

NIST MEP Annual Review Process

OMB Control #0693-0032
Expiration Date: 09/30/2018

Activities

Lead

At approximately 90 days prior to the annual review	
<ol style="list-style-type: none"> 1. Contact center with potential review dates. 2. Inform Regional Manager (RM)/Federal Program Officer (FPO) of confirmed dates. 	<ul style="list-style-type: none"> • NIST MEP Administrative Staff
60 days prior to review	
<ol style="list-style-type: none"> 1. Contact the center to inform them of the summary report requirements as established by both the RM/FPO 	<ul style="list-style-type: none"> • RM and FPO
<ol style="list-style-type: none"> 2. Begin to assist center in understanding the review process and the performance level as it pertains to IMPACT Metrics 	<ul style="list-style-type: none"> • RM and FPO
30 days prior to review	
<ol style="list-style-type: none"> 1. Send data to the center to incorporate into their summary report. 	<ul style="list-style-type: none"> • FPO
<ol style="list-style-type: none"> 2. Continue to work with the center on preparation of summary report to ensure the center meets submission deadline. 	<ul style="list-style-type: none"> • RM and FPO
Two weeks prior to Review Date	
<ol style="list-style-type: none"> 1. Center provides written responses to recommendations made to their prior reviews and a financial status prior to the review. (This is the same for all centers no matter the performance level on IMPACT Metrics) * <p>* See appendix at the end of this document for IMPACT Metrics level descriptions.</p>	<ul style="list-style-type: none"> • Center
<ol style="list-style-type: none"> 2. Confirms receipt of documentation and follow up with center if there are any questions prior to review day 	<ul style="list-style-type: none"> • RM and FPO
Day of Review	
<ol style="list-style-type: none"> 1. Conduct face-to face annual review with the center unless extenuating circumstances require a virtual review. 	<ul style="list-style-type: none"> • RM and FPO
<ol style="list-style-type: none"> 2. Outline the annual review report process following the actual review. 	<ul style="list-style-type: none"> • RM and FPO
Ten Days Post Review	
<ol style="list-style-type: none"> 1. Prepare draft annual review report for internal review and approval 	<ul style="list-style-type: none"> • RM and FPO
30 days Post Review	
<ol style="list-style-type: none"> 1. Distributes final annual review report to center, RM, FPO, Grants Specialist, and MEP's Enterprise Information System (MEIS) 	<ul style="list-style-type: none"> • NIST MEP Administrative Staff
As Needed	
<ol style="list-style-type: none"> 1. Submit changes to budgets, operating outcomes or statement of work 	<ul style="list-style-type: none"> • Center

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IMPACT Metrics Level Descriptions

The RM notifies the center of their performance level and Annual Review recommendations. Centers all receive face-to-face annual reviews unless extenuating circumstances require a virtual review. Centers are asked to provide written responses to recommendations made in their prior reviews and a financial status report prior to the review. After the review, a center may submit changes or be asked to submit changes in their budgets, operating outcomes or statement of work as appropriate.

Level 1: Centers that have IMPACT Metrics scores of 70 or greater for the two most recent quarters and are over the \$10M curve on the MEP Metric Map for the two most recent quarters.

Level 2: Centers that do not meet the Level 1 criteria and have IMPACT Metrics scores of 40 to 60 for the two most recent quarters.

Level 3: Centers that have 30 or below IMPACT Metric scores for the two most recent quarters.

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