



CanRenew Community Restoration Grant Request for Proposal

11/10/2025

Table of Contents

CanRenew Community Restoration Grant Request for Proposal	1
Table of Contents.....	2
CanRenew community restoration grant executive summary	3
Grant overview	4
Eligibility.....	10
Monitoring and reporting requirements	12
Grant payments	13
Grantee bidding requirements	13
Additional requirements and information.....	15
Proposal evaluation and grantee selection	16
Selection criteria and weight	16
Required financial and grantee capacity review	17
Application content	19
Attachments and resources.....	20

CanRenew community restoration grant executive summary

In accordance with [Minnesota Statutes, section 342.70](#), the Office of Cannabis Management (OCM) administers the CanRenew community restoration grant to make investments in Minnesota communities where long-term residents are eligible [social equity applicants](#). Projects can address a range of community needs, including economic development, improving social determinants of health, violence prevention, youth development, and civil legal aid, among others.

For fiscal year 2026, OCM has appropriated \$10.9 million for CanRenew projects. OCM will award grants in two tiers. Tier 1 will support smaller projects with grants of \$2,500-\$10,000, while Tier 2 will support larger projects with grants of \$50,000-\$2,000,000. Grantees are required to utilize the funds within one year, with project activities beginning within 90 days of the award notice. Priority will be given to organizations with a demonstrated track record of success in serving communities with potential social equity applicants.

Eligible expenses include personnel, supplies, and contractual services, with administrative costs capped at 10% of the total award. Applications are due by January 12, 2026, and grantees will be announced by June 5, 2026, with projects starting by June 30, 2026.

Important Dates

- November 10 RFP posted on the OCM website
- January 5 Questions due no later than 4:30 p.m. CST
- January 12 Applications due by 4:30 p.m. CST

Estimated dates:

- January 19 Committee begins review of applications
- March 9 Selected applicants may undergo pre-award risk assessment
- May 11 Committee recommendations submitted to OCM leadership for review
- June 5 Selected grantees announced; grant agreement negotiations begin
- June 30 Grant agreements executed, and grant activities begin

Questions

- Questions may be sent to grants.ocm@state.mn.us.
- Before emailing, please check our [Frequently Asked Questions](#) page.
- All questions will be responded to via email within four business days
- Please submit questions by January 5, no later than 4:30 p.m. CST

Contact information

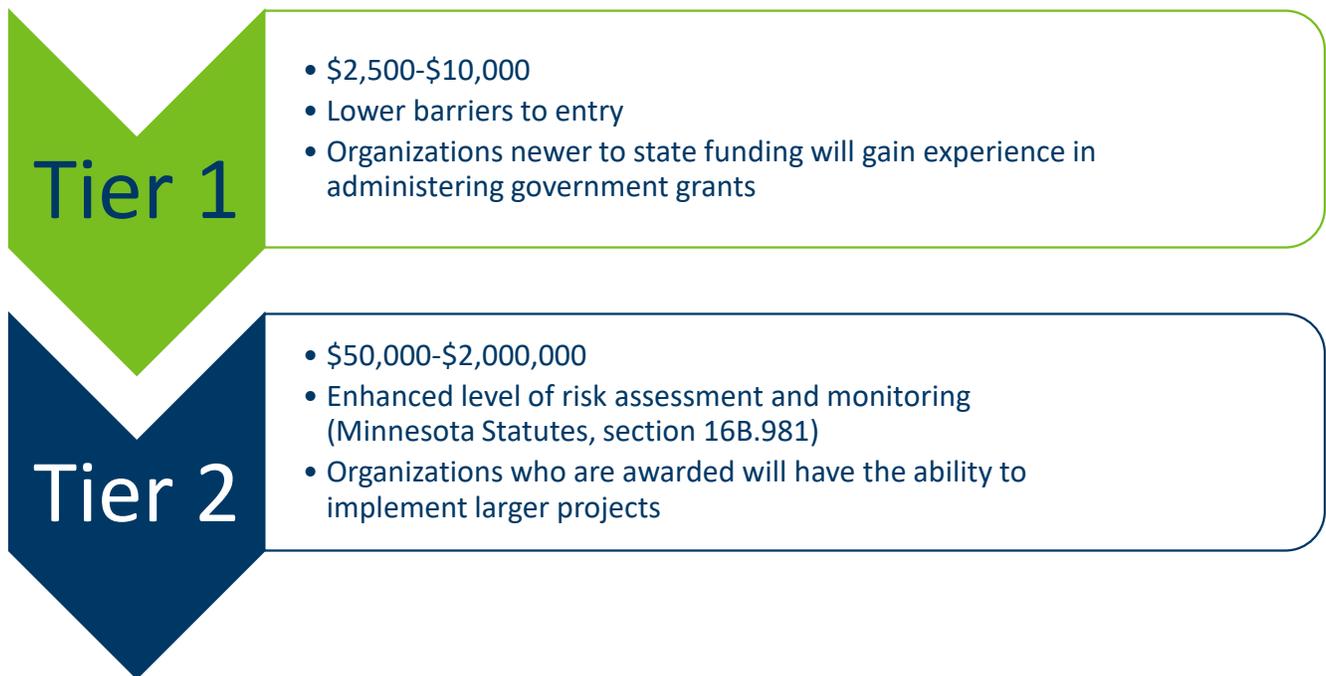
Email: grants.OCM@state.mn.us

Grant overview

Established by Minnesota Statutes, section 342.70 in 2023, OCM's CanRenew community restoration grant program funds eligible organizations that make investments in communities identified as having long-term residents who may be eligible social equity applicants. These communities are recognized for facing significant challenges under previous cannabis prohibition policies, which negatively impacted their economic and social landscapes. The CanRenew grant program prioritizes projects with community support that are led by organizations with a history of successful community investment and support youth development. Grants are awarded through a competitive process.

Funding availability

For fiscal year 2026, OCM appropriated \$10.9 million for CanRenew projects. In recognition of the barriers faced by organizations based within eligible communities, OCM is introducing a tiered approach to funding.



In either tier, funding must support activities that invest in social equity communities. Grant funds must be used within a one-year period, with outreach and activities beginning within 90 days of the grant agreement execution (finalization). Grant funds are expected to be paid to grantees on a reimbursement basis.

CanRenew grant awards will be determined through a competitive process with review by a committee representing subject matter experts, community members with lived experience, and state employees. If selected, awardees may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Minimum requirements

Applicants must meet the minimum requirements to be fully considered for this grant opportunity. Per Minnesota Statutes, section 342.70, to be fully considered for this grant opportunity, applicants must be capable of making an investment in a community where long-term residents are eligible to be social equity applicants. Although business start-ups may positively impact social equity applicants, CanRenew cannot be used for this purpose. Projects **may provide training, guidance, or resources to individuals but grant funds cannot be used to start, operate, or expand a business. Revenue-generating or entrepreneurial business activities are not eligible for funding.** Applicants whose primary goal is to secure funding for their own business should not apply.

Eligible organizations include educational institutions, nonprofit organizations, federally recognized Tribes, private businesses, community groups, units of local government, or partnerships among these entities. Applicant organizations must have a registration in good standing with the secretary of state. Nonprofit organizations must have nonprofit status and be in good standing with the Internal Revenue Service (IRS). For-profit businesses must be registered with the secretary of state. Depending on the nature of their work, applicants may also be required to maintain appropriate state or local business licenses (such as a general business license, professional/occupational license, or trade license), a Minnesota Tax ID and current tax clearance, proof of workers' compensation and unemployment insurance, required Department of Labor and industry registrations, or other industry-specific certifications or permits (e.g., health, safety, agricultural, or environmental). **Community groups that are not incorporated must partner with an eligible fiscal agent or fiscal sponsor to apply.**

Applicants must conform to all instructions, conditions, and requirements included in this request for proposals (RFP). The applicant must submit all items on the attached checklist for the application to be considered complete. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in the completion of the proposal is at the responder's risk and may, at the discretion of the state, result in disqualification of the proposal.

Priorities

CanRenew focuses on revitalizing geographic communities where long-term residents are eligible to be social equity applicants. The definition of a "social equity applicant" encompasses individuals adversely affected by previous cannabis enforcement, including but not limited to residents of heavily policed communities, individuals or their relatives who have faced cannabis-related legal actions, military service members affected by cannabis-related infractions, and residents of low-income areas with a long-term presence of over five years. For more detailed information on the qualifications of a social equity applicant, please refer to [Minnesota Statutes, section 342.17](#).

The CanRenew program is committed to fostering the development of community resources that support the recovery and empowerment of these communities through targeted funding for projects. These projects must enhance economic development, improve social determinants of health, support violence prevention, foster youth development, or provide civil legal aid, among other community-strengthening initiatives. OCM seeks to fund organizations that are actively involved in initiatives that break down systemic barriers and create opportunities for substantial and sustainable community investments. These efforts recognize the resilience and potential of these communities to thrive with adequate support and resources.

Grantees will be responsible for using grant funds to make investments in communities identified as having long-term residents who are eligible social equity applicants. The OCM Division of Social Equity, which administers the CanRenew program, upholds three overarching priorities: community development, safety, and stability.

Community development projects can promote economic growth, workforce development and community engagement while helping to foster a revitalization of communities disproportionately affected by cannabis prohibition. These goals are achieved with targeted reinvestment and improvements in socioeconomic conditions.

Projects that promote **safety** may increase physical and emotional safety, reduce crime, and build trust in law enforcement. This may be accomplished through regulation compliance, education, enforcement and youth development programs.

OCM wants to ensure long-term social and economic **stability** for vulnerable communities with the projects that receive funding. The Division of Social Equity promotes a fair marketplace for social equity applicants via equitable lending and training, while building mutual trust and an independent, sustainable funding ecosystem.

To meet the Division's priorities, projects focusing on economic development, improving social determinants of health, violence prevention, youth development and re-entry programs, including job placement and civil legal aid will be considered for a CanRenew grant.

Target population and equity

In awarding grants, priority must be given to organizations serving individuals who may qualify as social equity applicants, as defined by [Minnesota Statutes, section 342.17](#).

The following criteria are used to establish an individual's social equity status:

- Was found delinquent for, received a stay of adjudication for, or was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023
- Had a parent, guardian, child, spouse, or dependent convicted of an offense involving the possession or sale of cannabis prior to May 1, 2023
- Was a dependent of someone convicted of an offense involving the possession or sale of cannabis prior to May 1, 2023
- Is a military veteran, including service-disabled veterans, or current/former members of the National Guard
- Is a military veteran or National Guard member who lost honorable status due to an offense involving the possession or sale of cannabis
- Has been a resident for the past five years in areas:
 - That experienced a disproportionately large amount of cannabis enforcement as determined by a report based on federal or state data on arrests or convictions
 - Where the poverty rate was 20% or more
 - Where median family income did not exceed 80% of the statewide median family income (or if in metropolitan area median did not exceed the greater of 80% of the statewide median family income or 80% of the median family income for that metropolitan area)
 - Where at least 20% of households received Supplemental Nutrition Assistance Program (SNAP) benefits
 - Where the population has a high level of vulnerability, according to the Centers for Disease Control and Prevention's Social Vulnerability Index
- Has participated in farm operations for at least three years, providing the majority of day-to-day labor and management on a farm with gross sales between \$5,000 and \$100,000 in the previous year

Additional priority considerations

- **Proven track record of community investment:** Organizations with a demonstrated history of successful community investments, especially in eligible communities.
- **Community support for the proposed investment:** Community investment projects are most successful when the project has strong community support. Applicants are strongly encouraged to provide letters of support from collaborators, community partners, program participants, or similar entities/community members who can speak to the value of the proposed work and your organization's capacity to achieve its goals.
- **Support for youth civic engagement, leadership, and/or youth-led health education opportunities:** In accordance with Minnesota Statutes, section 342.70, projects with a youth engagement component will be prioritized.
- **Past performance:** In accordance with [the Minnesota Department of Administration, Office of Grants Management Policy 08-13](#), past performance on awarded and closed Minnesota state grants will be considered when evaluating proposals for future grants. New grantees will not be held to this policy, and former grantees who have met outcomes as defined in the grant contract will be considered compliant.
- **Statewide geographic coverage:** OCM seeks to ensure reinvestment in eligible communities across all regions of Minnesota.
- **Leveraging nonstate funds and in-kind contributions:** Applications may be strengthened by including matching funds such as nonstate funds, private donations, or partnerships that enhance the sustainability of the proposed services.
- **Cost-effectiveness and sustainability:** Successful applications will demonstrate cost-effective planning and a sustainable financial model. Preference will be given to organizations that show a clear budget for the proposed services, including plans for long-term support.

Allowable expenses

Expenses directly related to delivering grant objectives may include staff time (including fringe benefits), in-state travel, equipment, supplies, and contractual costs. These items should be included in the budget as specific budget line items.

- **Personnel and fringe benefits:** Salary costs based on time spent on allowable grant activities are allowed.
- **In-state travel:** In-state travel costs are allowed under this program with workplan approval. Out-of-state and international travel is not an allowable cost under this program. Minnesota will be considered the home state for determining whether travel is out of state.
- **Equipment:** Equipment that is generally defined as durable items with a useful life of more than one year may be allowed as a grant expense if it aligns and supports one or more priority areas outlined in this RFP and is necessary to conduct proposed project activities.
- **Supplies:** Supplies (also known as consumables) are allowed for approved program activities. This may include promotional items, printing costs, snacks/beverages for program participants, etc.

- **Contractual costs:** Costs associated with contracting a vendor are allowed with an approved workplan. Contractual costs may include space rental, interpreters/translators, childcare for project participants, training and technical assistance consultants, etc.
- **Administrative costs:** Pursuant to [Minnesota Statutes, section 16B.98, subdivision 1](#), the grantee agrees to minimize administrative costs as a condition of this grant. To comply with Minnesota Statutes, section 16B.98, subdivision 1, no more than 10% of the total project budget can be dedicated to administrative costs. Expenses not directly related to delivering grant objectives but necessary to support this grant-funded program are considered administrative costs. Administrative costs may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, fleet vehicles, etc.

Unallowable expenses

Ineligible expenses, both direct and administrative, include but are not limited to:

- Infrastructure improvements to include construction and remodeling
- Staff performance incentives, bonuses, rewards programs
- Purchase of land or buildings
- Pre-award costs
- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state
- Revenue generating projects

OCM reserves the right to offset overpayments and disallowances by reducing a subsequent cash payment or requiring repayment of costs.

For reference, grant contract agreement templates are available for review on the [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#).

Diversity and inclusion

OCM values diversity and inclusion and encourages applications from organizations that demonstrate a commitment to providing equal opportunities for historically underrepresented and marginalized groups. Organizations are encouraged to include metrics or approaches to measure and track diversity and inclusion as part of their project implementation.

Accessibility standards

When preparing your budget proposal, please ensure it includes funds to cover the costs of providing reasonable accommodations and communication access for all program participants. This includes, but is not limited to:

- Interpreters for events and meetings
- Closed-captioning for videos and webinars
- Audio descriptions for informational and promotional videos on your website or social media (e.g., YouTube channel)

All materials and activities should be accessible to individuals with disabilities and consider populations with limited English proficiency. This means planning for:

- Accessible venues for events
- Spoken language interpretation
- Braille materials or other formats for visually impaired participants
- Sign language interpreters for deaf or hard-of-hearing participants

Including these costs in your budget ensures that your program is inclusive and accessible to everyone. Additionally, make sure your budget reflects the following:

- Costs associated with creating and maintaining accessible digital content (e.g., voice-overs, closed-captioned videos, accessible websites)
- Any necessary technology or software to facilitate accessibility

Legal requirements

Grantees must comply with all applicable state and federal laws and regulations, including but not limited to the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act, which require reasonable accommodations for individuals with disabilities and limited English proficiency. This obligation applies to all organizations receiving state funds, regardless of size or capacity.

Eligibility

Applicant organizations must meet the following eligibility criteria to be considered for funding under the CanRenew community restoration grants.

- **Organization registration:** As applicable, applicant organizations and their partners must be registered in good standing with the Minnesota secretary of state and the Internal Revenue Service (IRS).
- **Nonprofit organizations:** Must be registered as a 501(c)(3) or 501(c)(4).
- **For-profit businesses:** Must have an active registration with the Minnesota secretary of state.
- **Federally recognized Tribes:** Must provide documentation of Tribal governance authority, such as a resolution or letter of authorization from the Tribal Council approving participation in the program. Tribal entities or departments (e.g., Tribal colleges, agriculture divisions) may apply on behalf of the Tribe with appropriate documentation of authority.
- **Municipalities:** Must be a city, county, or local government entity in the state of Minnesota and demonstrate the ability to administer and manage community investment grants effectively. Documentation of legal status and governing body must be provided.
- **Community groups:** No registration required.
- **Organizational capacity:** Eligible organizations must demonstrate the ability to effectively administer a project supporting community reinvestment, particularly impacting individuals who've been harmed by cannabis prohibition. Applicants must provide evidence of community support for the project as well as past success in administering similar projects (with or without government funding).
- **Fiscal agents:** A fiscal agent, also known as a fiscal sponsor, is the entity responsible for receiving and disbursing the grant funds. This can either be the grant recipient organization itself or a separate organization designated by the applicant. The fiscal agent must satisfy all registration requirements outlined above. Please note that the grant agreement is non-transferable, meaning it cannot be passed to another entity after the grant is awarded. If the relationship between the grantee and fiscal agent is discontinued, the grant agreement will be terminated. Unlike a subaward, a fiscal agent does not carry out project tasks or activities and only manages the financial aspects of the grant. The applicant organization remains fully responsible for completing the project as outlined in the proposal.
- **Subawards:** Subawards are not permitted. This means that applicants cannot pass part of the grant funds onto another organization (sub-recipient) to carry out project tasks or activities. The applicant organization must directly carry out the project or activity outlined in their proposal. Consultants and contractors may be engaged for specific services or tasks if they are clearly outlined in the approved work plan and budget. These contractors and consultants are not considered sub-recipients, as they are paid for their services rather than being responsible for completing a portion of the overall project work.

Collaboration

Collaboration is not required for this grant, but applicants are encouraged to consider partnerships that enhance the effectiveness of the project and maximize its impact. The proposal must identify a lead fiscal agent who will be responsible for administering the grant. If collaboration is included in the application, applicants must clearly describe the roles and responsibilities of each partner organization and explain how the collaboration will benefit social equity communities. Please note that subawards are not allowed. Any financial agreements between collaborators must be structured as contracts, consultations, or unpaid partnerships.

Post-selection requirements

If you are selected for an award from this program, your organization will be required to comply with the following post-selection requirements.

Pre-contracting requirements

The following requirements apply before a contract is executed with your organization.

Tax identification numbers

OCM grantees are required to have both state and federal tax identification numbers.

Vendor registration

Grant recipients new to OCM-funded grants must complete a master grant agreement before OCM will disburse any funds. The state of Minnesota's accounting and procurement system is called State-Wide Integrated Financial Tools (SWIFT). Every organization or subgrantee doing business with the state is considered a vendor. Vendors must be registered with the state of Minnesota. Vendors can interact with the state through the [Supplier Portal](#), which is part of SWIFT. The Supplier Portal enables vendors to log in and view payment details as well as maintain address and contact information related to their vendor record. For new prospective grantees (vendors), if you are awarded a grant, you will need to register as a vendor via the [Vendor Registration](#) link.

Other state and federal requirements

OCM grantees must also comply with all applicable state and federal laws and requirements, including, but not limited to:

- Worker's compensation
- Affirmative action
- Data privacy
- Equal Employment Opportunity
- The Americans with Disabilities Act (ADA)
- Voter registration
- Unemployment insurance

Public records and background study

If your organization is selected for final consideration, its senior leaders (typically those in roles such as chief executive officer, executive director, board president, etc.) must complete a comprehensive local and national criminal background study. OCM will facilitate this process, which will primarily be conducted by a third-party background screening company. All publicly available information identified during the study will be considered as part of the review. In addition, the state may conduct an open-source and public records review, which may include search engine results, news coverage, and social media activity. Refer to Form D for further details.

The third-party background study will review records from all places where the applicant has lived and/or worked (company headquarters and physical location) for the past seven years. Search details include:

- **Identity verification**
 - Address and Social Security number trace
- **Criminal record searches**
 - County-level criminal record searches
 - Statewide criminal searches
 - Federal criminal searches
 - A nationwide (multi-jurisdictional) criminal database search
- **Minnesota-specific searches**
 - County-level searches through public access terminals
 - Review of the Minnesota Judicial Branch, Minnesota Court Records Online
- **Search details**
 - All names provided and discovered, including aliases or previous names
 - Criminal records will be verified through primary sources, such as the original court of record
 - Reporting will follow all state and federal laws
- **Reporting time frame**
 - All felony convictions (no time limit) as per the Fair Credit Reporting Act (FCRA), state, county or other applicable law
 - Misdemeanor convictions from the past five years

Monitoring and reporting requirements

When awarded funds, grant recipients must maintain good standing by regularly updating OCM on key deliverables and tasks. CanRenew grant recipients must report at least quarterly to OCM on the outcomes of the program based on the approved work plan.

OCM will require the following reporting and monitoring as a requirement of grant funding:

- Progress report with initial reimbursement request and subsequent quarterly reports due within 15 calendar days of the end of each quarter.
- Reimbursement requests at least quarterly.
- Financial reconciliation upon request.
- OCM site visits upon request.
- Participation in evaluation and data collection efforts assessing the initiative's impact.
- Participation in statewide coordination meetings with other grantees as directed by the state's authorized representative.

Grant payments

Per the [Minnesota Department of Administration Office of Grants Management Policy 08-08](#), reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. Reimbursement requests may be made biweekly, monthly, or quarterly. All initial reimbursement requests must be accompanied by a progress report. Subsequent reports will be due within 15 days of quarter end.

OCM will review each request for reimbursement against the approved grant budget, grant expenditures to date, and the latest grant progress report before approving payment. Grant payments will not be made on grants with past due progress reports unless OCM has given the grantee a written extension.

OCM may consider requests for advance grant payments on a case-by-case basis.

Grantee bidding requirements

Nongovernmental organizations and for-profit businesses

Any grant-funded services and/or materials that are expected to cost:

1. Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
2. Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

The grantee must take all necessary affirmative steps to ensure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- [Metropolitan Council Underutilized Business Program](#)
- [Small Business Certification Program](#) through Hennepin County, Ramsey County, City of Minneapolis, and City of St. Paul

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with [vendors who are suspended or debarred in Minnesota](#).

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, sections 177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

Municipalities

Grantees that are municipalities must follow:

1. The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes, section 471.345
2. The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes, sections 177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are [suspended or debarred in Minnesota](#).

Audits

Per [Minnesota Statutes, section 16B.98, subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative action and non-discrimination requirements for all grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of:

- Race, color, creed, religion, national origin, sex, marital status, or status.
- Public assistance, membership or activity in a local commission, disability, sexual orientation, or age.
- Any position for which the employee or applicant for employment is qualified ([Minnesota Statutes, section 363A.02](#)).

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter registration requirement

The grantee will comply with [Minnesota Statutes, section 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Additional requirements and information

Accessibility and accommodations

OCM is committed to making the grant application process accessible to all potential applicants. If you require accommodations to participate fully in this process, please contact us at grants.OCM@state.mn.us.

We are prepared to provide the following accommodations:

- **Alternative formats:** Application materials in large print, audio, electronic, or other formats.
- **Mailed application:** Acceptance of mailed applications.
- **Language assistance:** Translation and interpretation services for non-English speakers.
- **Assistance with submission:** Support with submitting your application, including help with online forms or technical issues.
- **Additional support:** Other reasonable accommodations needed to ensure full participation.

Please notify us as soon as possible of any accommodation needs so we can best support you throughout the application process. Please note that an extension to the due date and time is not an option.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes, section 16B.98, subdivision 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties.
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public data

Per [Minnesota Statutes, section 13.599](#), names and addresses of grant applicants and the amount requested will be public data once proposal responses are opened. All remaining data in proposal responses (except trade secret data as defined and classified in [Minnesota Statutes, section 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

All data created or maintained by OCM as part of the evaluation process (except trade secret data as defined and classified in [Minnesota Statutes, section 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Proposal evaluation and grantee selection

A standardized scoring system will be used to describe how the applicant will be rated on the various criteria and used by reviewers to determine the extent to which the applicant meets the criteria. Proposals will be reviewed, scored, and ranked by a committee composed of state officials, community members, and subject matter experts. The committee will provide a recommendation to the OCM director, who will make the final award decisions.

Selection criteria and weight

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to describe how the applicant will be rated on the various criteria and used by reviewers to determine the extent to which the applicant meets the criteria.

Scoring will be on a 100-point scale across five sections:

- Project design, methods, and workplan (up to 25 points)
- Organization capacity and relevant experience (up to 25 points)
- Diverse outreach, community engagement, and community partnerships (up to 25 points)
- Performance, evaluation, and reporting (up to 10 points)
- Budget and matching (up to 15 points)

The review panel will evaluate all eligible and complete applications received by the deadline. Proposals will be reviewed, scored, and ranked by a panel of subject matter experts who will provide a recommendation to OCM for final review and award decisions. OCM will review all panel recommendations and is responsible for award decisions. The award decisions of OCM are final and not subject to appeal. OCM reserves the right to change the amount awarded to any selected project.

Required financial and grantee capacity review

Tier 2 grantees will be required to provide evidence of good standing and capacity. These documents will not be accessible to community reviewers and will not be evaluated as part of the application review and scoring process.

To comply with financial and capacity review requirements, the following information and documents will need to be submitted and evaluated by OCM before the grant contract agreement is fully executed:

- 1. Form C: Notarized affidavit of non-collusion**
- 2. Form D: Certification of no disqualifying convictions**
- 3. Required nonprofit grantee documents**
 - a. Most recent IRS Form 990 or Form 990-EZ
 - b. Most recent audited financial statement of a charitable organization that has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes, section 309.53
 - c. Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption
 - d. Evidence of good standing with the IRS and the secretary of state
- 4. For-profit certification disclosure and required documents**
 - a. Most recent federal and state tax returns
 - b. If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
 - c. Current financial statements
 - d. Certification that the business is not under bankruptcy proceedings
 - e. Disclosure of any liens on assets

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

Financial and capacity review

All grantees as defined in Minnesota Statutes, section 16B.981 subdivision 1(c), applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

[Minnesota Statutes, section 16B.981](#), and [section 342.70](#) establish the authority for OCM to:

- Provide or require enhanced grant oversight.
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
 - The potential grantee has 30 business days to respond.
- Develop a plan to address the risk or concerns identified.
- Not award the grant.
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the commissioner of administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant.
 - The timeline for the process for contesting the agency's decision.

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

Required documents for complete financial capacity review

[Minnesota Statutes, section 16B.981](#), and [section 342.70](#) require that a pre-award risk assessment be conducted for grant awards of \$50,000 or more.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed:

1. Capacity Responses (all potential grantees) - Form A

- Please describe your history of performing the work that will be funded by the grant:
 - This includes describing your organization's current staffing, current budget and any other relevant information.

2. Certification: No disqualifying convictions (tier 2 potential grantees) - Form D

3. Evidence of good standing (for-profit and nonprofit potential grantees) - Form A

- For-profit and nonprofit grantees: Filed and up-to-date with the secretary of state.

4. Nonprofit grantees as applicable:

- Most recent IRS Form 990 or IRS Form 990-EZ.
- Most recent audited financial statement of a charitable organization that has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minnesota Statutes, section 309.53](#).
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption.

5. For-profit certification disclosure and required documents:

- Most recent federal and state tax returns:
 - i. If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded.
- Current financial statements.
- Certification that the business is not under bankruptcy proceedings.
- Disclosure of any liens on assets.

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

Application content

Proposals must conform to all instructions, conditions, and requirements included in the Request for Proposals (RFP). The applicant must submit all items referenced herein for the application to be considered complete. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the proposal is at the responder's risk and may, at the discretion of the state, result in disqualification of the proposal. Acceptable proposals must offer all services identified and agree to the contract conditions specified throughout the RFP.

For an application to be considered complete and accepted for consideration, grant applicants must submit the following:

- Online application – <https://mn.gov/ocm/canrenew-grant-application/>
- [Form A: CanRenew Project Narrative, Workplan and Certifications](#)
- [Form B: Grant Budget](#)
- [Form C: Affidavit of Non-Collusion](#) (must be notarized)
- [Form D: Certification of No Disqualifying Convictions](#) (tier 2 applicants only)
- [Form E: Nonprofit Grantee Documents as Applicable](#) (nonprofit applicants only)
- [Form F: For-Profit Required Documents, Lien Disclosure, and Certification](#) (for-profit applicants only)

Do not submit unrequested documents as these will not be reviewed. Applications by mail will not be accepted unless OCM has granted written approval of a request for accommodations.

Application submission

All applications must be received no later than 4:30 p.m. CST on January 12. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Review process and timeline

The review committee will evaluate all eligible and complete applications received by the deadline. OCM will review all committee recommendations and is responsible for award decisions. The award decisions of OCM are final and not subject to appeal.

- November 10 RFP posted on the OCM website
- January 5 Questions due no later than 4:30 p.m. CST
- January 12 Applications due by 4:30 p.m. CST

Estimated Dates

- January 19 Committee begins review of applications
- March 9 Selected applicants may undergo pre-award risk assessment
- May 11 Committee recommendations submitted to OCM leadership for review
- June 5 Selected grantees announced; grant agreement negotiations begin
- June 30 Grant agreements executed, and grant activities begin

Attachments and resources

Item	Instructions
CanRenew Grant Online Application	<p>Complete online application and upload required materials at https://mn.gov/ocm/canrenew-grant-application/.</p> <p>Use the CanRenew Grant Application Guide (https://mn.gov/ocm/canrenew-app-guide/) to prepare your online application.</p>
Appendix: CanRenew Grant Application Guide	Do not upload. Use to prepare for the online application.
Form A: CanRenew Project Narrative, Workplan, and Certifications	Complete using template (https://mn.gov/ocm/grant-form-a/) and upload to the online application.
Form B: CanRenew Grant Budget	Complete using template (https://mn.gov/ocm/grant-form-b/) and upload to the online application.
Form C: Affidavit of non-collusion	<p>Complete using template (https://mn.gov/ocm/grant-form-c/), notarize by due date, scan, and upload to the online application.</p> <p>Keep notarized copy on file and produce upon request.</p>
Form D: Certification of No Disqualifying Convictions	<p><i>Required only for applications for Tier 2 applicants (requesting amount between \$50,000-\$2,000,000).</i></p> <p>Complete using template (https://mn.gov/ocm/grant-form-d/) and upload to the online application.</p>
Form E: Nonprofit Grantee Documents as Applicable	<p><i>Required only for nonprofit applicants.</i></p> <p>Complete using template (https://mn.gov/ocm/grant-form-e/) and upload to the online application.</p>
Form F: For-Profit Required Documents, Lien Disclosure, and Certification	<p><i>Required only for for-profit applicants.</i></p> <p>Complete using template (https://mn.gov/ocm/grant-form-f/) and upload to the online application.</p>