Grant Request for Proposal Cover Sheet

Applicants should review the full RFP before submitting an application.

Name of Granting Agency: MINNESOTA DEPARTMENT OF COMMERCE - Division of Energy Resources

Title of Grant Program/Opportunity: COMM-ESB07-20261019 - Electric School Buses: Application for Planning and Technical Assistance

Topic	Description	RFP Page Number
Overview, Grant Description, and Purpose	To provide funding for eligible applicants seeking technical assistance related to planning for electric school bus adoption and applying to federal funding opportunities. This grant funds two types of activities: 1. Planning Activities 2. Federal Application Assistance	4
Eligible Applicants	Eligible applicants include: • an independent school district, a special school district, or a Tribal contract school ("School District"), OR • an electric utility applying on behalf of a School District, OR • an electric vehicle service provider applying on behalf of a School District, OR • a transportation service provider applying on behalf of a School District.	4
Amount available, award amounts, and key funding items	Two rounds of this program are currently open for applications, this Application for Planning and Technical Assistance and an Application for Equipment. Commerce has up to $1.7M available for applicants to both rounds.	4, 6
Application Timelines	RFP Issued – Monday, October 19, 2026	12

	Applications Due – Thursday, December 31, 2026 Anticipated Notification – February 2027 Anticipated Full Execution & Work Begins – April 2027	
Application Format	The request for proposal (RFP) and application materials can be viewed through the Commerce RFP page. The RFP title is *COMM-ESB07-20261019 - Electric School Buses: Application for Planning and Technical Assistance*. Grant applications are only accepted through this portal.	4
Required: Questions, Technical Assistance, Contact Information	Q & A Period Begins – Tuesday, October 20, 2026 Q & A Period Ends – Wednesday, December 16, 2026 Last Q & A Posted – Wednesday, December 23, 2026 Questions can be sent to energy.contracts@state.mn.us	12
Grant Implementation Requirements	Prior to Award • Agencies manage conflicts of interest and may require applicants to confirm their policies. • Risk assessments are required for grants of $50,000 or more, or any grant of any amount using federal funds. Active Award/Implementation: Payments: Grant payments are reimbursements based on eligible expenses. Monitoring: Grants of $50,000 - $249,999 require monitoring at least once during the grant period. Grants of $250,000+ require annual monitoring. Financial Reconciliation: Grants of $50,000+ require at least one financial reconciliation to be completed during the grant period. This activity could be combined and take place concurrently with the monitoring requirements described above. Reporting: All grants include reporting requirements detailed in the RFP.	13

	Post-award: • Agencies complete performance evaluations for all grantees within 60 days of completion of all grant activities. • Evaluations cover completion of activities, achievement of outcomes, compliance, and timeliness. • Evaluations for some grants (e.g. awards >$25,000) are posted publicly; grantees may submit responses to the agency. Additional details on grant life cycle implementation and policies can be found on the Office of Grants Management website: https://mn.gov/grants/grants-management/policies/	