# Grant Fraud Reporting Quick Reference

DEPARTMENT OF ADMINISTRATION
GRANTS MANAGEMENT

This tool supports agency staff in reporting suspected fraud, concerns, and/or unlawful use of public resources.

## When to Report

State staff are required to submit a report through agency and external channels when they obtain information or discover evidence of fraud, suspected fraud, financial crime, or possible unlawful use of public money, property or other public resources. *See reverse for list of potential red flags or issues.*

## Reporting Steps

**1**

### Document Your Concerns

Record specific observations, dates, names, and supporting evidence.

**2**

### Identify Agency Reporting Channels

Share concerns with your supervisor.
Use your agency's escalation process and procedures.

**3**

### Submit Reports to Required Entities

Submit the following information to required external entities.

- Description of suspected fraud
- When and where it occurred
- Who is involved
- Dollar amount (if known)
- How you became aware of the issue
- Supporting documentation
- Your contact information
- Grant contract number
- Grantee information
- Agency contact

## How to Report

### Office of Grants Management (OGM)

- Suspected fraud or misuse in grants
- Debarment-worthy conduct

Submit reports via email OGMreporting.ADM@state.mn.us

Review suspended and debarred grantees and debarment causes.

### Bureau of Criminal Apprehension (BCA)

- Suspected fraud or financial crimes
- Possible unlawful use

Submit reports by Reporting Form, email MNfraud.Bureau@state.mn.us, or phone 651-793-3750.

### Office of Legislative Auditor (OLA)

- Suspected fraud or financial crimes
- Possible unlawful use

Submit reports by Reporting Form, email ola.complaints@state.mn.us, or phone 651-295-1272.

### Department of Revenue (DOR)

- Suspected tax fraud

Submit reports by Reporting Form, email tax.fraud@state.mn.us, or phone 651-297-5195.

## Whistleblower Protections

Minnesota law protects state employees who report suspected fraud in good faith.
*Minn. Stat. § 181.932, Minn. Stat. § 43A.39*

# Report if you observe

- Possible unlawful use of public money, property, or other public resources
- Suspected state program fraud. This might include:
- Multiple fraud indicators that cannot be reasonably explained
- Documentation that appears to be falsified or significantly altered
- Activities or expenses that cannot be verified as legitimate
- Deliberate attempts to mislead or provide false information
- Any situation where you have reasonable suspicion that fraud may be occurring
- Evidence or information indicating a grantee or potential grantee may have engaged in conduct that could lead to debarment as defined in Minnesota Rules, part 1230.1150, subpart 2.

## Websites and Publications

- Office of the Legislative Auditor (OLA) Website: https://www.auditor.leg.state.mn.us
- Reporting to the OLA: A Guide for Organizations
- Office of Grants Management (OGM): https://mn.gov/grants
- Bureau of Criminal Apprehension (BCA) Website: https://dps.mn.gov/divisions/bca
- Minnesota Department of Revenue (DOR) Website: https://www.revenue.state.mn.us
- Governmental Accountability Office (GAO) Antifraud Resources: https://antifraud.gaoinnovations.gov/

## Agency Policy and Resources

- MMB Enterprise HR/LR Policy #1445 Code of Ethical Conduct
- MMB Enterprise Policy #0102-01 Internal Control System
- OGM Training and Related Materials page
- OGM Resources page
- OGM Policies page

## Executive Orders

- Executive Order 25-01: Preventing Fraud and Establishing the Financial Crimes and Fraud Section of the Department of Public Safety
- Executive Order 25-10: Empowering State Agencies to Continue Combatting Fraud

## Statutes

- Minnesota Statutes, section 13.357. Data sharing across government entities, related to suspected fraud.
- Minnesota Statutes, section 15.013. Agency administrative withholding of program payments due to fraud.
- Minnesota Statutes, section 16A.057. MMB Internal control and audit standards, agency head responsibilities.
- Minnesota Statutes, section 16B.97. Grants management, OGM discretionary powers and authorities.
- Minnesota Statutes, section 16B.98. Reporting of violations of laws/rules governing grants, audit clause.
- Minnesota Statutes, section 16B.981. Preaward financial review and risk assessment of potential grantees.
- Minnesota Statutes, section 181.932. Protections for employees reporting concerns in good faith.

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