



Early Childhood and Family Education Teacher Shortage Grant

Grant Request for Proposal (RFP)

04/06/2026

Minnesota Office of Higher Education (OHE)

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108

Contact: info.ohe@state.mn.us

Website: <https://ohe.mn.gov/>

Contents

Request for Proposals (RFP) Part 1: Overview	1
Grant Overview	1
Funding Availability	1
Project Dates	1
Eligibility	2
Priorities	2
Collaboration	3
Selection Criteria and Weight.....	3
Questions and Technical Assistance.....	4
Request for Proposals (RFP) Part 2: Submission	5
Proposal Content.....	5
Request For Proposals (RFP) Part 3: Proposal Review Process	10
Review Process	10
Timeline	10
Conflicts of Interest	10
Public Data.....	11
Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities	12
Preaward Risk Assessment and Financial Review	12
Grant Contract Agreements	12
Grant Provisions	12
Accountability and Reporting Requirements	15
Authorized Representatives	17
Contracting and Bidding Requirements	17
Audits.....	18
Affirmative Action and Nondiscrimination.....	18
Voter Registration	19
Request for Proposal (RFP) Part 5: Right of Cancellation.....	20

Request for Proposals (RFP) Part 1: Overview

Grant Overview

- Grant Name: Early Childhood and Family Education Teacher Shortage Grant
- Website: <https://applicationportal.ohe.mn.gov/Competitive-Grant-Applications/>
- Open for Proposals: April 6, 2026
- Proposal Due Date: May 8, 2026

The Minnesota Office of Higher Education (OHE) is responsible for administering the ECFE Teacher Shortage Grant program. The state law governing the grant program is located in Minnesota Session Laws 2025, 1st Special Session, Chapter 10, Art. 10, Sec 11. Subd. 2.

(<https://www.revisor.mn.gov/laws/2025/1/Session+Law/Chapter/10/>).

The ECFE Teacher Shortage Grant provides grants to postsecondary institutions to address the early childhood and family education teacher shortage. The grant reimburses grantees for eligible expenses related to providing tuition relief and other supports for students enrolled in early childhood and family education teacher preparation programs in Minnesota.

Funding Availability

A total of \$475,000 per year is available for this program in fiscal year 2026 and 2027. Funding will be allocated through a competitive process. Proposals may be partially funded depending on the availability of funds and/or budget efficiency. If selected, a grantee may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date. OHE is not permitted to make an exception to this rule.

Funding	Estimate
Estimated Amount to Grant	\$950,000
Estimated Number of Awards	3-4
Estimated Award Maximum	\$250,000
Estimated Award Minimum	N/A

Project Dates

Year	Estimated Project Start Date	Estimated Project End Date
Year 1	May 2026, or the date the contract is fully executed	June 30, 2027

Eligibility

Applicants must meet the eligibility requirements in order to be considered for this grant opportunity. The following section provides details about eligible applicants and eligible students that can directly benefit from grant funds.

Eligible Applicant

Eligible applicants must meet all the following:

- Minnesota postsecondary institution
- Offer a PELSB-Approved teacher preparation program that leads to one of the following teacher licenses (initial license, additional license, or endorsement):
 - Early Childhood Education
 - Parent and Family Education
 - Preprimary Education
 - Special Education: Early Childhood

Eligible Student

Students are eligible to directly benefit from grant funds if they meet all of the following:

- Enrolled, as a regular student, in an eligible postsecondary institution who has applied for and received a grant from this program
- Enrolled in a PELSB-Approved teacher preparation program that leads to one of the following teacher licenses (initial license, additional license, or endorsement):
 - Early Childhood Education
 - Parent and Family Education
 - Preprimary Education
 - Special Education: Early Childhood

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. Office of Grants Management (OGM) Policy 08-02: Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant will serve postsecondary students in Minnesota enrolled in educator preparation programs that lead to Early Childhood and Family Education related teacher licensure. OHE is committed to promoting and supporting programs with postsecondary attendance and retention projects. This commitment is demonstrated through a criterion in the proposal evaluation process.

Grant outcomes will include:

- Number of eligible postsecondary students served
- Description of program activities
- Description of program goals
- Summary of program outcomes

Collaboration

Applicants and supporting or partnering organizations may collaborate on the content of the proposal.

Applicants must write and submit proposals.

Selection Criteria and Weight

A review committee of community experts convenes to review and utilize a rubric to evaluate proposals based upon the following 100-point scale:

1. **Need and Significance of Project (25 Points)**
Provide a statement of need for grant funding addressing the following criteria:
 - a. Documents the need for high-quality licensed teachers in Early Childhood Family Education related licensure areas and particularly those licensure areas in which the applicant's programs prepare teachers
 - b. Documents the needs of eligible students enrolled at their institution
 - c. Identifies how services provided will meet the needs of eligible students and support retention and completion
 - d. Identifies how project fits into larger framework/mission of the institution
2. **Quality of Project Design (25 Points)**
Provide a summary of the proposed project addressing the following criteria:
 - a. Goals, objectives, activities, and outcomes to be achieved are clearly specified and measurable
 - b. If providing funds directly to students, the plan for determining student eligibility and disbursing funds is documented
 - c. Commitment to cross-departmental collaboration, including the financial aid office, is demonstrated
 - d. Project will complement and coordinate with other programming
 - e. Timeline and milestones for accomplishing tasks are clearly defined and achievable
 - f. Staff size, time commitment, and responsibilities are clearly defined and are appropriate for the project
3. **Commitment to Equitable Access, Outreach, Recruitment, and Student Support (25 Points)**
Describe how this proposed project will serve diverse populations and populations experiencing inequities and/or disparities addressing the following criteria:
 - a. Outreach plan is targeted to students who have been traditionally underrepresented in Early Childhood Family Education related teacher preparation programs
 - b. Implementation plan ensures services and support will be equitably available by the student population especially as it relates to students that experience significant barriers to postsecondary attainment

- c. Through outreach, recruitment, and support the project's commitment to serving students throughout Minnesota is demonstrated
- 4. **Quality of Project Evaluation (10 Points)**
Describe how success and effectiveness of the proposed project will be determined addressing the following criteria:
 - a. Is objective and adequately measures achievement of goals and effectiveness of activities
 - b. Assesses the appropriate participant outcomes
 - c. Assesses the project's impact on student success
- 5. **Quality of Budget (10 Points)**
Describe the project budget and address the following criteria:
 - a. Budget is cost effective and reflective of requirements, goals, objectives, and outcomes
- 6. **Quality of Personnel, Resources, and Management (5 Points)**
Describe key personnel and other resources supporting the proposed project addressing the following criteria:
 - a. Qualifications, training, and experience of key personnel are appropriate for their assignments
 - b. Resources are adequate to meet project's goals and objectives
 - c. Adequacy of the management plan to achieve the proposed project on time and within budget

Questions and Technical Assistance

All questions regarding this RFP must be submitted by email to gwi.ohe@state.mn.us. Questions and answers will be posted within 7 days of receipt at <https://ohe.mn.gov/competitive-grants/early-childhood-family-education-teacher-shortage-grant>. Questions are due no later than 12:00 p.m. central time, on April 27, 2026.

To ensure fair and equitable processing of proposals, OHE will not review and/or comment on draft proposals.

Request for Proposals (RFP) Part 2: Submission

Proposals must be received no later than **4:00pm Central Time, May 8, 2026**. Late proposals will not be accepted. Applicants may submit only one application per postsecondary institution. Applicants must submit the following in order for the proposal to be considered complete:

- Proposal Coversheet
- Proposal Narrative
- Project Budget
- Project Budget Narrative
- Financial and Applicant Capacity Review Responses, if applicable

Incomplete proposals will be rejected and not evaluated. Proposals must include all required proposal materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

OHE reserves the right to reject any proposal that does not meet these requirements.

By submitting a proposal, 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.

Proposal Content

The ECFE Teacher Shortage Grant Request for Proposal is available online at <https://ohe.mn.gov/competitive-grants/early-childhood-family-education-teacher-shortage-grant>.

All proposal content is submitted through an online grants management system at <https://applicationportal.ohe.mn.gov/Competitive-Grant-Applications/>.

Applicants must submit all proposal content by **4:00p.m. central time, on May 8, 2026**, for OHE to consider the proposal as complete.

Proposal Coversheet

The proposal cover sheet is fillable through the online grants management system and includes the following:

- Applicant Information
 - Institution Name
 - Organization Type
 - Address (street, city, state, zip)

- Applicant authorized official (administers proposal process and is authorized to submit proposal)
 - Name (first, last)
 - Title
 - Phone number
 - Email address
- Grantee authorized signatory (signs grant contract upon award)
 - Name (first, last)
 - Title
 - Phone number
 - Email address
- Grantee authorized official (administers project upon award)
 - Name (first, last)
 - Title
 - Phone number
 - Email address

Proposal Narrative

The Proposal Narrative is provided by the applicant through the online grants management system. Reference the [Selection Criteria and Weight](#) section for more details about each section of the Proposal Narrative:

- Quality of Project Design (25 Points)
- Need and Significance of Project (25 Points)
- Commitment to Equitable Services and Outcomes (25 Points)
- Quality of Project Evaluation (10 Points)
- Quality of Budget (10 Points)
- Quality of Personnel, Resources, and Management (5 Points)

Proposed Budget

The Project Budget is provided through the online grants management system.

An applicant must populate a budget form for each budget year, which may include the following items:

- Personnel costs
 - Salaries for grantee personnel
 - Fringe benefits based on salaries paid
- Personnel Travel (must be within the State of Minnesota)
- Tuition and Fees Relief
- Direct Student Supports
- Other student supports
- Marketing and Communication
- Other Eligible Expenses

- Indirect costs (maximum of 8% of total personnel costs)

In addition, an applicant must complete a budget narrative by thoroughly describing each budget line item and providing justification for the expense. The budget narrative is submitted as a document uploaded through the online grants management system.

Operational costs are limited to expenses necessary to effectively and efficiently administer the program. Grant funds may provide support for tuition and fee relief, other student supports, and related program expenses.

Please refer to the Grant Provisions section to prepare the Project Budget.

Indirect costs must be limited to eight percent of the total personnel costs, which are reimbursable through this grant.

Financial and Applicant Capacity Review

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#) and agency policies, OHE is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants.

Only applicable to business entities, nonprofit organizations, and political subdivisions.

To complete the Financial and Applicant Capacity Review form, applicants must describe and acknowledge components of their organization and/or provide financial documentation.

The Financial and Applicant Capacity Review form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

Capacity Response

- Describe the applicant's history of performing the work that will be funded by this grant. This includes describing the applicant's current staffing, organization structure, budget, and administering grants from State Government and other sources.

Certification of No Felony Financial Crime

- Certify that no current principals have been convicted of a felony financial crime in the last ten years. [Minnesota Statutes 16B.981 Subd. 2 \(6\)](#) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. By signing below, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years. I certify that this information is true, correct, and reliable. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may

subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

- Signature, Title, Date
- Please upload an organizational chart or list of principals that you certify with the above statement.

Certification of Good Standing with Secretary of State

- Certify that applicant has filed and is up-to-date with the Secretary of State. OHE will verify the applicant's status with the Secretary of State Office. Potential grantee must certify that the organization has a status of "In Good Standing" with the Secretary of State as required by [Minnesota Statutes 16B.981 Subd. 2 \(4\)](#) and as part of the response to this Grant Request for Proposal. Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of "In Good Standing"?
 - Yes
 - No

Financial Review

OHE requires applicants to submit financial information as part of the grant proposal process. OHE audit staff will review the applicant's financial documents and perform a risk assessment to ensure the organization is financially stable. The types of financial documents and certifications required by applicants vary by type and size of organizations, as described in the sections below.

Nonprofit Organization Financial Documents

Requesting **\$50,000 or less** in total grant amount: Must submit financial documents representing most recently completed year (**1 year total**).

Requesting **over \$50,000** in total grant amount: Must submit financial documents representing most recently completed three years (**3 years total**).

Financial Documents to Upload:

- Most recently completed IRS Form(s) 990 or Form(s) 990-EZ
- Most recently completed Certified Financial Audit(s), if a potential nonprofit grantee is required to complete an audit under [Minnesota Statutes 309.53 Subd. 3](#)
- Board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls, if a potential nonprofit grantee is not required to file Form 990 or Form 990-EZ or has not been in existence long enough to have a completed IRS Form 990, Form 990-EZ, or audit

Business Entity Financial Documents

Requesting **\$50,000 or less** in total grant amount: Must submit financial documents representing most recently completed year (**1 year total**).

Requesting **over \$50,000** in total grant amount: Must submit financial documents representing most recently completed three years (**3 years total**).

Financial Documents to Upload:

- Most recently completed Federal Tax Return
- Most recently completed State Tax Return
- Current Financial statements
- Documentation of internal controls and current financial statements, if a potential business entity has not been in business long enough to have filed a tax return

A business entity will also certify that the business is not under bankruptcy proceedings and disclose any liens on assets.

Request For Proposals (RFP) Part 3: Proposal Review Process

Review Process

Funding will be allocated through a competitive process. First, OHE will ensure applicants meet all eligibility requirements and the proposal deadline. If requirements are not met, the proposal will not be submitted to the review committee. Next, a committee of community experts with subject knowledge will use the point scale provided above to evaluate proposals. Reviewers will meet and discuss the proposals and then put forth their recommendations. Lastly, OHE will review all committee recommendations and is responsible for award decisions. Award notifications will be issued to applicants by email. OHE retains the right to offer partial awards based on an assessment of the overall applicant pool and available funds.

Timeline

April 6, 2026: Request for Proposal posted on OHE website at <https://ohe.mn.gov/competitive-grants/early-childhood-family-education-teacher-shortage-grant> and available in online grants management system at <https://applicationportal.ohe.mn.gov/Competitive-Grant-Applications/>.

April 27, 2026: Technical questions due no later than 12:00 p.m. central time.

May 8, 2026: Proposals due no later than 4:00 p.m. central time.

May 18, 2026: Committee begins review of proposals.

May 22, 2026: Committee recommendations submitted to OHE for review.

May 29, 2026: Applicants notified.

June 5, 2026: Grantees publicly announced.

June 2026: Execute grant contract agreement.

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 § 16B.98 Subd. 2-3 and OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

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 § 13.599](#)

- Names and addresses of grant applicants and 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 §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 the Office of Higher Education as part of the evaluation process (except trade secret data as defined and classified in §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.

Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities

Preaward Risk Assessment and Financial Review

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#) and agency policies, OHE is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants. Granting agencies will request, review, and analyze information, including Financial & Applicant Capacity Review documents, as referenced in this RFP, as applicable.

Grant Contract Agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract 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.

Grant Provisions

The state law governing the grant program is located in Minnesota Session Laws 2025, 1st Special Session, Chapter 10, Art. 10, Sec 11. Subd. 2. (<https://www.revisor.mn.gov/laws/2025/1/Session+Law/Chapter/10/>).

Grant contract agreement templates are available for review at:
<https://mn.gov/admin/government/grants/policies-statutes-forms/>.

Orientation

Following award notification, OHE will host a virtual mandatory orientation for grantees. The purpose of orientation is to prepare grantees for grant administration. The date and time of this orientation will be provided in the award notification.

Expenditures

Grantees can only incur eligible expenditures upon the grant contract effective or execution date, whichever is later. Expenditures incurred prior are not eligible for reimbursement through the grant.

Allowable expenditures are limited to the project as described in the proposal content and must align with the following budget categories:

- Personnel Costs
 - Salaries for grantee personnel
 - Fringe benefits based on salaries paid

- Personnel Travel (must be within the State of Minnesota)
- Tuition and Fees Relief
- Direct Student Supports
- Other Student Supports
- Marketing and Communication
- Other Eligible Expenses
- Indirect costs (maximum of 8% of total personnel costs)

Ineligible expenditures include but are not limited to:

- 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
- Capital expenditures
- Out of state transportation and travel expenses
 - Minnesota will be considered the home state for determining whether travel is out of state

Personnel Costs-Salary

Reimbursable salary costs are for staff who have dedicated project responsibilities written in their position description. If a staff member has other duties outside of the project, then the expense must be prorated based on the percentage in which the staff duties are directly related to the project. Stipends are allowable to personnel providing an eligible service to students. Stipends to personnel should be included under this budget category. Requests for reimbursement must align with the budget approved by the OHE Authorized Official.

Personnel Costs-Fringe

Fringe benefits are a form of pay in addition to the employees' salary. Fringe benefits may include items such as health insurance, dental insurance, short- and long-term disability, life insurance, cafeteria plan, and dependent care assistance.

Note: The employee contribution percentage of payroll taxes should already be accounted for under gross salary. The employer contribution percentage of payroll taxes is reimbursable.

Personnel Travel (must be within the State of Minnesota)

Personnel travel is reimbursable, within Minnesota for project related duties. Travel outside of Minnesota is not reimbursable. Personnel travel costs include mileage, lodging, and meals for the staff needing to travel for a project related event or activity. Costs incurred, must align with the specific dates of travel for the corresponding program activity.

The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the Nonrepresented Employees Compensation Plan ("Commissioner's Plan")

promulgated by the Commissioner of Minnesota Management and Budget. The Commissioner's Plan can be found at this link: <https://mn.gov/mmb/employee-relations/labor-relations/labor/nonrepresented-employees-compensation-plan.jsp>.

Tuition and Fees Relief

Tuition and Fees Relief expenses include scholarships, grants, and other direct financial aid provided to students to pay for tuition and fees charged by the grantee.

Direct Student Supports

Direct Student Supports are funds, other than Tuition and Fees Relief expenses, provided directly to an eligible student or to a third-party on their behalf. Direct Student Supports may be provided in different forms:

- Funds paid to students
- Funds paid to third-parties on behalf of students
- Gift cards provided to students
 - If a grantee chooses to provide grant funds to students using gift cards, the grantee must have a process to document the provision of the gift card to a student including the name of the student and when the gift card was provided. Grantees will not be reimbursed for gift cards purchased but not provided to students.

Other Student Supports

Other Student Support expenses include, but are not limited to, costs associated with mentoring programs, career counseling, mental health counseling, and other similar student services or programming.

Marketing and Communication

Marketing and Communication costs include costs associated with promoting the project and to inform diverse populations and populations experiencing inequities and/or disparities of the availability of the offerings related to the project. Marketing and communication may also include costs associated with outreach to students and their support systems.

Other Eligible Expenses

Other Eligible Expenses include any eligible expense that is not covered under another budget category.

Work Plan

A grantee must complete and submit a Work Plan following award notification and prior to executing a grant contract with OHE. The Work Plan includes detailed information about the project target population, objectives, timeline, outcomes, and evaluation methods. Once the plan is approved, the grantee has the ability to make changes within the scope of the project but must consult with OHE prior to making changes to the Work Plan.

The Work Plan, and any amended version, will be submitted by email in a form provided by OHE.

Budget

A grantee must complete and submit a Budget following award notification and prior to executing a grant contract with OHE. The Budget includes detailed information about each of the budget categories. Once the Budget is approved, the grantee has the ability to make changes within the scope of the project but must consult with OHE prior to making changes to the Budget.

The Budget, and any amended version, will be submitted by email in a form provided by OHE.

Fiscal Procedures

All grant program funds should be assigned to individual accounts which can be readily identified and verified. Once a grant contract agreement has been fully executed, the grant period will begin.

Business with the State

A grantee must register and complete setup as a vendor with the State of Minnesota's SWIFT System (<https://mn.gov/mmb/accounting/swift/>) prior to executing a grant contract agreement with OHE. The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be finalized within the SWIFT vendor portal. Grantees who are already established as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or efthelpline.mmb@state.mn.us.

Accountability and Reporting Requirements

Grantees must adhere to all accountability and reporting requirements. Grant reimbursement and future grant eligibility is contingent upon fulfillment of requirements.

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 Grantee must provide a General Ledger report or other similar documentation that reflect expenses included in the Reimbursement Request. 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 reimbursement. OHE will reimburse grantees only for eligible expenditures. Grant payments shall not be made on grants with past due progress reports unless OHE has given the grantee a written extension.

Grantees must submit requests for reimbursement according to the schedule listed in the grant contract agreement.

OHE reserves the right to request additional documentation for verification prior to approval for reimbursement. Grantees must respond and complete follow-up items within 15 days of receiving a request for

additional documentation from OHE. OHE will issue payment to a grantee within 30 days of a completed and approved reimbursement request.

Grant Reporting

Grantees are required to submit narrative progress reports to OHE according to the schedule listed in the grant contract agreement. OHE will provide a form template for grantees.

Grant Monitoring

Minnesota Statutes 16B.97 Grants Management (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and Office of Grants Management Policy 08-10 Grant Monitoring require the following before final payment is made:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000

OHE reserves the right to select additional grantees for monitoring who may not be addressed in the above scenarios. OHE will notify such grantees within a reasonable amount of time to allow preparation for the monitoring process. OHE will also consider requests from grantees to conduct monitoring services.

OHE will base monitoring schedules upon the availability of all parties who are required to be in attendance. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within six months of the contract effective date.

Grant Financial Reconciliation

All grantees are required to undergo Financial Reconciliation for expenditures at least once during the grant period before final payment is made. Financial Reconciliation may be conducted on a more frequent basis. The process involves reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts, and payroll records.

Grantee Performance Evaluation

Prior to the closeout of the grant, OHE will evaluate the performance of all grantees. OHE includes the following information in the evaluation process:

- Grantee name, grant amount, start and end dates of the grant period award, and amount of grant paid to grantee
- Grant description, purpose, and proposed grant outcomes
- Description of actual grant outcome
- Compliance with reporting requirements
- Grant monitoring visits and financial reconciliation results, if applicable
- If applicable:
 - Additional conditions placed on the grant as part of the pre-award risk assessment process
 - If there were any fraud, waste, or abuse concerns

- If the grant was terminated for cause
- Significant changes that arose during the grant award period
- Status of any financial/audit concerns involving the grantee

Evaluations of grantee performance for grant contract agreements over \$25,000 must be provided by OHE to the Minnesota Department of Administration. In addition, OHE will share grantee performance evaluations with other state agencies upon request. Evaluations are considered public per Minnesota Statute 13.599 (<https://www.revisor.mn.gov/statutes/cite/13.599>).

OHE considers past grantee performance before awarding subsequent grants to grantees.

Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and Bidding Requirements

Municipalities: Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)¹
- 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.

Nongovernmental entities: Grantees that are nongovernmental entities must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Services and/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 or awarded to a targeted vendor.
- Services and/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.

¹ <https://mn.gov/admin/osp/government/suspended-debarred/>

- 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:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)²
 - [Metropolitan Council Underutilized Business Program](#)³
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)⁴
- 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.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the 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
 - It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
- The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

Audits

Per [Minnesota Statutes § 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, the State Auditor, the Attorney General, and the Legislative 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 Nondiscrimination

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 per [Minnesota Statutes § 363A.02](#). The grantee agrees to

² <http://www.mmd.admin.state.mn.us/process/search/>

³ <https://mcub.metc.state.mn.us/>

⁴ <https://cert.smwbe.com/>

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

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

Request for Proposal (RFP) Part 5: Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the proposal or to reject any and all proposals received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.