Regional Trails
Regional Trails grants assist with the design, engineering and construction of various types of trails.

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Eligible Applicants: Cities, townships, nonprofits, counties, tribal governments and governmental entities created pursuant to Minnesota Statues located within the agency’s service area. The applicant or collaboration partners must be the current or intended property owner with control of the property. Multi-organization collaboration is encouraged.

Eligible Projects: Examples include trail master planning, design, engineering, construction, fencing, trail counters, signage, emergency access roads, parking lots, kiosks and trailheads. Trail equipment is eligible with a maximum request of $50,000.

Ineligible Projects: Operational and annual maintenance costs, land acquisition by non-governmental entities and events.

Funding
- Funded at $3,500,000 for FY2023.
- 1:1 match per project required.
- In-kind materials and/or labor are not eligible toward the project match.
- Agency grant funding is contingent upon the award of all funding sources and must be confirmed by contributing source prior to execution of contract.
- Design, engineering and construction fees in excess of 10% of the total project costs are ineligible for reimbursement.
- In order to be eligible for program funding, project must begin within 12 months of a grant award.

Diversity, Equity & Inclusion
- The Department of Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in our service area.
- Diverse populations served by this program include economically distressed communities, tribal nations, Black, indigenous and people of color (BIPOC), veterans, low to moderate income neighborhoods and disabled individuals.
- Additional points are awarded to projects that serve a diverse population as listed above or utilize state certified Targeted Group (TG), Economically Disadvantaged (ED) area or Veteran-Owned (VO) vendors.

Evaluation Criteria (100 points)
Grants are awarded to the highest scored applications using the following criteria. All evaluation criteria must be addressed in the project narrative.

1. Economic impact. (25 points)
   - Describe the recreational trail project.
   - Describe projected number of users, both local and from outside the region.
• Describe the anticipated impact and benefits to surrounding communities, local businesses and other entities.

2. **Enhancement to region/community. (25 points)**
   • Describe how the project will enhance the region/community.
   • Describe how the project will enhance the quality of the user experience.
   • Identify any trail sustainability or safety enhancements.

3. **Community partnerships and support. (15 points)**
   • Identify and describe the community support for the project.
   • Identify and describe the partner support for the project.
   • Identify approved or pending approval of partner financial support.

4. **Leverage. (10 points)**
   • Identify total project investment vs. application request.

5. **Project readiness and timeliness. (10 points)**
   • Describe when the project will begin, when it will be constructed and when it will be completed.
   • Describe the project operation, maintenance and risk management plan.
   • Describe the status of all permits and/or approval required for the project.

6. **Diversity, equity and inclusion. (10 points)**
   • Project incorporates a state certified targeted group, economically disadvantaged area or veteran owned vendor.
   • Project serves an underserved community/population.
   • Diverse populations that include:
     o BIPOC.
     o Tribal nations.
     o LGBTQI.
     o Disability status.
     o Veterans.
     o Geographic.

7. **Job creation and retention. (5 points)**
   • Describe how the project supports job creation or retention, if any that will result from this project. (Minnesota Statute 298.22 subd. 13)

**Application Checklist**

- **Project narrative.**
  o Narrative must address evaluation criteria.

- **For non-government, IRS Form W-9 – Request for Taxpayer ID Number and Certification.**

- **For non-government, financial documents.**
  o IRS 990 Form: For organizations with an annual revenue below $750,000, the most recent IRS 990 form must be uploaded.
  o Certified Financial Audit: For organizations with an annual revenue of over $750,000 the most recent certified financial audit must be uploaded.

- **Funding sources.**
  o Funding sources and contribution amounts including award letters and letters of commitment.
- Certified cost estimates and engineering/architectural plans, any service contract and/or materials must follow the state contracting and bidding requirements below.

**Non-Governmental Entity**

<table>
<thead>
<tr>
<th>Contract or Cost of Material or Service</th>
<th>Quotes/Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $10,000</td>
<td>One – provide explanation of costs.</td>
</tr>
<tr>
<td>$10,000 - $24,999</td>
<td>Two - upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$25,000 - $99,999</td>
<td>Three – upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$100,000 or more</td>
<td>Must undergo formal notice and bidding process.</td>
</tr>
</tbody>
</table>

**Municipality**

<table>
<thead>
<tr>
<th>Contract or Cost of Material or Service</th>
<th>Quotes/Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $25,000</td>
<td>Two – quotation or open market.</td>
</tr>
<tr>
<td>$25,000 - $175,000</td>
<td>Two – may use competitive bidding process or direct negotiation.</td>
</tr>
<tr>
<td>Over $175,000</td>
<td>Sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.</td>
</tr>
</tbody>
</table>

- Resolution authorizing applicant to apply for and accept funds.
- Operational, maintenance and risk management plan.
- Other documentation to support the application.

**Application and Award Process**

- **Application process.**
  - Applications must be submitted through the FLUXX grants portal.
  - A short pre-application is required to determine eligibility of project.
  - A full application will be available in FLUXX once eligibility is determined.
  - Projects that are phased require an application for each phase. The project title stated in the application should indicate the phase.

- **Application deadline.**
  - Applications are accepted July 1, 2022 through May 31, 2023 on a rolling basis subject to the availability of program funds.
  - Notify grant program administrator of any changes to application after final submission.

- **Application review.**
  - Initial review is completed by the grant program administrator for eligibility and application requirements.
  - Eligible applications are subject to a competitive review process. They are evaluated and scored based on the evaluation criteria by a minimum of three reviewers.
  - Grant program administrators do not score applications for their respective program.
  - Grant program administrator finalizes recommendations based on the completed evaluations, past performance of grantees and availability of program funds.
Applications that meet the minimum required score may be presented to the agency’s board for review and recommendation. Applicant may be required to attend board meeting for project approval and will be notified when their application is to be presented.

- **Application award.**
  - Grants are awarded to the most competitive applications.
  - The agency reserves the right to award all or partial funding per application.
  - Applicants will be notified by email within 30 days following application review and recommendation.
  - The agency reserves the right to award all or partial funding per application if awarded.
  - Grant award is subject to the Commissioner’s final approval and must meet objectives, priorities and policies established by the Commissioner.

**Grant Outcome Expectations**

- Upon receiving a grant award that is over $175,000, it must be publicly bid. The contractor is required to be licensed and insured.
- The agency reserves the right to require signage/logo acknowledging financial assistance from the Department of Iron Range Resources & Rehabilitation. Details are outlined in the grant agreement.
- Awarded projects must meet the Minnesota Prevailing Wage Statutes and the agency’s board policy as stated in the grant agreement.
- Spending within the agency’s service area is encouraged.

**Reporting Requirements**

- A progress report is required if grant period is to exceed 12 months and annually thereafter.
- A monitoring report will be conducted by the program administrator if the grant is over $50,000.
- A site visit may be conducted by the program administrator.
- A final report is required before final payment.
- A close out acknowledgement form may be required if there is a remaining grant balance.

**Public Information**

- All application information submitted is presumed to be public information pursuant to the Minnesota Data Practices Act, Minnesota Statute Chapter 13.