



# Manufacturers' Certification of Auto Dealers to Sell Electric Vehicles

## Program Team



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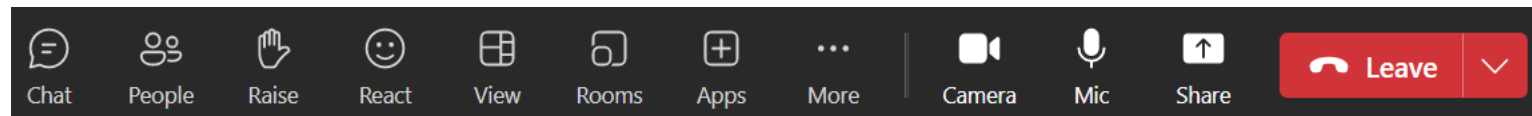


Jeff Bartlett



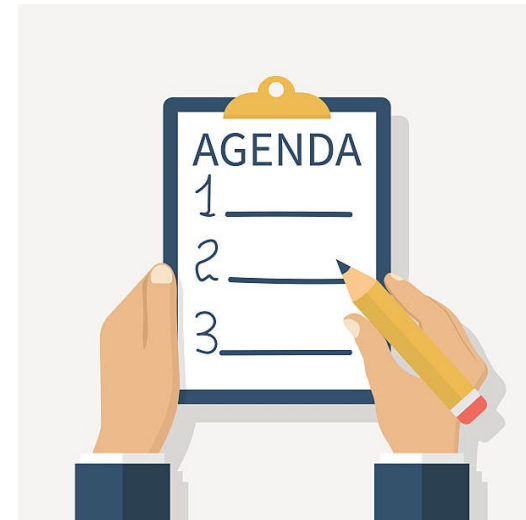
Tim Scott

- The **PowerPoint** will be made available
- Please stay muted unless you are called on 
- Please raise your hand if you have a question



## This presentation includes

- Background
- Request for Proposal (RFP) Overview
- Log in to the Portal - Application
- Time for Questions



# Program Background

In 2023 the Legislature passed an Energy Omnibus bill that in part created a grant program to offset costs for EV training and equipment.



# Opportunity Overview

- The Minnesota Legislature allocated \$890,000 to new EV dealers served by Xcel Energy, and \$900,000 for those who are located outside of Xcel territory
- The maximum allowable grant to a licensed franchise dealer is \$40,000



**Eligible applicants** for this grant program are dealerships that are:

1. A franchise from a manufacturer of EVs, AND
2. Licensed by DPS to sell new EVs ([Minn. Stat. 168.27, Sub. 2a](#))

Independent dealerships are **not** eligible



## Eligible Expenditures

- "Reasonable costs to obtain **training** and certification from the electric vehicle manufacturer that awarded the franchise to the dealer"
- "Reasonable costs to purchase and install **equipment** to service and repair electric vehicles, as required by the electric vehicle manufacturer"
- These costs must be incurred on or after **May 25, 2023**



# Requirements for Payment

- Original receipts or a quote for equipment
- Original receipts or invoice for training, employee name, certificate of completion
- Payment will be issued once in a lump sum and not in multiple payments
- \$40,000 maximum per franchise



# Application Processing

- First come basis with date and time stamp
- Incomplete applications go to the back of the line
- All eligible expenses need appropriate supporting documentation
- All grant recipients must have a current State Vendor ID



The application process will ask you to upload:

1. W-9
2. Dealer License from Department of Public Service
3. Itemized list, original receipts, invoices, or quotes for equipment or training
4. Certificate of completion for training

# Applying is a 2-step Process: Step 1 – the RFP

- The Request for Proposal (RFP) will be posted on January 29 at 8:00 AM CT
- The RFP will be posted to the Commerce Request for Proposals website: [Request for Proposals \(RFP\) / Minnesota Department of Commerce - Business \(mn.gov\)](https://mn.gov/commerce/business/rfp.jsp)
- [mn.gov/commerce/business/rfp.jsp](https://mn.gov/commerce/business/rfp.jsp)

## Request for Proposals

A Request for Proposals (RFP) from the Minnesota Department of Commerce is a formal invitation to potential contractors or grantees to submit a proposal that responds to the need identified in the RFP.

Sort by

**Title** 2024-01 Minnesota Solar for Schools program

**Reference Number** COMM\_SFS05\_20240110

**Publication Date** 1/10/2024

### Description of Work

The Minnesota Department of Commerce Division of Energy Resources requests proposals from qualified schools throughout Minnesota (outside of Xcel Energy Electricity Territory) for the Solar for Schools Grant Program. The program, created by the State Legislature (Minn. Stat. 216C.375), is designed to provide grants to stimulate the installation of solar energy systems while using the opportunity to integrate renewable energy use into the school's curriculum. Public schools, K-12 as well as Minnesota State Colleges and Universities, are eligible for funding based on financial need.

**Deadlines** Readiness Assessment due – Wednesday, February 7, 2024

Full Application Due – Wednesday, June 7, 2024

### Additional Documents

[Exhibit A: State of Minnesota Grant Contract Sample](#)

[Exhibit B: Exceptions Form](#)

[Exhibit C: Workforce and Equal Pay Declaration](#)

[Exhibit D: Certification Regarding Lobbying](#)

[Attachment 1: MOU Template](#)

[Attachment 2: System 25y Cashflow Template](#)

[Attachment 3: Guide for Prevailing Wage](#)

[Attachment 4: Sample Minnesota Prevailing Wage](#)

[Attachment 5: PV Recycling Form](#)

[View Solicitation](#)

# The RFP has Links and Directions

## From the RFP Document

### VI. Application Submission Portal

An application **must** be submitted online using the Department's submission portal, Attachment 1. **Step-by-Step Application Guide**. Tips to submitting a successful application include:

1. **Create an Account on the submission portal.** [GrantVantage \(gvgrantcloud.com\)](https://gvgrantcloud.com) is the link to the application submission portal. To submit a response to this grant application, you must first create an account on the submission portal, unless you have previously created an account. For the application process, **only one account and one user** can be created per licensed dealership. All submissions need to go through that one user account and person. A Step-by-Step Applicant Guide, Attachment 1., is available on the Department's [Request for Proposals \(RFP\) / Minnesota Department of Commerce - Business \(mn.gov\)](https://mn.gov/commerce) webpage.

# Second Step – Grant Vantage – “The Portal”

- Grant Vantage is the portal where you will submit your application
- The Grant Vantage Portal will open at 10:00 AM for applications
- The link to Grant Vantage is in the RFP or [GrantVantage \(gvgrantcloud.com\)](https://gvgrantcloud.com)
- Click on “Log In” and choose register
- Fill in the questions & create a user-name and password

# Grant Vantage - Register

The screenshot shows a login and registration form for the Minnesota Commerce Department. At the top left is the logo for the Minnesota Commerce Department, featuring a stylized 'm' and 'n' followed by the text 'COMMERCE DEPARTMENT'. Below the logo is the heading 'Log In'. The form contains two input fields: 'User Name \*' with a placeholder 'User Name Or Email' and 'Password \*' with a placeholder 'Password'. Below these fields are a checkbox labeled 'Remember Me' and a link 'Forgot Password?'. At the bottom of the form are two buttons: 'Log In' (light blue) and 'Register' (dark red). Below the buttons is the text 'Powered by' followed by the 'GV' logo.

# Register and Submit

Once you submit you will go to the homepage, which shows all available funding announcements. Choose the Manufacturers' Certification of Auto Dealers to Sell Electric Vehicles and answer the questions.

## Applicant Registration

Organization \*

This field is required.

Organization Type \*

First Name \*

Last Name \*

Email Address \*

User Name \*

Password \*

Password (repeat) \*

Please prove you are not a robot



# Grant Vantage Home Page

**mn** COMMERCE DEPARTMENT

Minnesota State Energy Office

Log In →

Announcement Name or Funding Announcement 🔍

Sort By ▾

By

**State Competitiveness Fund Federal Matching Program 2023**

Application Type  
Initial

🇺🇸 01-19-2024, 12:00 PM CST

🇺🇸 01-29-2024, 5:00 PM CST

[View](#)

**Manufacturers' Certification of Auto Dealers to Sell Electric Vehicles**

## Vendor Registration

- You must be registered as a vendor to get a check
- Link is located in the RFP or search for “Swift Vendor Resources Minnesota” or use the URL: [mn.gov/mmb/accounting/swift/vendor-resources/](https://mn.gov/mmb/accounting/swift/vendor-resources/)
- You can do this step if you are awarded a grant
- State Vendor ID Helpline: 651-201-8106  
or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)

# State Vendor ID

< Minnesota Supplier Portal

Registration

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

Beginning 1/3/2024, we will begin inactivating some supplier contacts with no associated User ID. If you stop receiving SWIFT Event notifications, but would like those notifications to resume, please contact [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us) or 651.201.8106 to reactivate your user account.

Communications related to solicitations, quotes, or purchase orders will come from an email address ending in @state.mn.us.


MMB will mail 2023 1099 forms the week of 1/21/2024. Suppliers should verify their address information to ensure timely receipt of tax documents. Please email [EFthelpline.mmb@state.mn.us](mailto:EFthelpline.mmb@state.mn.us) for assistance with address updates.

[Access this link for Screen Reader Mode](#)

Questions? visit the [Supplier Portal Help](#) where you will find Help Documents, FAQs and Contact Information.



### New Supplier




Register as a Supplier if a State agency employee has directed you or your company to register for payment processing, issuance of a contract or purchase order.

This process requires review by the State. Register as a Bidder to quickly participate in and be notified of current and future bidding opportunities.

For questions on Registering as a Supplier please contact the MMB Supplier Help Line at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)

[Register as a Supplier](#)

### New Bidder




Register as a Bidder if you or your company is not registered with the State and would like to participate in bidding opportunities. Bidder registration access is limited to submitting bid responses to solicitation events. If you are expecting a payment, contract, or purchase order, please use the Supplier Registration option.

Do not register as a Bidder if you already have a Supplier ID. As a Supplier you are eligible to participate in active solicitation events.

For questions on Registering as a Bidder please contact the Office of State Procurement at [osphep.line@state.mn.us](mailto:osphep.line@state.mn.us)

[Register as a Bidder](#)

### Existing Suppliers



For Suppliers:

To request additional User ID's, please have an existing registered user login to the State of Minnesota Supplier Portal to create a New User Invitation. Select "Manage Profile" and then select the "Add User" option. Enter the required information to send an email invitation to the new user.

For additional information, review the [Create New User Reference Guide](#).

If you are unable to login, there are currently no users or if you have questions about registering an additional user, please contact [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us) or 651-201-8106.

# Notification of Awards

- The Portal will automatically send a confirmation that the application was received
- Applications reviewed once a week
- If application is incomplete, the Department will notify applicant – 5 business days to correct
- If a quote is submitted, applicant has 30 calendar days to submit invoices
- The Commerce webpage for Auto Dealers EV Grant Program - [Auto Dealers EV Grant Program / Minnesota Department of Commerce - Energy \(mn.gov\)](#) will be updated every Monday with the remaining funds available

- Grant Vantage/Application Portal - Attachment 1 in the RFP includes a Step-by-Step Applicant Guide
  - For technical system issues with Grant Vantage contact: [ApplicantSupport@grantvantage.com](mailto:ApplicantSupport@grantvantage.com)
- All questions concerning this RFP are to be submitted by email to: [energy.contracts@state.mn.us](mailto:energy.contracts@state.mn.us).
- SWIFT - State Vendor ID Helpline: 651-201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)

# Any questions?

