



**COMMERCE  
DEPARTMENT**

DIVISION OF ENERGY RESOURCES

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## **Request for Proposal Application Guide**

A how-to guide on applying online for RFPs posted by the  
Minnesota Department of Commerce

Updated: 11/18/2019

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The Minnesota Department of Commerce may use a grant interface website for request for proposal (RFP) applications. This guide is a walkthrough to set up an account to apply to a RFP application on the grant interface website.

## Step 1: Go to the website

Use a web browser to go to the [Commerce Grant Interface Website Logon Page](https://www.grantinterface.com/Home/Logon?urlkey=mndoc). If this link does not work, type or copy and paste the following website address into the address bar of your browser:  
<https://www.grantinterface.com/Home/Logon?urlkey=mndoc>



## Step 2: Create an account

In order to apply online, an account must be created. An account allows you access to the application if the application is not completed in one session.

- If you already have an account, enter your email address and password. Click 'Log On' to go directly to the "Apply" page.
- If you do not have an account, click 'Create New Account'.

Note: All items with an asterisk (\*) are required on this grant interface website.



### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the MN Department of Commerce's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, [Jessica Perron](#) to receive your username.

## Step 3: Enter organization information

When a new account is created, both an organization contact and a user contact must be entered. First, enter the organization information before entering user contact information. Click the 'Next' button located on the bottom right-hand corner of the page.

Organization Information	
Organization Name*	EIN / Tax ID (## #####)
DUNS Number (#####)	SWIFT Vendor ID
Web Site	CCR Number
Telephone Number (### ### x###)*	MN State Tax ID
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
Country	

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## Step 4: Enter user contact information

The “user” is the person responsible for applying to the RFP.

Enter user contact information. Click the ‘Next’ button located on the bottom right-hand corner of the page. If the user address is the same as the organization’s address that was previously entered, click the “Copy Address from Organization” in the upper left-hand corner of the page.

Note: Only **one account** can be created per organization, but there may be multiple users within each account. To add additional users please email [energy.contracts@state.mn.us](mailto:energy.contracts@state.mn.us) with the users name and email.

User Information	
<a href="#">Copy Address from Organization</a>	
Prefix (Mr, Mrs, Ms, etc.)*	First Name*
Middle Name	Last Name*
Suffix (Sr, Jr, III, etc.)	Business Title*
Email / Username*	Email / Username Confirmation*
Telephone Number (###-###-#### x###)*	Mobile Number (###-###-####)
Address 1*	Address 2
City*	State*
Postal Code*	Country

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From this point on, if you need to return to a page, click on the ‘Previous’ button located on the bottom left-hand corner of the page. Do not use the “back” button in your browser.

## Step 5: Enter authorized representative information

The authorized representative is the person who will receive and sign agreements.

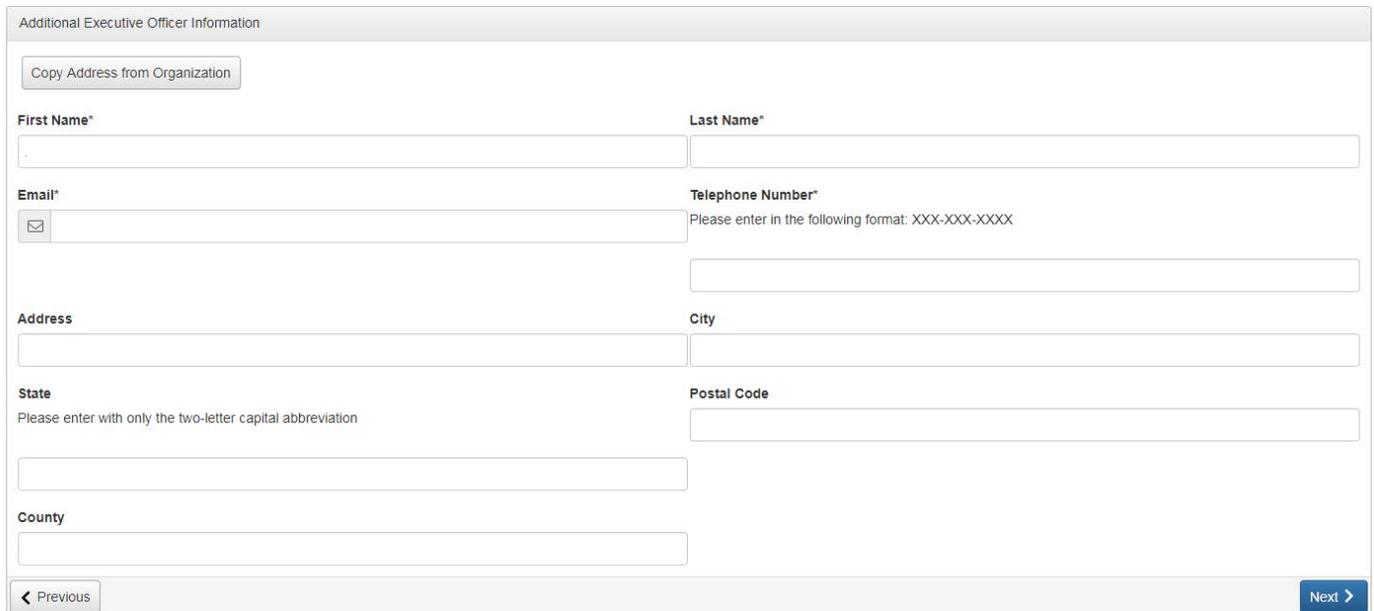
- If you are the authorized representative, select 'Yes.' Click the 'Next' button located on the bottom right-hand corner of the page. The system will automatically use your user information for the authorized representative information.
- If someone else is your organization's authorized representative, select 'No.' Click the 'Next' button on the bottom right-hand corner to go to the page to enter this information.



The screenshot shows a form titled "Authorized Representative Question". It contains a single question: "Are you the Organization's Authorized Representative?". Below the question are two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right.

- Enter the contact information for your organization's authorized representative. Click on the 'Next' button located on the bottom right-hand corner of the page.

Note: This does not create a separate account, but the information is included on the *Organization Summary* page.



The screenshot shows a form titled "Additional Executive Officer Information". At the top left, there is a button labeled "Copy Address from Organization". The form contains several input fields: "First Name\*", "Last Name\*", "Email\*" (with an envelope icon), "Telephone Number\*" (with a note: "Please enter in the following format: XXX-XXX-XXXX"), "Address", "City", "State" (with a note: "Please enter with only the two-letter capital abbreviation"), "Postal Code", and "County". At the bottom, there are "Previous" and "Next" buttons.

## Step 6: Create an account password

This password will be used anytime you or anyone in your organization logs on to the Commerce grant interface website. Passwords must be at least six characters, and can only contain letters, numbers, and accepted symbols.

Enter your password in the first box and then enter it again to confirm. Click the 'Create Account' button located on the bottom right-hand side of the page. A confirmation message will be sent to your user email address.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%&\*()\_

Password\*
  Confirm Password\*

If additional users within your organization require access to the Commerce grant interface website, please contact [energy.contracts@state.mn.us](mailto:energy.contracts@state.mn.us)

## Step 7: Confirm account creation

Check your email inbox for the confirmation message from the Minnesota Department of Commerce ([administrator@grantinterface.com](mailto:administrator@grantinterface.com)). If you don't see the message, check your junk and spam folders.

- After you receive the confirmation email, select the 'I have received the email' button. Click the 'Continue' button located on the bottom right corner of the page.

ⓘ You will be receiving emails from this system about your request.  
 To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *MN Department of Commerce* <[administrator@grantinterface.com](mailto:administrator@grantinterface.com)>, look in your junk or spam folder.  
 To remove *MN Department of Commerce* <[administrator@grantinterface.com](mailto:administrator@grantinterface.com)> from your spam filter, use the link below.  
[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email  
 Continue without checking  
 I have not received the email

## Step 8: Apply for Grants

Now that your organization has an account, you will be led to the page listing applications currently available through the Commerce grant interface website.

Scroll down to see all applications, or use the 'Quick Search' bar to type in a specific application. Once you find the application you want to apply for, click on the 'Apply' button on the top right-hand corner of the listing to start your application.

CARD- 20201112-RFP-03 Conservation Improvement Program (CIP) in Tribal Governments Study	Accepting Submissions from 11/05/2019 to 01/06/2020	<input type="button" value="Apply"/>
Clean Energy Community Education Grant Program	Accepting Submissions from 10/21/2019 to 06/30/2020	<input type="button" value="Apply"/>

## Step 9: Download question list

This step is optional. If you would like to download a list of the questions for a specific application, click the 'Question List' button once the application is open. This can be found under your contact information on the right side of the page. The list will open in PDF form and can then be downloaded.

