

# External Procedure – OGM 08-13.02 – Grantee Performance Evaluation Review and Posting

Procedure Owner: Outcomes and Reporting Manager, Office of Grants Management

Approved by: Enterprise Grants Managing Director

Effective Date: September 6, 2024

## Reason for the Standard Procedure

### Purpose Statement

This procedure clearly defines the steps to review and post grantee performance evaluations within the [grantee performance evaluation online system](https://osp.admin.mn.gov/user/login?destination=/node/421). This supports compliance with Office of Grants Management (OGM) Policy 08-13.

### Policy, Statute, and Legal Requirements

* Minnesota Statute §16A.057, Subd. 5, Internal Controls and Internal Auditing.
* Minnesota Statute §16A.057, Subd. 8, Agency Head Responsibilities.
* Minnesota Management and Budget (MMB) Statewide Operating Policy 0102-01, Internal Control System.
* Minnesota Statute §16B.97, Subd. 4(a)(1), Duties.
* Minnesota Statute, §16B.98, Subd. 12, Grantee Evaluations.
* OGM Policy 08-13, Evaluating Grantee Performance.

### Applicability

This procedure applies to OGM and agencies submitting grantee performance evaluations to the Department of Administration via OGM.

## Procedure Scope

### In Scope

#### Review and posting of submitted grantee performance evaluations.

### Out of Scope

OGM – 08-13.01 – Grantee Performance Evaluation Agency User Authorization.

## Supporting Tools

Reference the following resources for detailed instructions:

* [Grantee Evaluation Training Document](https://mn.gov/admin/assets/Training%20materials%20for%20OGM%20Policy%2008-13%20PDF%20-%204.12.24_tcm36-620445.pdf).
* [Grantee Evaluation Template](https://mn.gov/admin/government/grants/training/).

## Standard Process Defined

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| Step Number | Step Description | Role/Responsible Person | Timeline |
| 1. | Agency authorized user enters and submits grantee performance evaluation information into the online system. Refer to Pages 15-21 of the [Grantee Evaluation Training Document](https://mn.gov/admin/assets/Training%20materials%20for%20OGM%20Policy%2008-13%20PDF%20-%204.12.24_tcm36-620445.pdf) for detailed steps. | Agency authorized user | As needed. |
| 2. | Office of Grants Management (OGM) monitors online system for newly submitted evaluations on a weekly basis. | OGM Outcomes and Reporting Manager | As needed. |
| 3. | OGM reviews evaluation content for completeness. | OGM Outcomes and Reporting Manager | Within one month of submission. |
| 4. | If errors or issues are identified, OGM staff will contact the authorized user who entered the data record to confirm next steps for resubmitting. | OGM Outcomes and Reporting Manager; agency authorized user | As needed. |
| 5. | Once grantee evaluation review is completed, OGM changes the status and posts the evaluation, making the evaluation visible to the public. | OGM Outcomes and Reporting Manager | Within one month of complete form upload. |
| 6. | Published grantee evaluations can be viewed by the public on [the public portal](https://osp.admin.mn.gov/granteval/grant-eval-uploader). |  | As needed. |

### Definitions

* Authorized agency authorized user: State employee entering a grantee performance evaluation into the online system.
* Agency designated authorized individual: State employee with authority to approve or rescind a user’s access to the online system for the respective agency or office.
* Online System: The [web-based portal](https://osp.admin.mn.gov/user/login?destination=/node/421) through which grantee performance evaluations are submitted and released publicly.

## History and Updates

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|  | Description | Date |
| Publication | Initial Publication | September 6, 2024 |