

## Sample Grant Request for Proposal (RFP) Timeline

### Applicable Policies

- Policy 08-01 Conflict of Interest Policy for State Grant-Making
- Policy 08-02 Rating Criteria for Competitive Grant Review
- Policy 08-03 Writing and Publicizing Grants Notices and Requests for Proposal
- Policy 08-04 Grant Contract Agreement and Grant Award Notification
- Policy 08-06 Pre-Award Risk Assessment for Potential Grantees

### Broad Guidelines

- Develop RFP/Grant Application materials: Approximately six weeks to complete
- RFP/Grant Application posting: A minimum of 30-45 days
- Coordinate grant review process: Approximately six weeks to complete
- Post grant review process: Approximately six weeks to complete

### Example: *(Approximately 5-6 months)*

- July: Begin to develop RFP/Grant Application Materials and FAQ's, webinars, application assistance materials, etc. (Internal).
- Mid-July/early August: Begin recruiting grant reviewers (Internal).
- First week of September: Issue RFP/Grant Application (External).
- Last week of September: Deadline for applicants to submit questions (External: In RFP/Grant Application, suggest this timeframe is approximately 5-10 business days before the applications are due).
- First week of October: List of potential grant reviewers compiled (Internal).
- Second week of October:
  - Applications due (External: in RFP/Grant Application).
  - Send list of grant applicants and Conflict of Interest forms to grant reviewers and schedule a conference call/meeting for approx. 4-6 weeks later (Internal).
  - Agency team members begin review of application materials for minimum eligibility per guidelines listed in RFP/Grant Application. (Internal)
- Third week of October:
  - Deadline for grant reviewers to complete and submit Conflict of Interest documents to state agency contact (Internal).
  - Agency grants staff complete minimum eligibility review (Internal).

- Last week of October:
  - Agency grants staff review and verify grant reviewer Conflict of Interest forms prior to sending any application documents (Internal and External).
  - Compile grant application materials to send/provide access to the grant review team (Internal).
- Mid-November:
  - Grant review begins of applications that met minimum eligibility requirements.
  - Score sheets and comments are due back from grant review team (Internal).
- Late November - December:
  - Compilation and review of grant application scores and grant reviewer comments (Internal).
  - Teleconference/meeting with grant reviewers facilitated by state agency contact to finalize grant review scoring results (Internal).
  - As applicable or for finalists selected:
    - For grants under \$50,000, agency reviews financial documents, examples of internal controls, and prior grant performance as applicable.
    - For grants of \$50,000 or more, conduct pre-award risk assessment in compliance with [Minn. Stat. §16B.981/Chapter 62 - MN Laws](#), Article 7, Section 11 for potential grantees as defined in [Minn. Stat. §16B.981 Subd. 1 \(c\)](#). This section is effective January 15, 2024, and applies to grant RFPs issued on or after that date.
  - Draft recommendations to the Commissioner/Designated State Agency Authority (Internal).
  - Grant applicants notified of application review results. Begin grant contract agreement/notice of grant award negotiations (External: In RFP).
- January:
  - Grant application work plan and budget approval (Internal)
  - Grant contract agreement encumbrance (Internal)
  - Grant contract agreement approval and execution or Grant Award Notice issued (Internal)
  - Selected grantees announced (External).
- **Varies – All eligible expenditures must be incurred by date set in grant appropriation (External: in RFP and Grant Contract Agreement).**