14,677</u>	

Once you have revised your budget to reflect the changes you would like to request, **email a copy of the proposed budget 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). Please ensure enough time in your planning process to allow for revisions if needed. *MDH has authority to deny budget revision requests.*

### Other Reasons to Request a Budget Revision

In addition to changes of 10% or more 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 CSF 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 professional development opportunity 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 or not a budget revision is needed, please contact your grant manager.

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

If you would like to make a change to your budget that is *less than* 10% of the budget lines, 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, objective and/or strategy is no longer consistent with their most recently approved work plan. 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 ~~strikethrough old text~~. For example:

Goal(s) (1-3)	Activity / Strategy	Lead Person, Staff, External Partners	Purpose	How will you demonstrate that your purpose has been achieved?	Timeline
1, 2, 3	Advocacy training sessions for parents and caregivers <u>in the Latinx and Somali community</u> in Willmar	Lead: Ms. <del>Sahra</del> Ahmed  Staff: Mr. William Reyes, Dr. Juanita Johnson  External Partners: Policy Action Network, Willmar Early Childhood Coalition, <u>Latinx Family, Friends, Neighbor (FFN) Advocates</u> , Somali Family, <u>Friends, Neighbor (FFN) Advocates</u>	To promote community-led advocacy for racial equity in local policy-making in Willmar, with special attention to policies affecting child development and family well-being	<u>50% of</u> Participants identify racial equity action areas  <u>50% of</u> Participants report increased confidence and skills in advocacy  <del>Some 50%</del> of participants commit to joining parent/caregiver advocacy group  Staff follow up with participants <u>to assess usefulness of advocacy trainings</u>	7/15-8/31/20: Planning  9/1-9/30/20: Recruitment  Weeks of 10/5 and 10/12/20: Training sessions  Weeks of 10/19 and 10/26/20: Follow-up contacts

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 CSF invoice form. Please submit your invoice electronically (either as a Microsoft Excel document or PDF) as an e-mail attachment to [health.solutions.for.child.development@state.mn.us](mailto:health.solutions.for.child.development@state.mn.us)

#### CSF Invoice Form

 <b>DEPARTMENT OF HEALTH</b> CENTER FOR HEALTH EQUITY	<b>Community Solutions Fund Grant Invoice</b> <small>Submit invoices monthly to <a href="mailto:health.solutions.for.child.development@state.mn.us">health.solutions.for.child.development@state.mn.us</a> according to the schedule in your grant agreement.</small>
Date: <input style="width: 150px;" type="text"/>	Grantee: <input style="width: 300px;" type="text"/>
Address: <input style="width: 550px;" type="text"/>	
Contact: <input style="width: 150px;" type="text"/>	Phone: <input style="width: 300px;" type="text"/>
Billing period (dates) <input style="width: 150px;" type="text"/>	From: <input style="width: 150px;" type="text"/>

	CSF Funds	
Salary and Fringe Benefits		<b>Note:</b> 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 or to <a href="mailto:health.solutions.for.child.development@state.mn.us">health.solutions.for.child.development@state.mn.us</a>
Contractual Services		
Travel		
Supplies and Expenses		
Other		
<b>SUBTOTAL</b>	<b>\$0.00</b>	
Indirect <small>Use rate in approved budget</small>		
<b>Total General Funds: \$0.00</b>		<b>INVOICE TOTAL: \$0.00</b>

Financial transactions will be on a reimbursement basis. Grantee reimbursement requests must correspond to the way expenses were budgeted in your most recently approved budget. For example, if a grantee budgeted for food at a project advisory board meeting under “Supplies,” then the food expenses should be invoiced under the “Supplies” line. **CHE staff will review each invoice against the approved grant budget and grant expenditures to-date before approving payment.**

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 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.**

As stated in your grant agreement, **invoices must be submitted in a timely fashion and are due by the last business day of the following month when the expenditures are incurred.** For example, if an expense is incurred in July 2020, an invoice must be submitted for this expense by August 31, 2020. If you would like to request an alternative payment schedule (e.g. bimonthly or quarterly) please send a written request to your grant manager.

If you have any questions about how to submit an invoice, contact Darwin Flores Trujillo at [darwin.flores.trujillo@state.mn.us](mailto:darwin.flores.trujillo@state.mn.us).

## Payment Procedure

CHE 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 vendor with the State of Minnesota. If you have questions about your payment, please contact Darwin Flores Trujillo at [darwin.flores.trujillo@state.mn.us](mailto:darwin.flores.trujillo@state.mn.us).

**MDH has authority to deny invoices submitted more than 30 days after the submission dates specified in your grant agreement. 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 work to support you.

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.