

**Miami Dade College
Resource Development
Grant Files Inventory Form**

Folder	File	Detail
Grant Award Guide		Download from Resource Development Website
Grant Documents	RFP	The grant opportunity announcement from the agency
Grant Documents	Proposal	Our response to the RFP
Grant Documents	Approved Board Item	Provided by Resource Development
Grant Documents	Agency Award Documents	Agency Contract, Agreement, Notice of Award, or Grant Award Notification
Grant Documents	Subcontracts	Fully executed
Grant Documents	Amendments	Fully executed
Budget	Agency Approved Line-Item Budget and Narrative	From Agency Award Documents
Budget	Budget Revisions	Approved by funder
Budget	Shadow Budget	Typically an Excel spreadsheet
Budget	General Ledger Balance	Print screen from ODYSSEY on a monthly basis
Budget	Communications with RAM	Journal Entry, Budget Transfer Records, Emails, QUAL Assignment Memorandum, Approval Path Form,
Purchases	Vendor Quotes	
Purchases	Invoices	
Purchases	Purchase Orders	
Purchases	Disbursement Requests	
Purchases	P-Card Reconciliation Reports	
Purchases	Proof of Payments	
Cost Sharing	Time and Effort Records	Time and Effort Certification Forms for MDC Employees
Cost Sharing	Inventory Documentation	Invoices, purchase orders, proof of payments, property control records
Cost Sharing	Supplies	Invoices, purchase orders, proof of payments
Cost Sharing	Unrecovered Indirect Costs	If pre-approved by funding agency, may include use of MDC facilities
Third Party Cost Share	Third Party In-Kind Contribution Forms	Must be completed for: Cash or Gift Card Donations, Donated Equipment, Supplies, and Services
Third Party Cost Share	Volunteer Services	Volunteer Time Sheets for Non-MDC Employees
Implementation	Agency Communications	Emails and Letters (Every communication with the funder should be followed up in writing)

Implementation	Programmatic and Financial Monitoring	Monitoring Reports, Audits, and Corrective Action Plans
Implementation	Performance Reports	Data Tracking, Annual or Quarterly Reports, and Proof of Timely Submission
Implementation	MDC Organizational Information	MDC Organizational Chart and Program Reporting Line
Implementation	Public Relations Materials	Flyers, Pamphlets, Press Releases, etc.
Implementation	Maps	Map of Campus and off-campus sites
Implementation	Objectives Documentation	
Personnel	Staff Roster	With Time and Effort Percentage List
Personnel	Time and Attendance Records	Timesheets and Screen Print of bi-weekly Payroll Approval page from ODYSSEY
Personnel	Employee Files	RPAs, Resumes, Signed Job Descriptions, and Performance Reviews
Personnel	Contractors and Consultants	Agreements for Services
Inventory	Property Control Records for Equipment	Include location of all equipment
Inventory	Invoices, purchase orders, proof of payments	
Inventory	Serial Numbers for Equipment	
Participant Files	Participant List	
Participant Files	Event Attendance Sheets	Sign-in Sheets - Include date and time, name of event, name of presenter
Participant Files	Each Individual Participant File May Include:	Proof of Eligibility, Applications, Intake Forms, Selection Rubric for Program, Information Release Forms, Consent Forms, Scholarship Contracts, Mentor Visit Notes, Case Notes, Attendance Information
Evaluation	Evaluation Documents	Evaluation Plan, Data, Surveys, Reports, Agreement for Services, and procurement information (if applicable)

Note: This list is not all inclusive. Your grant may require more documentation. Always follow the guidelines of the grantor.