

State of Minnesota Grants Management Overview

This document outlines key principles related to grant management by State of Minnesota Executive Branch agencies, boards, councils, and commissions; provides an overview of the Office of Grants Management (OGM); and describes the role of the Grants Governance Committee (GGC).

Grants Management Key Principles

Grants management should be recognized as a core function of a state agency's work. The strategic responsibilities often impact multiple divisions in a state agency. Effective grants management is a critical component within state government. Executive branch grant administration involves both centralized and de-centralized functions.

What is centralized in grant management?

The 13 state grant policy framework is applicable and required for all executive branch agencies to implement: [Minn. Stat. §16B.98 Subd. 4 \(a\) \(1\)](#)

What is de-centralized in grant management?

- Executive branch grant-making and grant administration: [Minn. Stat. §16B.98 Subd. 6](#)
- Grant-making authority
- Specific grant appropriation requirements (including appropriations from the Minnesota Legislature and federal grant fund requirements, terms, and conditions)

What authority do agencies have?

- As executive branch grantors do not have general or automatic grant making authority, it's important to know which statutes support the agency, board, or council's ability to make and execute grants.
- Executive branch grantors do have required statutory direction on the grants management process as referenced in [Minn. Stat. §16B.98](#) and [Minn. Stat. §16B.981](#) which includes information on administrative costs, conflict of interest, pre-award risk assessment, minimum requirements for grant agreements, payments, administration and monitoring, and audit/record retention.

What does the Office of Grants Management Do?

The Department of Administration's [Office of Grants Management \(OGM\)](#) was established in 2007 in response to a program evaluation by the Office of the Legislative Auditor on state grant-making. Its mission is to standardize, streamline, and improve state grant-making practices and to increase public information about state grant opportunities.

- The principal ways OGMs fulfill its mission are by developing enterprise-wide grant management policies; delivering risk assessment, online resources, training and technical guidance to state agencies to support policy implementation, including practices to embed equity in grant-making and grant-administration; and conducting outreach to empower and learn from external stakeholders.
- Statutes that guide the work include [Minn. Stat. § 16B.97](#) [Minn. Stat. §16B.98](#), [Minn. Stat. §16B.981](#) and [Minn. Stat. §16B.991](#).
- OGM administers [13 comprehensive grant policies](#) to improve state grant-making. These policies address the full life cycle of grant making and administration, including:
 - Conflict of interest, grant notification, and competitive process
 - Diversity, equity, and inclusion in competitive grant-making
 - Pre-award risk assessment
 - Executing and amending grant agreements
 - Stewardship and internal controls
 - Monitoring, reporting, grant progress, and payment
 - Grant closeout and evaluation
- OGM maintain two websites that provide [information and assistance to grant-makers](#) and [resources for grant-seekers](#).
- OGM also administers grants on behalf of the Department of Administration, including awardees of Arts and Cultural Legacy grants.

What is the purpose and role of a Grants Governance Committee and State Agency Representatives?

OGM works closely with the Grants Governance Committee (GGC) and state agency grant contacts from state grant-making agencies, boards, and councils and key grantee constituencies to promote policy compliance and continuous improvement.

The purpose of the GGC is to bridge policy and practice by bringing knowledge, experience and expertise to the table so we can collectively work to improve the efficiency and effectiveness of state grant investments. The GGC is made up of representatives from state grant-making agencies and key external grantee constituencies. The group convenes to share information about grant policies, resources and experiences that support continuous improvement across the state enterprise and shape OGM's work.

Executive Branch GGC representatives:

- Are in a leadership/coordinating/supervisory role
- Serve as a central point of contact for effective implementation of state grant policies within agency, board, or council
- Share information and coordinate stakeholder feedback on state grant policy revisions, legislation and legislative inquiries, significant grant policy topics and trends

- Share pertinent information with key leaders and team members within and across agency, board, or council including directors, supervisors, managers, grants staff, etc.
- Model best practice and support ongoing training and professional development for all team members in agency involved in grant-making and grant administration
- Embrace dialogue and constructive problem-solving to move the state enterprise toward effective solutions
- Serve as the authorizer of agency grantee performance evaluation uploaders unless agency leadership communicates otherwise to OGM. This involves communicating changes to and confirming status of approved agency uploaders to the OGM Outcomes and Reporting Manager

External partner representatives:

- Are in a leadership/coordinating/supervisory role
- Share information and coordinate stakeholder feedback on state grant policy revisions, legislative inquiries, significant grant policy topics and trends
- Embrace cross-sector dialogue