

Grant Program
Invoice for Reimbursement of Grant Funds

Directions: When submitting an invoice for reimbursement, you must fill out this document along with a budget table in the Budget Tracker spreadsheet. Email both documents (and any supporting documentation or “proof” like receipts) as attachments to the MPCA grant project manager for review. After the MPCA grant project manager approves your invoice and attachments, they will email them to MPCA Accounts Payable and will copy you on that email. In the following sections, provide the necessary information for the relevant invoice period. If there are no updates to provide, type “N/A”. Examples of the information you should include are provided throughout this document in blue text.

- **Email Subject Line:** Grantee Name, Grant Name, and Invoice Number (ex: *ABC Company, Prevention of Wasted Food & Food Rescue Grant, Invoice #2*)
- **Attach:** this document, the budget tracker, and your supporting documents

Overview – in this section, update the information in the bottom three rows of the table

Project Title: City of Hinckley WWTF PFAS Source Identification and Reduction Strategy	
Total Grant Amount: \$52,800.00	Total Match: \$5800
Grantee: City of Hinckley, MN	Grantee Contact Name: Leah Jackson
MPCA Grant Project Manager: Austin Dehn/Lucy Trotter	
SWIFT Contract: 270506	PO#: R3201-3000038723
Agency Interest ID #: 1014	Activity ID #: PRO20240002
Invoice Number: 04	Invoice Date: 06/30/2026
Grant Invoice Amount Requested: \$3,347.50	Match Amount Used: \$270.73
Grant Amount Remaining After Invoice: \$39,751.49	Match Remaining After Invoice: \$5,129.61

Summary of Expenses – in this section, provide brief descriptions of the expenses spent during the invoicing period

Objective	Task	Brief Description of Expense <i>Include a description for each subtask, outlining the work completed (include detailed measurements when possible that support the project targets) or the purchases made during the invoice period.</i>	Documentation Attached <i>e.g., Receipt for equipment purchase, staff time sheet</i>
Objective 1 – WWTF PFAS Source Identification Strategy, workplan timeframe (if provided in the executed workplan)	Task A – Sampling	Took samples and lab services for samples	See Attachment A
	Task B – SIU Monitoring	Create, enter, and evaluate results	See Attachment B
	Task C – PFAS PMP Prep	Create brief summary of what has been noted so far and what may be causing results	See Attachment C
	Task D – Community Match/Education	Staff time for competing invoicing/draw requests. Information to council on grant progress and conversations with PeopleService on grant.	See Attachment D

Reflection - Successes, Challenges, and Lessons Learned:

Initial sampling is completed, and some follow-up testing is happening. Now to work on what the needs will be if no PFAS are detected in influent samples but are detected in the digester. Are they current or historical chemicals? Also, do we need to complete more influent tests to verify that no PFAS are currently being introduced into the system? Will continue to work with our consultant, PeopleService to answer these questions.

Other Commitments Tracking:

Below are actions you committed to, or that are required of all grantees, such as but not limited to communicating the results of the project, community engagement, and direct benefits to environment justice communities within this tracking section. For the actions listed below, record any progress made on them during this invoice period as well as progress to-date (pulled from previous invoices). This will create a summary that can then be pulled into your final report.

1. Community engagement (pulled from the workplan and/or application)
 - a. Progress this invoice: N/A
 - b. Progress to-date: N/A

Examples

1. *Communicate about the project and its progress/results in organization monthly newsletter and public settings (as committed to in their application).*
 - a. *Progress this invoice: 1 newsletter announcements made (a copy of it is included in the email)*
 - b. *Progress to-date: 6 newsletter announcements to-date including the one from this invoice, 1 tabling event at the City EcoExpo, 1 presentation to the Board completed*
2. *Conduct community engagement with the local community that will be participating in the organics collection program (as committed to in their application).*
 - a. *Progress this invoice: none this invoice period*
 - b. *Progress to-date: made a relationship connection with two community leaders and began planning engagement opportunities*