



**EXHIBIT A: PERFORMANCE CAPACITY – this exhibit is your LETTER OF INTENT**

**INSTRUCTIONS:** Please respond to these performance capacity questions as required by Minnesota Statutes 16B.981 Subd. 2 (1) and as part of the response to this Grant Request for Proposal.

- 1. Describe your history of performing the work that will be funded by the grant or duties similar to those required. Include your organization's current and past staffing, current and past budget, and capabilities to perform the grant activities.**

Click or tap here to enter text.

- 2. Have you been awarded a grant from the State of Minnesota in the past 5 years?**

☐ No

☐ Yes

- 3. If "yes", please provide the details of the award amount, the duties, and the outcomes of your grant.**

Click or tap here to enter text.

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Print Name

Signature

Title

Date



**EXHIBIT B: CERTIFICATION: NOT SUSPENDED OR DEBARRED BY THE STATE OF MINNESOTA OR THE FEDERAL GOVERNMENT**

Grant applicant must certify to this condition required under this Grant Request for Proposal

**INSTRUCTIONS: Sign below to finalize response and submit this document as part of the response to the RFP.**

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Office of Grants Management (OGM) Policy 08-04: *Grant Contract Agreements and Grant Award Notifications* requires that agencies must not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government.

By signing here, I warrant that my organization has not been suspended or debarred from doing business with the State of Minnesota or with the federal government.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

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Print Name

Signature

Title

Date



## EXHIBIT C: EVIDENCE OF GOOD STANDING

**NOTE - This exhibit applies to non-profit organizations only and does not apply to Institutes of Higher Education**

**INSTRUCTIONS:** Potential grantee must certify that the organization has a status of “in good standing” with the Secretary of State as required by Minnesota Statutes 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal.

1. Is your organization (for-profit or nonprofit) registered with the Minnesota Secretary of State (SOS) and “in good standing”? (Applicants can verify that they are “in good standing” by searching for their business name on the [SOS website](#).)
  - ☐ Yes
  - ☐ No



## EXHIBIT D: REQUIRED NONPROFIT GRANTEE DOCUMENTS, AS APPLICABLE

**INSTRUCTIONS:** Please answer the following questions and provide the requested information

1. **Were you required to submit a 990 or a form 990-EZ for your organization's last fiscal year?**  
☐ Yes  
☐ No
2. **If you are exempt from filing or your organization has been in business for less than one year, please describe the internal controls you have over business expenditures and outcomes of the grant funds, if awarded.**  
Examples of internal controls include, but are not limited to: documented policies and procedures; segregation of duties such as having different staff who enter receivables versus those who post payments; using a payroll system; requiring usernames and passwords, along with appropriate levels of access to systems; supervisor review and approval of payments and timecards; and other internal controls to ensure compliance with laws and regulations and safeguard use of grant funds.  
  
Click or tap here to enter text.
3. **Are you a charitable organization that made over \$750,000 in your last fiscal year and were required to have an audited financial statement per MS 309.53?**  
☐ Yes  
☐ No

**Nonprofit grant applicants may be required to submit the following documents, as applicable to the organization and as required by Minnesota Statutes 16B.981 Subd. 2 (2) and Subd. 2 (5) as part of the pre-award risk assessment:**

- Most recent 990 or Form 990-EZ filed with the IRS
- Most recent audit as required, under Section 309.53, Subdivision 3
- If not in existence long enough to file Form 990, Form 990 EZ or most recent audit, the nonprofit grant applicant must submit the most recent set of board-reviewed (or managing group if applicable) financial statements.
- If not required to submit any 990 forms per IRS determination, the nonprofit grant applicant must provide a copy of the IRS determination letter.



**EXHIBIT E: CERTIFICATION: NO CONVICTION OF FELONY FINANCIAL CRIME BY A PRINCIPAL**

Grant applicant must certify to this condition required under this Grant Request for Proposal.

**INSTRUCTIONS: Sign below to finalize response and submit this document as part of the response to the RFP.  
Upload or attach an organizational chart or list of principals that you are certifying for below.**

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Minnesota Statutes 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

By signing here, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

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Print Name

Signature

Title

Date