

## Admin Grantee Evaluation System FAQs

Updated 6/9/25

### **Should I or could I be an evaluation uploader?**

Every agency is handling this differently. There are no limits on the number of approved uploaders at an agency. Please check with your supervisor. Grant staff in a variety of roles may be involved in the grantee evaluation process/workflow.

### **Will OGM check my spelling or change the content of the evaluation?**

OGM will not change any information in the submitted forms. This is your agency's data. We will, however, flag if there is a clear error (e.g. grant end date in 2078) or something that may need to be reviewed prior to public posting (e.g. all fields just contain the word 'elephant'). We will reach out to the submitter with any questions. If changes are needed, the agency can resubmit the form and the old one will be archived and labeled as such.

### **Will my information as an uploader (name, email) be publicly visible?**

Currently, staff names and emails are not visible in the standard public view. We are working with the system vendor to remove that information from any csv files downloaded from the site.

### **Is the grantee evaluation I submit to Admin the official grant record?**

No. Admin is the conduit for public viewing, not the container. Agencies are responsible for maintaining a copy of the evaluation in their grantee's file as the official record. Along with any response the grantee may send. There are several ways an agency could save this information.

- 1) Complete the evaluation as a word document or in your agency's GMS (if applicable). Save that document in the grant file before submitting content in the Admin system.
- 2) Print screen or save screen to PDF prior to hitting the submit button in the Admin system. Store this PDF in the grantee's file at the agency.
- 3) After evaluations have been made public, view or export data for the grantee or agency from the public facing site.

### **Is there a way to upload more than one evaluation at a time?**

Yes. Agencies have the option to submit multiple evaluations at a time via batch upload. This function requires preparation and submittal of a CSV file (a special type of excel file) to OGM. Data included in this file must be entered in a specific format as outlined in the instructions and templates available on the OGM website or by request from Grants.ADM@state.mn.us.

### **Can grantees respond to evaluations?**

Per statute, grantees can respond to agencies' evaluation of them. Responses must be kept in the grant file at the agency. Grantee responses will not be posted publicly.

### **Are there character limits for the fields?**

The date fields are the only ones with limitations. We tested the fields and could fit 16 pages worth of text or thousands of characters in them. That said, concise and clear will be the most useful for those viewing the information.

### **When should I submit the evaluation?**

Agencies should wait until all grant closeout activities are complete. This will look different for each agency and possibly grant programs within an agency or division. You have 60 days per statute to complete the evaluation (and submit to Admin if needed) after all grant closeout activities are complete.

### **Can agencies edit forms that have already been submitted?**

The system is very basic and does not allow agency staff to edit the forms after they have been submitted. If there are corrections needed, agency staff should resubmit the form and contact OGM to archive the incorrect or outdated evaluation.

### **Can the online system integrate or interface with our agency's GMS or tools?**

Unfortunately, the system does not have this capability.

### **Can our grant team share a log-in set up under our general grant email/inbox?**

The system and audit trails require that logins be issued to specific state staff and not an alias or general email (e.g. Grants.ADM@state.mn.us).

### **How will the public or grantees or agencies know who to contact with questions about the evaluation?**

Agencies are welcome to put general contact information into the final field of the evaluation to direct people to the desired contact for questions.

### **What level of detail should we include in these evaluations?**

The general recommendation is to consider the types of information that you would find useful in your own consideration of past performance when reading other agencies' evaluations of grantee performance. The public form fields mirror the required information from statute. Your agency may have a more robust performance evaluation process in place and if so, agencies are welcome to and encouraged to continue that practice. Remember that since this is public data, agencies are required to share any evaluations with other agencies and the public upon request.

### **Can our agency submit evaluations to the Admin online system that are under \$25,000 or result from an RFP posted before April 1, 2024?**

Yes. Agencies are welcome to submit evaluations for any grants they manage. Some agencies are choosing to do this for consistency and transparency. It is important that agencies communicate to grantees that an evaluation of their performance will be posted publicly and where to find that information.

### **Can our agency submit an exception request for current Policy 08-13?**

The statute behind Policy 08-13 does not allow for exceptions. The policy does not apply to bonding and capital funding.

**I have a question that was not answered during training or this FAQ. Who should I contact?**

OGM encourages agency staff to reach out to their supervisor, GGC member, and/or central grants or contract office with questions about internal agency processes. OGM staff are happy to provide technical assistance and support as agencies set up internal processes and navigate the online system. The OGM team is working on additional resources to support agency grant and grantee evaluation practices. Feel free to contact [Grants.ADM@state.mn.us](mailto:Grants.ADM@state.mn.us) or reach out to Sarah Kate Erickson, [sarah.kate.erickson@state.mn.us](mailto:sarah.kate.erickson@state.mn.us) with questions.