 **STATE OF MINNESOTA**

**GRANT REQUEST FOR PROPOSAL SAMPLE TEMPLATE**

**FOR USE WITH GRANTS $5,000-$49,999**

**Instructions:** Instructions for completing this form are in **red**. Fill in every blank and **delete all instructions** before issuing.

This document has been reviewed for accessibility. Because this is a template, however, staff are responsible for ensuring their additions or edits are accessible.

If this form does not fit your needs, contact your agency legal counsel, Admin’s Office of Grants Management, or Attorney General.

**Insert Title of Competitive Grant Round**

grant request for proposal (RFP)

Agency Name
Agency Address
City, State Zip
Website

MM/DD/YYYY

To obtain this information in a different format, call: ###-###-####. <<Update the Table of Contents: go to References and click on Update Table>>

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### Request for Proposals (RFP) Part 1: Overview

##### **Grant Overview**

* Grant Name: Enter Name of Grant Program
* [Provide](https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx) program website
* Open for Applications: Enter date
* Application Due Date: Enter due date

Provide a description of the grant program, the State’s goals and priorities in making the grant, and the grant purpose.

##### **Funding Availability**

Insert information about funding availability and source(s).

Include:

* The grant size and scope
* Amount of funds available
* Approximate number of grants you intend to award
* If applicable, a cap on the individual maximum grant award
* If applicable, the percentage use by the state agency to administer the grant

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

|  |  |
| --- | --- |
| Funding | Estimate |
| Estimated Amount to Grant |  |
| Estimated Number of Awards |  |
| Estimated Award Maximum |  |
| Estimated Award Minimum |  |

**Match Requirement** Strike if not necessary

Insert information about any match requirement, if applicable.

### Project Dates

Insert estimated project start and end dates.

##### **Eligibility**

Applicants must meet the minimum requirements in order to be considered for this grant opportunity. Describe applicant eligibility. If there are minimum requirements, include those here. Include any information on whether collaboration is encouraged, expected, or not required.

### Priorities

This RFP template includes standard language for awarding state funds. If you intend to award federal funds, contact your agency General Counsel BEFORE using this template. Federal funds may be subject to different compliance requirements which may impact the content of this “Priorities” section.

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Office of Grants Management (OGM) Policy 08-02: Rating Criteria for Competitive Grant Review](https://mn.gov/admin/government/grants/policies-statutes-forms/) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

Describe the goals and purpose of the grant funding.

The grant will serve:

* List diverse population(s) here based on policy’s broad definition.

Grant outcomes will include:

* List funding content outcomes.
* List how the State will measure performance in serving diverse populations identified above.

[If applicable] Describe any competitive priorities for the grant. Include any specific categories, metrics, evidence-based outcomes, or innovative approaches that grant applicants can earn extra points for.

### Collaboration

Include a statement about whether multi-organization collaboration is required, accepted, or not allowed.

### Selection Criteria and Weight

This RFP template includes standard language for awarding state funds. If you intend to award federal funds, contact your agency General Counsel BEFORE using this template. Federal funds may be subject to different compliance requirements which may impact the content of this “Selection Criteria and Weight” section.

The review committee will be reviewing each applicant on a [number/points] scale.

The scoring factors and weight that applications will be judged are based on the: [Granting agency can choose to insert additional information in this area or edit this list based on consult with their general counsel]

* insert year, funding appropriation, legislative language and agency standards
* insert state agency’s diversity in grant-making process and measurable outcome(s) in reaching agency-identified diverse populations as defined in [Office of Grants Management (OGM) Policy 08-02: Rating Criteria for Competitive Grant Review](https://mn.gov/admin/government/grants/policies-statutes-forms/)
* insert programmatic requirements
* insert project need and sustainability
* insert approach and how this will achieve results
* if applicable, match or project funds raised to date
* insert financial management capacity – accounting, timekeeping, and funds management
* insert an applicant’s past performance as a grantee of that state agency will be considered
* insert geographic coverage and knowledge of communities served

Insert grant program’s name here has the following weighted criteria in measurable outcomes and in reaching diverse populations:

Insert rubric, chart, or table with information here.

##### **Questions, Technical Assistance and Information Sessions**

All questions regarding this RFP must be submitted by email to provide email address. Questions and answers will be posted within number of days of receipt at provide link to website questions and answers will be posted.

All prospective applicants are encouraged to attend an information session. Provide information of any information sessions or meetings you will host. Include the date(s), time(s), and location(s). Explain here when and where questions and answers from the sessions or meetings will be posted.

### Request for Proposals (RFP) Part 2: Submission

**Applications must be received no later than 4:30pm Central Time, on spell out full date (ex. May 1, 2025).** [Include instructions on paper applications: If applications are mailed, they must be postmarked by [insert date]/No paper submissions will be accepted.] **Late applications will not be accepted.**

Provide any further instructions for how to submit proposals.

#####

##### **Application Content**

You must submit the following in order for the application to be considered complete: Insert list of application materials and instructions, reference attached application form OR update the list below.

1. **Exhibit A: [grant name] Project Description**
2. **Exhibit B: [grant name] Work plan and Budget**
3. **Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal** government
4. **Affidavit of non-collusion: *This is optional***
5. **Checklist for [grant name]**
6. **Review form for [grant name]**
7. **Grant contract agreement template for [grant name]**
8. **[Additional documents to support grant application]**

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

Agency reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**

### Request For Proposals (RFP) Part 3: Application Review Process

##### **Review Process**

Funding will be allocated through a competitive process with review by a committee representing insert general overview of the composition of the review committee, such as “content and community specialists with regional knowledge”. The review committee will use the point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Agency Head (ex. Commissioner) of Agency Name will make the final funding decisions and award notification will be provide method of notification (ex. By email) to applicants.

##### **Timeline**

RFP posted on the web site: insert date

Questions due no later than 4:30 pm Central Time: insert date

Applications due no later than 4:30 pm central time: insert date

Selected applicants undergo pre-award risk assessment: insert date

Selected grantees announced; grant agreement negotiations begin: insert estimated timeframe

Work plans approved and grant begins: insert estimated timeframe

##### **Conflicts of Interest**

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](https://www.revisor.mn.gov/statutes/?id=16B.98) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy.](https://mn.gov/admin/government/grants/policies-statutes-forms/)

Organizational conflicts of interest occur when:

* a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
* a grantee’s or applicant’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

##### **Public Data**

Per [Minnesota Statutes § 13.599](https://www.revisor.mn.gov/statutes/?id=13.599)

* Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
* All remaining data in proposal responses (except trade secret data as defined and classified in §[13.37](https://www.revisor.mn.gov/statutes/?id=13.37)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
* All data created or maintained by [State agency] as part of the evaluation process (except trade secret data as defined and classified in §[13.37](https://www.revisor.mn.gov/statutes/?id=13.37)) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed**.**

### Request For Proposals (RFP) Part 3: Award Requirements and Grant Management Responsibilities

**Preaward Risk Assessment and Financial Review**

Grant applicants may be required to submit financial, capacity, and internal control documents prior to a grant award based on state or federal requirements.

* Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990, or their most recent certified financial audit.
* All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds.
* Insert any additional requirements here

### Grant Contract Agreements

[Use this language if the grant contract agreement is attached]

As part of submitting this application the applicant agrees to the Terms and Conditions of State of Minnesota Grant Contract Agreements, as well as reference any specific guidelines. Applicants are encouraged to print and review these documents with the appropriate staff prior to submitting the application. These documents become part of the formal grant contract agreement. Much of the language reflected in the sample agreement is required by statute. If an applicant wants to negotiate any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those requests, in writing, in their application in response to this RFP. Certain exceptions may not be possible based on statutory or other requirements. Only those requests indicated in an application will be available for discussion or negotiation. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker’s compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

[Use this language if the grant contract agreement is not attached]

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State’s Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker’s compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

### Accountability and Reporting Requirements

Include all accountability and reporting requirements for the grant.

Sample Language: “It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least quarterly until all grant funds have been expended and all of the terms in the grant agreement have been met.”

The reporting schedule will be: List Information Here.

### Grant Monitoring

Include all monitoring requirements for the grant.

Sample Language: “[Minnesota Statutes § 16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) and [Policy on Grant Monitoring](https://mn.gov/admin/government/grants/policies-statutes-forms/) require the following:

* One monitoring visit during the grant period on all state grants over $50,000
* Annual monitoring visits during the grant period on all grants over $250,000
* Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over $50,000” >>

The monitoring schedule will be: List Information Here.

### Grant Payments

Per [State Policy on Grant Payments](https://mn.gov/admin/government/grants/policies-statutes-forms/), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless Agency has given the grantee a written extension.

[Include if applicable: [State agency] may consider requests for issuing advance grant payments on a case-by-case basis.]

The invoicing and payment schedule will be: List Information Here.

### Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 (d),](https://www.revisor.mn.gov/laws/2025/0/39/laws.2.40.0) grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

### Contracting and Bidding Requirements

1. **Municipalities**

Grantees that are political subdivisions or municipalities must use these guidelines:

1. Municipalities are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](https://www.revisor.mn.gov/statutes/cite/471.345).
2. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](https://www.revisor.mn.gov/statutes/cite/177), as applicable.
3. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement.](https://mn.gov/admin/osp/government/suspended-debarred/)
4. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
5. **Nongovernmental entities**

Grantees that are nongovernmental entities must use these guidelines:

1. Services and/or materials that are expected to cost between $25,000 and $99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
2. Services and/or materials that are expected to cost between $10,000 and $24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
3. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
	1. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](http://www.mmd.admin.state.mn.us/process/search/)
	2. [Metropolitan Council Underutilized Business Program](https://mcub.metc.state.mn.us/)
	3. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](https://cert.smwbe.com/)
4. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
5. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
6. Notwithstanding the above, the State may waive bidding process requirements when:
	1. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
	2. It is determined there is only one reasonable and available source for such materials or services and that grantee has established a fair and reasonable price.
7. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](https://www.revisor.mn.gov/statutes/cite/177.41) through [177.50](https://www.revisor.mn.gov/statutes/cite/177.50), as applicable.
8. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement.](https://mn.gov/admin/osp/government/suspended-debarred/)

### Audits

Per [Minnesota Statutes § 16B.98 Subdivision 8](https://www.revisor.mn.gov/statutes/?id=16B.98), the grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

### Grant Provisions

[Insert appropriation, statute, additional grant regulations and requirements, grant purpose and outcomes, terms and conditions of the funding, allowable expenditures, etc.] Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](https://mn.gov/admin/government/grants/policies-statutes-forms/).

### Ineligible Expenses

As referenced in [Insert Appropriation, Citation, Federal/State Law], ineligible expenses include but are not limited to:

* Fundraising
* Taxes, except sales tax on goods and services and payroll taxes
* Lobbyists, political contributions
* Bad debts, late payment fees, finance charges, or contingency funds
* Parking violations and traffic violations
* Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
* [Add additional ineligible expenses according to funding source here]

### Affirmative Action and Nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minnesota Statutes § 363A.02](https://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](https://www.revisor.mn.gov/rules/?id=5000.3500).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### Voter Registration

Thegrantee will comply with [Minnesota Statutes § 201.162](https://www.revisor.mn.gov/statutes/?id=201.162) by providing voter registration services for its employees and for the public served by the grantee.

### <<Additional Header, if needed>>

Describe grantee duties or responsibilities if awarded that have not already been addressed.

### Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

###  Attachments

1. **Exhibit A: [grant name] Project Description**
2. **Exhibit B: [grant name] Work plan and Budget**
3. **Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal** **government**
4. **Affidavit of non-collusion: *This is optional***
5. **Checklist for [grant name]**
6. **Review form for [grant name]**
7. **Grant contract agreement template for [grant name]**
8. **[Additional documents to support grant application]**