

**Office of Grants Management  
Department of Administration**

**Applicants  
for Grant  
Contracts**

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**Legislature**

**State Agency**

Legislation establishes grant program through appropriation or statute. The way the grant program is administered depends on the legislative language and the default requirements are for grants to be competitively awarded. There are certain situations where a grantee is named in law.

Statute or appropriation authorizes the grant program and appropriates funds.

For competitive grant opportunities, the agency runs a competitive grant process through a Request for Proposals (RFP) and is required to follow OGM policies. Eligibility requirements for grant applicants are included in the RFP based on the legislative appropriation.

Applicants apply based on the eligibility requirements referenced in the Request for Proposals for the specific grant program.

State agency makes decisions on grant awards based on scoring of grant application materials submitted.

State Agency reviews the chosen applicant's financials, fiscal management, internal controls, and confirms the organization is eligible to receive state funds.

For grant contracts of \$50,000 and over, the state agency conducts a pre-award risk assessment, outlined in Minn. Stat. 16B.981

The applicant for grant contract and state agency negotiate the contract.

Grantee delivers services, fulfills requirements identified in contract. Monitoring occurs informed by OGM policies.

Grant contract payment (usually reimbursement from state agency to grantee).

Grant contract closeout evaluation conducted per OGM policy.

