Minnesota Department of Administration
Office of Grants Management
Operating Policy and Procedure
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Policy on Grant Closeout Evaluation

Statutory References
Minn. Stat. 16B.97

Policy

Minnesota Statutes 16B.97 subd. 4(1) provides that the Commissioner of Administration shall "create general grants management policies and procedures that are applicable to all executive agencies."

It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them. State agencies must consider a grant applicant's performance on prior grants from that agency before making a new grant award of over $5,000. State agencies should create a process that best meets their needs for complying with this policy and ensure the following data are available for review:

- Grantee name, grant amount, period of award, and amount of grant spent
- Grant description and purpose
- If applicable, list:
    - Additional conditions placed on the grant as part of the pre-award review process
    - If there were any fraud, waste, or abuse concerns with grant performance
    - If the grant was terminated for cause
- Status of grant outcomes
- Status of reporting
- Status of monitoring and financial reconciliation results
- Significant changes that arose during the grant award period
- Status of any financial/audit concerns involving the grantee

State agencies must share grant closeout evaluation and grantee past performance with other state agencies upon request. Grant closeout evaluation is public per Minnesota Statute 13.599.

Scope of Coverage

This policy applies to grant-making at all executive branch agencies, boards, committees, councils, authorities and task forces that make grants.

This policy applies to competitive, legislatively named, formula and single and sole source grants, but does not apply to bonding and capital grants. This policy applies to grants of over $5,000.

Grant programs that seek an exception to this policy must complete a Grants Policy Exception Request and submit it to the Office of Grants Management for the approval of the Commissioner of Administration.