

Safe Drinking Water for Private Well Users Grant Phase I

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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12/28/2023

To obtain this information in a different format, call: 651-201-4366.

Table of Contents

| | |
|--|----|
| RFP Part 1: Overview..... | 3 |
| 1.1 General Information | 3 |
| 1.2 Program Description | 3 |
| 1.3 Funding and Project Dates | 3 |
| 1.4 Eligible Applicants | 4 |
| 1.5 Questions and Answers..... | 4 |
| RFP Part 2: Program Details | 6 |
| 2.1 Priorities..... | 6 |
| 2.2 Eligible Projects..... | 7 |
| 2.3 Grant Management Responsibilities | 8 |
| 2.4 Grant Provisions..... | 10 |
| 2.5 Review and Selection Process | 14 |
| RFP Part 3: Application and Submission Instructions | 15 |
| 3.1 Application Deadline | 15 |
| 3.2 Application Submission Instructions | 15 |
| 3.3 Application Instructions | 15 |
| 3.4 Contact Information..... | 15 |
| RFP Part 4: Attachments | 16 |
| Attachment A: Application Evaluation Criteria..... | 17 |
| Attachment B: 2023 Private Well Protection Grant Application | 18 |
| Attachment C: Budget | 20 |
| Attachment D: Applicant Conflict of Interest Disclose Form | 20 |
| Attachment E: Due Diligence Form | 20 |
| Due Diligence Review Form (PDF) (state.mn.us) | 20 |
| Attachment F: MDH Sample Grant Agreement Template..... | 20 |

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Safe Drinking Water for Private Well Users Grant Phase I
- **Minnesota Department of Health (MDH) Program Website:**
[Safe Drinking Water for Private Well Users Grant](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html)
[\(https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html\)](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html)
- **Application Deadline:** February 16th, 2024, by 5 p.m. Central Time

1.2 Program Description

MDH received funding from the Clean Water Fund to ensure safe drinking water for private well users. A portion of this funding is being offered as grants to promote private well testing among private well users and to provide financial assistance to eligible households to address private well water-quality issues. Each entity will have the opportunity to apply for up to \$100,000 to promote well testing for households that rely on private well water for drinking water that will include testing for five common contaminants (arsenic, coliform bacteria, lead, manganese, and nitrate) and provide financial assistance to address high levels of any of these contaminants in the drinking water for eligible households. This will be an iterative and communicative process in which grantees will work with MDH to carry out the grant goals.

ABOUT COMMON CONTAMINANTS IN DRINKING WATER

MDH recommends that private well users test their drinking water every year for nitrate and coliform bacteria and at least once for arsenic, manganese, and lead. Both natural sources and human activities can contaminate well water and cause short-term or long-term health effects. Testing your well water is the only way to detect most of the common contaminants in Minnesota groundwater; you cannot taste, see, or smell most contaminants. More information about testing recommendations, results, and treatment options can be found at [Well Testing, Results, and Options](https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html) (<https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html>).

1.3 Funding and Project Dates

Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

| Funding | Estimate |
|----------------------------|-----------|
| Estimated Amount to Grant | \$600,000 |
| Estimated Number of Awards | 6 |
| Estimated Award Maximum | \$100,000 |
| Estimated Award Minimum | \$50,000 |

Match Requirement

There are no match requirements.

Project Dates

The estimated grant start date is July 1, 2024, and the end date is May 1, 2027.

1.4 Eligible Applicants

Applicants must be a local, regional, or tribal unit of government working in Minnesota. All applicants are advised that if they accept state dollars, they will be required to comply with all state laws, executive orders, regulations, and policies governing these funds.

Collaboration

Collaboration with at **least one partner is required** and multiple partnerships are encouraged. Partners can include but are not limited to:

- Local Soil Water Conservation District
- Local public health
- Non-profits or Non-Governmental Organizations related to water quality or public health.
- Watershed districts
- Environmental services, including local government services
- Accredited water testing laboratories
- Medical professionals
- Schools
- Water treatment professionals
- Licensed well and boring contractors
- Tribal governments and colleges

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to anne.nelson@state.mn.us. All answers will be posted within two business days at [Safe Drinking Water for Private Well Users Grant \(https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html\)](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html).

Please submit questions no later than 4:30 p.m. Central Time, on Tuesday February 9th, 2024.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

- Informational meetings will be held Thursday January 11th, 2024 at 10 a.m. Central Time, and Tuesday January 23rd, 2024 2 p.m. Central Time, via Microsoft Teams. All prospective applicants

2024 PRIVATE WELL PROTECTION GRANT

are encouraged to attend. Details about the informational meetings including meeting links and questions from these meetings will be posted online at [Safe Drinking Water for Private Well Users Grant](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html) (<https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html>).

Questions will be posted within two business days for prospective applicants to review regardless of attendance.

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant prioritizes proposals that engage diverse groups of private well users. Diverse groups include:

- Racial and ethnic communities, including American Indians.
- People for whom English is not their first language.
- LGBTQIA communities.
- Disability status.
- Veterans.
- Home ownership versus rental status.
- Socio-economic status.
- Diversity of ages.
- Rural or non-rural.

Grant outcomes will include:

- Providing low or no-cost water testing for all five contaminants to persons whose main source of drinking water in their primary residence is from a private well.
- Providing low to no-cost drinking water treatment to eligible households who meet income/financial assistance criteria defined by the grantee.
- Establishing a baseline of deidentified private well water testing data which will be publicly available and will be used to focus outreach and public health efforts.

Collaboration

This grant prioritizes collaborative efforts. Soil and water conservation districts, environmental services, public health agencies, accredited water testing laboratories, medical professionals, schools, water treatment professionals, licensed well and boring contractors, tribal governments and colleges, and other organizations can all help protect private well users' health.

Infants and Children and Low-Income Households

This grant prioritizes efforts that target households with infants and children, persons over age 65, and low-income households.

2.2 Eligible Projects

Mandatory requirements:

Proposals must include *all* of the following elements:

- Conduct outreach to diverse groups of private well users about private well testing.
- Provide low- or no-cost private well testing for five common contaminants within a defined area.
- Establish a process for collecting water quality testing data including the corresponding well ID number or location if available.
- Provide financial assistance and technical assistance to eligible households* on private wells to address an arsenic, coliform bacteria, lead, manganese, and/or nitrate water quality issue. Technical assistance will be provided to private well owners with the information necessary to make decisions on treatment methods.

*Financial assistance to address a contaminant issue is limited to eligible households. Eligible households must meet the following criteria:

1. The household's main source of drinking water in their primary residence is from private well water, AND
2. The well water has **at least one** contaminant concentration over the EPA Maximum Concentration Level that is not currently being mitigated by a treatment system:
 - a. Nitrate at or above 10 milligrams per liter
 - b. Arsenic at or above 2 micrograms per liter with a priority of wells above 10
 - c. Any detection of coliform bacteria
 - d. Any detection of lead
 - e. Manganese at or above 100 micrograms per liter, AND
3. The household meets income/financial assistance criteria defined by the grantee.

Tasks:

Grantees will participate in quarterly virtual group calls with other grantees and the MDH grant managers. These meetings are proposed to be two hours in length, once every three months and will be scheduled once grantees have been selected. Grantees will use this time to share experiences and ideas on how best to achieve the objectives and goals of the grant.

Grantees will have individual virtual meetings quarterly with an MDH grant manager.

Grantees will keep track of and manage data needed for financial reports, invoices, and other deliverables listed below. This will include managing data on:

- Number of private wells tested for all five contaminants.
- Water quality data from samples tested.
- Number of treatment systems contracted for installation and cost.
- Number of new wells constructed with grant funds.
- Types of outreach materials developed.
- Amount of money spent on advertising.
- Number of applications from households eligible for treatment.
- Invoices for water testing kits.

- Invoices for treatment systems.
- Invoices for well construction or well repairs

Allowable expenses include, but are not limited to:

- Staff costs to plan and implement the program.
- Laboratory costs associated with private well water analysis for all five contaminants, including shipping costs. Must use a laboratory accredited by the MDH Environmental Accreditation Program.
- Expenses to fully or partially cover (up to the grantee's discretion).
 - Costs associated with purchasing and installing treatment for eligible private well users to address the contaminant(s) found to be over the maximum contaminant level.
 - Costs associated with repairing a well to address nitrate and/or coliform bacteria concentration over the maximum contaminant level.
 - Costs associated with constructing a new well to address nitrate and/or coliform bacteria concentration over the maximum contaminant level.
- Reimbursement of in-state travel expenses (mileage).
- Program promotion.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Out of state travel

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement is attached as **Attachment F: MDH Grant Agreement**. Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit any reports listed in the deliverable's section of this RFP at specified intervals until all grant funds have been expended and all of the terms in the grant agreement have been met.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring \(PDF\) \(https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf\)](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.

The reporting schedule will be:

At least quarterly provide a report of expenses incurred from work on the grant. This can include staff time, cost of water testing, treatment system costs, administrative costs, and any other allowable expenses as defined in the RFP.

Every six months provide a summary of data to MDH including:

- Number of private wells tested for all five contaminants.
- Water quality data from samples tested.
- Number of treatment systems contracted for installation and cost.
- Number of new wells constructed with grant funds.
- Types of outreach materials developed.
- Number of applications from households eligible for treatment.

At the end of the project:

- Complete an evaluation writeup including a description of the grantees' focus populations and list of what were and were not effective ways to reach those populations.
- Provide copies of communication materials or strategies to promote well water testing with MDH.

Technical Assistance

MDH will provide technical assistance to grantees to support them in fulfilling their grant objectives.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall 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 shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be monthly or quarterly, depending on the grantee's preference. Grantees will submit invoices for the month's or quarter's expense by the end of the following month (i.e., November's invoice is due by December 31, 2024).

Additional Responsibilities

All promotional materials must contain the Clean Water Land and Legacy Amendment logo. Logo use and guidelines can be found at [Legacy Logo | Minnesota's Legacy \(https://www.legacy.mn.gov/legacy-logo\)](https://www.legacy.mn.gov/legacy-logo) and align with MDH key messages regarding private wells.

2.4 Grant Provisions

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost 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.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (Equity in Procurement (TG/ED/VO) Directory / Minnesota Office of State Procurement (mn.gov));
 - Metropolitan Council’s Targeted Vendor list: [Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](https://mnucp.metc.state.mn.us/) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program \(https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9\)](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9).
- v. 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.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Not with standing (i) - (iv) above, State may waive bidding process requirements when:
- Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at [Suspended/Debarred Vendor Detailed Information \(https://mn.gov/admin/osp/government/suspended-debarred/\)](https://mn.gov/admin/osp/government/suspended-debarred/).

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management’s Policy 08-01, “Conflict of Interest Policy for State Grant-Making.”

Applicants must complete the Applicant Conflict of Disclosure form (Attachment D) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee’s or applicant’s objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

2024 PRIVATE WELL PROTECTION GRANT

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents, and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be

proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. § 16B.98](#), subd. 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 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 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, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 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. [Minn. Rules, part 5000.3550](#).

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.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing water and outreach specialists. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a standardized 70-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. This information can be found in Appendix A.

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations \(https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf\)](https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf)

Notification

MDH anticipates notifying all applicants via email of funding decisions by May 1, 2024.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications must be received by MDH no later than 4:30 p.m. Central Time, on February 16th, 2024.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

3.2 Application Submission Instructions

Applications must be submitted via email to:

Anne Nelson
Partner Engagement and Communications Specialist
Water Policy Center, Environmental Health Division
Minnesota Department of Health
anne.nelson@state.mn.us

3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

- Application with Project Narrative and Work Plan – key points outlined in Attachment B.
- Budget – key points outlined in Attachment C.
- Applicant Conflict of Disclosure form (Attachment D)
- Due Diligence Review Form (Attachment E)

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

MDH reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

3.4 Contact Information

- Grant information: [Safe Drinking Water for Private Well Users Grant \(https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html\)](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html).
- MDH contact: Anne Nelson (anne.nelson@state.mn.us)

RFP Part 4: Attachments

Attachment A: Application Evaluation Criteria

Attachment B: Application including Project Narrative and Workplan

Attachment C: Budget

Attachment D: Applicant Conflict of Interest Disclosure Form – Must be submitted with completed application.

Attachment E: Due Diligence Form – Must be submitted with completed application.

Attachment F: MDH Sample Grant Agreement

Attachment A: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation score-sheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

1. **Organizational Capacity** (Up to 20 total points for this section.)
 - a. *Experience working with other local entities (0 to 5 points).*
 - b. *Experience working with private well users and/or private well related issues (0 to 5 points).*
 - c. *Demonstrated ability and willingness to collaborate with other entities on this project (0 to 5 points).*
 - d. *Capacity to meet the project objectives and priorities (0 to 5 points).*
2. **Project Narrative and Work Plan** (Up to 30 total points for this section.)
 - a. *Clearly defines project goals and objectives (0 to 5 points).*
 - b. *Clear evaluation plan (0 to 5 points).*
 - c. *Defines interdisciplinary collaboration to achieve project goals (0 to 5 points).*
 - d. *Defines approach to target families with infants and children (0 to 5 points).*
 - e. *Defines approach to target low-income households (0 to 5 points).*
 - f. *Clear timeline with key milestones (0 to 5 points).*
3. **Budget and Budget Justification** (Up to 10 total points for this section.)
 - a. *Itemized budget (0-5 points).*
 - b. *Budget reflects grant goals (0 to 5 points).*
4. **Diversity in Grant-Making** (Up to 10 total points for this section.)
 - a. *Describes how the project will benefit diverse groups of private well users (0 to 5 points).*
 - b. *Project demonstrates strategic partnership to reach diverse groups of private well users (0 to 5 points).*

Attachment B: 2023 Private Well Protection Grant Application

Notice: This application must be completed in order to score your grant request.

Applicant (name of primary applicant): _____

Organization Name: _____

Applicant Contact Phone No. and Extension: _____

Applicant Contact E-mail address: _____

Mailing Address: _____

County: _____

Federal Tax ID #: _____

Person Authorized to Sign Grant Agreement on Behalf of the Organization:

Name: _____ Title: _____

Total Grant Amount Being Requested (**\$100,000 maximum**): \$ _____

Project Narrative and Work Plan

Work items to be performed under this grant

For each work item to be funded under the grant, please provide the following information (use additional pages as necessary, up to six pages)

Organizational Capacity

- Who will work on this project and what is their training and expertise?
- What entities will collaborate on this project?
- What is your organization's experience and capacity to work with other entities to achieve the goals of this project?

Work Plan

Considering all the requirements and eligible activities listed in section 2.2 Eligible Projects please:

- Describe your proposed project and how it will protect the health of private well users.
- What are your project goals?
- How will you evaluate the project?
- How will you ensure this project benefits diverse groups of private well users?
- Make a timeline showing the major tasks, deliverables, and deadlines for the project.

2024 PRIVATE WELL PROTECTION GRANT

Certification

I certify that the information herein is true and accurate to the best of my knowledge, and I submit this application on behalf of the applicant organization.

Signature _____ Title _____ Date _____

NOTE: If you are awarded a grant, NO work may begin until all required signatures have been obtained on the grant agreement and grantee receives a signed copy of the grant agreement.

Attachment C: Budget

Your budget can be a separate document from your narrative and work plan and should include the following:

- Itemized projection of costs for each task and deliverable.
- Description of any other funding that is directed toward accomplishing the same or similar goals as the goals of this grant program.
- Clear identification of the total amount of grant funding requested.

Attachment D: Applicant Conflict of Interest Disclose Form

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived, or potential individual or organizational conflicts of interest that exist.

[Applicant Conflict of Interest Disclosure Form \(PDF\) \(state.mn.us\)](#)

Attachment E: Due Diligence Form

[Due Diligence Review Form \(PDF\) \(state.mn.us\)](#)

Attachment F: MDH Sample Grant Agreement Template

[MDH Grant Agreement \(PDF\) \(state.mn.us\)](#)