

Minnesota Department of Administration Office of Grants Management

Operating Policy and Procedure

Issue Date: 12/08/08

Policy Number: 08-09

Policy on Grant Progress Reports

[Minn. Stat. §16B.97](#)

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Minn. Stat. §16B.97 Subd. 4(a)(1) provides that the Commissioner of Administration shall “create general grants management policies and procedures that are applicable to all executive agencies.”

Policy

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

State agency staff shall determine the report format and content requirements that best meet their needs in evaluating the outcomes of the grant program.

Grant payments shall not be made on grants with past due progress reports unless the state agency has given the grantee a written extension.

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 supersedes other state agency policies that concern grant payments except when the existing state agency policy is stricter.

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.

Definitions

Grant Progress Reports

A grant progress report summarizes grant activities and outcomes for a given period. A progress report may have narrative, statistical and/or financial elements. Information requested in a grant progress report may include, but is not limited to: goals and objectives, activities, outcomes, challenges, lessons learned and financial information.

Grant Outcomes

Grant outcomes are the observable and measurable results that are expected from the grant.

Procedures

1. Grant reporting requirements are detailed in the grant contract agreement.
2. The grantee submits grant progress reports based on the schedule outlined in the grant contract agreement.
3. Agency staff review submitted grant progress reports and follow-up with the grantee if there are questions or concerns.
4. Grants payments are not made on grants with past due progress reports unless the state agency has given the grantee a written extension.