Minnesota Office of Justice Programs
Short-Term Coronavirus Relief Funds (CRF) Grants

Source Documentation Required

Source Documentation is required for any grant expense. Upload all receipts, invoices and proof of payments in a Source Documentation Report (SDR) for each Financial Status Report (FSR) submitted. Create and submit the FSR and SDR in e-grants.

PERSONNEL
All staff partially paid with grant funds are required to complete a time-tracking log. It is a federal requirement to show actual hours worked related to each funding source. Time-tracking log samples can be provided upon request. (It is highly recommended to pay any staff 100% with grant funds to avoid the need for keeping time-tracking logs.)

Required Sources:
- Paystubs or a comparable report showing wages, taxes and fringe benefits paid and
- Timesheets signed by employee and supervisor and
- Time-tracking logs, if applicable

PAYROLL TAXES & FRINGE
Staff paid with multiple funding sources are required to have their taxes and fringe costs billed proportionately to their wages billed. (This can get complicated. Paying staff with one funding source will avoid calculating these costs.)

Tax Documentation- Proof of federal and state tax payments
Required Source: Bank Statements

Fringe Documentation- Benefits
One or more of these sources:
- Payroll information or
- Documentation of all benefits paid by grant that include individual names (invoices from insurance vendors, etc.)

CONTRACT SERVICES
See the Contract and Billing Documentation for the specific requirements.

Required Sources:
- Copy of executed contract with all required signatures and
- Detailed invoice/s- include dates, description of work done, invoice amount and
- Proof of payment and
- If a non-governmental grantee and if expense is over $10,000, completed Contract and Billing Documentation
OFFICE & PROGRAM EXPENSES
Expenses must be included in the approved grant budget.

Required Sources:
- Pre-approval documentation- organization’s expense request form with all required signatures and
- Copies of full invoices showing items purchased and form of payment (check number, credit card, etc.) and
- Proof of payment- canceled check, evidence of completed bank transfer, copy of your credit card statement

TRAVEL & TRAINING
In accordance with the State of Minnesota Travel Policy.

Travel Required Sources:
- Mileage tracking form- includes date, starting location, ending location, total miles and mileage rate and
- Staff expense reimbursement request form with all required signatures
- Hotel folio

Training Required Sources:
- Pre-approval documentation with all required signatures and
- Training description- agenda and
- Invoice and proof of payment

BUILDING EXPENSES
Expenses must be included in the approved grant budget.

Required sources:
- Invoices- include breakdown of funding sources for each invoice since grant won’t cover 100%
- Proof of payment