

SWP Grants Guide for Applicants

MDH FLUXX ([HTTPS://MDH.FLUXX.IO/USER_SESSIONS/NEW](https://mdh.fluxx.io/user_sessions/new))

2025

SWP Grants Guide for Applicants

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Definitions

Application Accepted

Your application has been accepted, and it is ready for review and scoring.

Approved

Your application meets requirements and has met or exceeded the minimum required score.

Do not start work until all the grant paperwork has been completed.

After your application has been approved, it will take approximately two months to be able to begin work.

Awarded

Your grant agreement has been completed. You can now start work on your grant.

Collaboration

Support Staff are helping you with your application.

Collaboration Request

Your application will be in this stage if you are waiting for PWS staff to respond to your request for help.

Community PWS

A community public water supply provides water to the public in their primary living space—where people live and sleep—homes, apartments, nursing homes, prisons, etc.

Competitive Grant

Has a maximum amount of \$15,000, which may be increased to \$45,000 when three or more public water suppliers apply under the same application. To be eligible, the community or non-community non transient system must include an equal cost share amount. Competitive Grants help implement source water protection measures regardless of whether the public water supplier has a wellhead protection plan in place.

Cost Share Amount

The amount you will contribute as the grantee. Must be at least equal to what you are requesting from Minnesota Department of Health. Cost share amount can be from a different state grant, a federal grant, or your own financial resources. In kind contributions cannot be used.

Draft

Your application will stay in this stage until you submit it.

Elapsed

You did not accept the grant within the allocated time.

Fluxx

The system that hosts the Source Water Protection Grant database.

Grant Closed

Work and documentation completed, payment is completed, grant is closed. You can now apply for another grant of the same grant type (Transient, Plan Implementation, Competitive).

Group Review

Your application is under review and is being scored.

In Closeout

The invoice report has been submitted so the payment records can be created, and close out activities are completed with Finance.

In-Kind Contributions

In-Kind Contributions can refer to non-monetary donations of time, goods, or services made by individuals or businesses.

Not Approved

Application does not meet requirements or scored too low for consideration.

Pending

Grant agreement and other paperwork is being processed. Do not start work until all the grant paperwork has been completed.

Plan Implementation Grant

Has a maximum reward amount of \$15,000 and does not require any cost share by the Public Water Supplier. To be eligible, the water supplier must be either community or noncommunity non transient and have a current MDH-approved Wellhead Protection Plan and MDH-endorsed intake protection plan.

Received

Support staff have your application, but it has not yet been reviewed.

Sent Back to Grantee

Your application has been returned because supplemental information is needed.

SME Review

Subject Matter Experts provide input during the review.

Support Staff

Support staff can refer to a sanitarian, engineer, Minnesota Rural Water Association Planner, and/or Minnesota Department of Health Planner or delegated authority.

SWIFT Vendor ID

A permanent identification number that a Public Water Supply uses to receive money through the state. The PWS must sign up for one and then send it to health.swpgrants@state.mn.us. Once they have an ID, they do not have to get another if they apply for another grant. You sign up for a SWIFT Vendor ID here:

[SWIFT Vendor ID Resources \(https://mn.gov/mmb/accounting/swift/vendor-resources/\)](https://mn.gov/mmb/accounting/swift/vendor-resources/).

Transient Grant

Has a maximum amount of \$15,000, which may be increased to \$45,000 when three or more public water suppliers apply under the same application. This grant requires an equal financial cost share amount. Transient Grants support wellhead protection measures that address a potential contamination source that presents a high risk to a source of drinking water as determined by MDH.

Transient System

PWS that regularly serve an average of at least 25 individuals daily at least 60 days out of the year, but do not serve the same 25 people over that period of time.

Waitlisted

Your application has scored the minimum number of points required, however, the funding has been exhausted as allocated in the RFP. Grant applications that score higher, have health equity priority/point, or are received first are funded first. You are placed on a waiting list for if funding becomes available or until the next grant round.

Withdrawn

You have removed your application for consideration or have refused the grant.

With Finance Team

Application is awaiting encumbrance. Do not start work until all the grant paperwork has been completed.

With Legal

Application has been sent to legal for approval. Do not start work until all the grant paperwork has been completed.

Acronyms

APO

Administrative Penalty Order

DWSMA

Drinking Water Supply Management Area

MDH

Minnesota Department of Health

MRWA

Minnesota Rural Water Association

MNDWIS

Minnesota Drinking Water Supply Information System

NOV

Notice of Violation

PCSI

Potential Contaminant Source Inventory

PWS

Public Water Supply or Public Water System

RFP

Request For Proposal

SME

Subject Matter Experts

SWP

Source Water Protection

Tap

Technical Assistance Planner

Disclaimer

Please note that as we continue to make changes to Fluxx, Fluxx may look different than the information presented in this document. Many of screenshots in this document were created with testing data for purposes of training and guidance.

All applications submitted in response to the 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)).

Asking For Help

Database Problems

For technical issues or questions related to the database, please email swpgrantshelp.mdh@state.mn.us for support.

Grant Questions

For questions about the grant process, please email health.swpgrants@state.mn.us for support.

Getting Started

To get started, you will need to create an account by visiting [MDH Fluxx](#) (https://mdh.fluxx.io/user_sessions/new). You can view directions in the “Register Account” section on page 4. Once your account has been created and approved you are able to draft and submit an application.

Applications must be submitted electronically through the [FLUXX SWP Grants Portal](#) (mdh.fluxx.io). Please direct all questions to swpgrantshelp.mdh@state.mn.us.

Instructional Videos

There are additional resources and instructional videos on the [Source Water Protection Grants](https://www.health.state.mn.us/communities/environment/water/swp/grants.html) (<https://www.health.state.mn.us/communities/environment/water/swp/grants.html>) website to assist you. Specific video links:

- [Grantee's Login Guide \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf>)
- [Quick Start Training Video \(YouTube\)](https://www.youtube.com/watch?v=Tocz-5qxLKI) (<https://www.youtube.com/watch?v=Tocz-5qxLKI>)
- [How to Register for Fluxx Training Video \(YouTube\)](https://www.youtube.com/watch?v=mDS3MzmSGeA)
(<https://www.youtube.com/watch?v=mDS3MzmSGeA>)

Videos For Specific Grant Types

For each grant type, there are additional resources such as the RFP, Grant Application Questions, grant forms, frequently asked questions, and training videos available.

- [Noncommunity Transient Grant Videos](https://www.health.state.mn.us/communities/environment/water/swp/transient.html)
(<https://www.health.state.mn.us/communities/environment/water/swp/transient.html>)
- [Plan Implementation Grant Videos](https://www.health.state.mn.us/communities/environment/water/swp/implementation.html)
(<https://www.health.state.mn.us/communities/environment/water/swp/implementation.html>)
- [Competitive Grant Videos](https://www.health.state.mn.us/communities/environment/water/swp/competitive.html)
(<https://www.health.state.mn.us/communities/environment/water/swp/competitive.html>)

Your Account

You will need an account to access the grantee portal even if someone else with your PWS has a registered account. This requires a different email than any accounts that have been previously registered. You will only need to create an account once.

Register Account

If you have not used the portal before, you will need to register an account. You can do this by clicking “create account” on the lower right side of the screen.

New to the Online Portal?

Create Your Organizational Profile

To be considered for funding for a Source Water Protection grant (Competitive, Plan Implementation, or Transient) you must first register by clicking the "Create Account" button below.

You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Create Account



Create Account Button

Tip: Before you create your account, have your PWSID number, organization legal name, organization address, organization email, primary contact's name, title, work phone, and work email ready. Your account will also need a password. Your username is the email address you registered with.

Fill out Organization Information and Primary Contact Information fields. After all required fields are filled, click "Submit Request" at the bottom of the page. Once you click 'submit request', it can take up to two business days for your request to be approved.

Login to Account

After you have been registered, you will be able to access your account through the login screen on the left. You will need to enter your username, password, and click "Sign In". If you need to reset your password, you can do so by clicking "Forgot Password?" under the "Sign In" button.

Login (all fields required)

Username

Password

Sign in

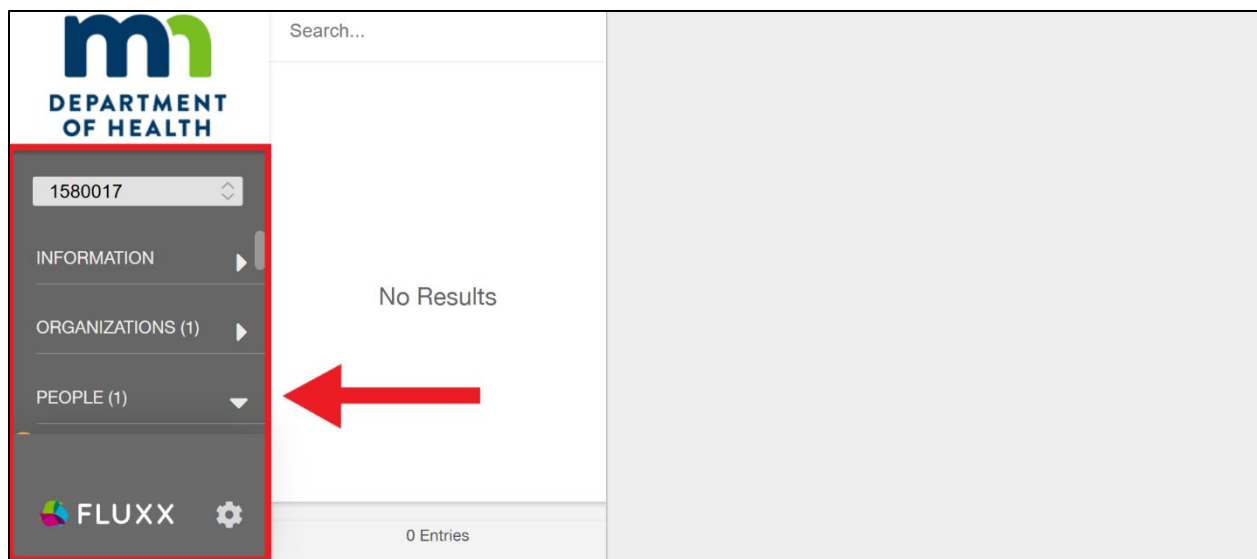
[Forgot Password?](#)

Sign In Button

Navigating the Portal

Navigation Menu

The Navigation Menu is a dark grey box that can be found along the left-hand side of the page.



Navigation Menu

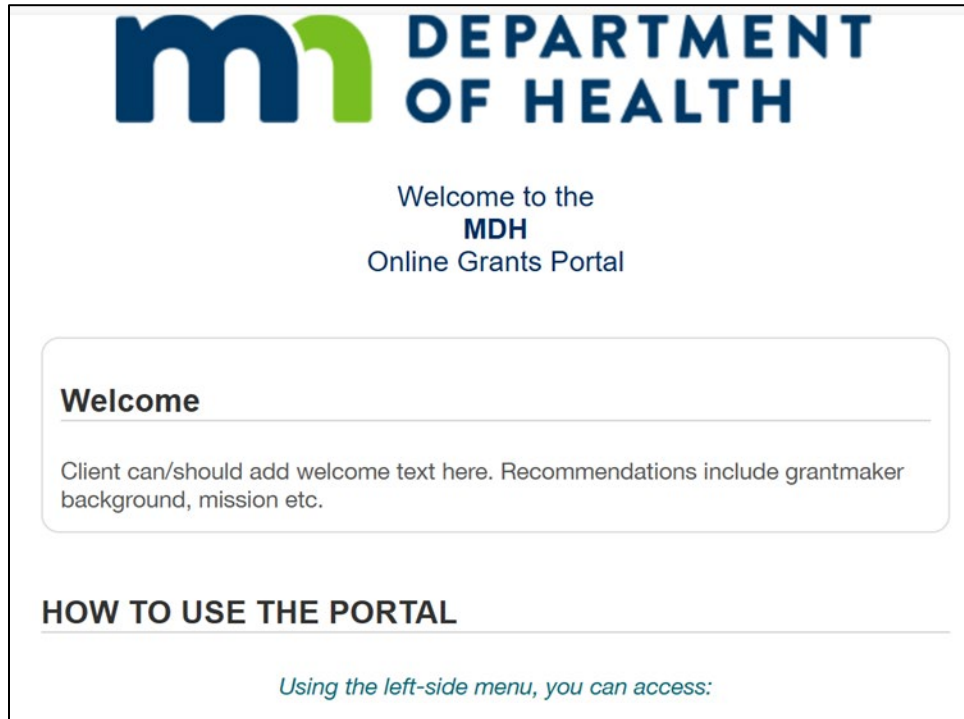
The top of the menu starts with your PWS Identification Number in a light grey box. If you manage multiple systems, you can use the drop down to choose which system you want to use.

Information

The next item on the menu's list is "Information". If you click on the arrow to pull down the menu you will see page options for the Grantee Portal (homepage), Apply for Funding and FAQs (Frequently Asked Questions).

Grantee Portal

This is essentially the homepage. This page provides information about grants and general information on how to navigate the portal. When you click on it, you will be brought to this page:



Grants Portal Page

Apply for Funding

Directly under the Grantee Portal is the Apply for Funding page. The page begins with links to documents about the SWP Grant Program and SWP Grants Information Sheet. Then the page gives examples of what is considered grant eligible and grant ineligible activities, types of grants, and ends with the green “Apply For ____ Grant” buttons for each grant type.

FAQ's

The FAQ's page is the last page listed under the Information drop-down tab. This page has commonly asked questions about the grantmaking process, portal navigation, and contact information in case your question wasn't answered on this page.

Organizations

When clicking on this drop-down option a card will appear with information about your Public Water System. The card details your PWS name, type of organization, PWS ID, address, email, and SWIFT vendor ID.

The screenshot displays the SWP Grants application interface. On the left is a sidebar with the Minnesota Department of Health logo, a search bar, and navigation links for '1580017', 'FAQs', 'ORGANIZATIONS (1)', 'PEOPLE (1)', and 'FLUXX'. The main content area features a search bar at the top. Below it, a card for 'Brook Park' is highlighted, showing 'PWS ID: 1580017' and 'Location: Brook Park, Minnesota 55007'. To the right of this card is a larger 'Brook Park' card with 'PWS ID: 1580017' and a location pin for 'Brook Park, Minnesota' with the user 'Emeri Hagfors'. Below these cards, a table lists organization details:

Organization Name:	Brook Park
PWS ID:	1580017
Type of Organization:	Community

At the bottom of the interface, there is a pagination bar showing '1 - 1 of 1' and a printer icon in the top right corner.

Organization Card

Tip: You can use this page to check that your PWS' information is correct. If you find an error, please contact our swpgrantshelp.mdh@state.mn.us email with your correction request.

People

This page pulls up information about you. It will show your name, organization (PWS), and email address your account is registered with.

Applications

This is a drop-down menu that links to the Draft Applications, Collaboration Requested, Collaboration, Clarification Requested, and Submitted Applications pages.

Feedback from Program Team

Sometimes after you submit your application you will get a response from the team reviewing your application. These appear on the Applications page under the application status bar with the heading "Feedback from Program Team" followed by text describing the feedback.

The screenshot shows a horizontal status bar at the top with four stages: 'Draft' (purple), 'Under Review' (light blue), 'Under Review' (teal), and 'Granted' (green). Below the 'Draft' stage, it says 'Status: Returned for Edits'. Below the status bar is a 'Table of Contents' section with links: 'Organization Information', 'Application Questions', 'Application Information', 'Work Items', 'Amounts', and 'Documents'. Below the table of contents is a note: 'Required fields are in bold'. At the bottom, there is a section titled 'Feedback from Program Team' with the text 'please send back with actual work items!'. A red arrow points to this section.

Feedback from Program Team

Draft Applications

This page will show you applications that you have started and saved but not completed. “No results” means you have no saved drafts. If you do have a draft application, it will appear on this page in a light green box. If you have multiple applications started, you will see multiple green boxes.

The screenshot shows the FLUXX application interface. On the left is a sidebar with the 'DEPARTMENT OF HEALTH' logo, a search bar, and a list of applications. The main area shows a 'Competitive Application' for 'Brook Park' with 'PWS ID: 1580017' and 'FY Competitive 1 ID: R-2025-01984'. The status is 'Draft'. A red arrow points to this application. On the right, there is a detailed view of the application, showing the 'Public Water Supplier status: Active' and a status bar with stages: 'Draft' (purple), 'Under ...' (light blue), 'Under ...' (teal), and 'Granted' (green). Below the status bar is a 'Table of Contents' section. At the bottom, there are buttons for 'Request Collaboration', 'Withdraw', and 'Submit'.

Example of Green Draft Box

You can also see that your application is in the “Draft” stage with the status bar on the right side of this screen.

To edit your draft, you can click “Edit” on the top right of the screen.

The screenshot shows the FLUXX application interface. On the left is a sidebar with the Department of Health logo and navigation links: PEOPLE (1), APPLICATIONS (1), Draft Applications, and Collaboration Requested. The main content area displays a search bar, a list of applications (highlighting 'Brook Park' with PWS ID: 1580017 and ID: R-2025-01984), and a detailed view of the selected application. The detailed view shows the application title 'Brook Park 1580017', its status 'Draft', and a progress bar with stages: Draft, Under Review, Under Review, and Granted. A red arrow points to the 'Edit' button in the top right corner of the application details section.

Edit Application Button

Collaboration Requested

Collaboration can be requested on the bottom right of an application. This is for if you need help from staff to fill out and review your application prior to submittal. Collaboration is a one-time review. There cannot be multiple collaboration requests.

Example: During collaboration, either staff or applicants can upload documents/attachments.

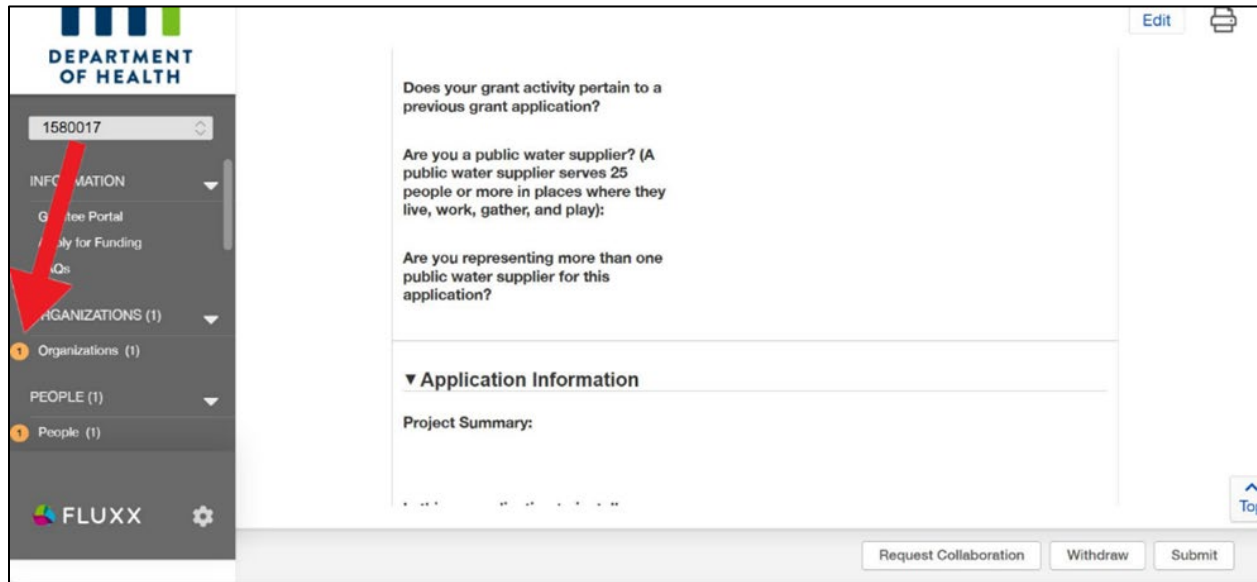
To request collaboration, click the “Save and Close” button on the bottom right of your draft application.

The screenshot shows the FLUXX application interface during the application process. The sidebar on the left includes links for INFORMATION, ORGANIZATIONS (1), and PEOPLE (1). The main content area contains a form with questions about grant activity and public water supplier status. Below the form is a section titled 'Application Information' with a 'Project Summary' field. A red arrow points to the 'Request Collaboration' button located at the bottom right of the application form.

Request Collaboration Button

A button to “Request Collaboration” will then appear on the bottom right. A pop-up window will appear asking you to confirm you would like collaboration. Click “OK”. A staff member will

get assigned to help you. You will need to wait for a response. Your request will be documented on the “Collaboration Requested” page. Staff response will be found on the “Collaboration” page. An orange alert will show up next to the collaboration page on the navigation menu. You can see an example of what the alerts look like next to the “Organizations” and “People” pages in the next image.



Orange Alert Notification

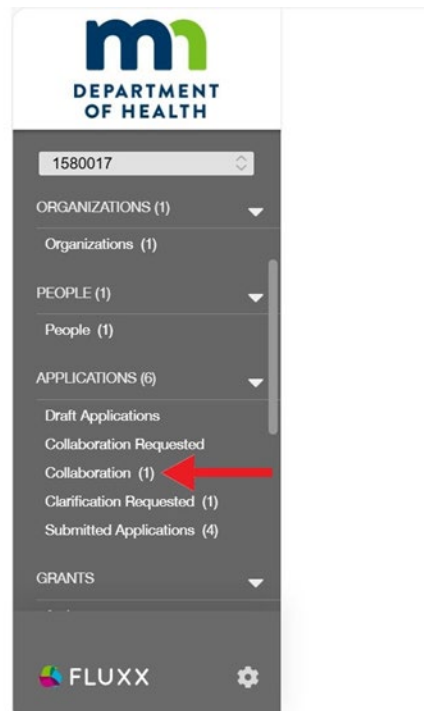
The orange alerts are how you know you have new activity throughout any of the pages within Fluxx. Once you view the new activity the alerts will disappear.

Disclaimer: When requesting collaboration, you are giving staff the permission to change your application and submit the application on your behalf. Staff can also return the application to you for submittal.

Collaboration

This is where staff’s responses to your collaboration requests are documented. You will know you have a new response when a number in parenthesis appears next to the “Collaboration” page on the navigation menu. The number is an alert for how many applications you have in “Collaboration Status”.

Tip: Keep track of how many draft applications you have. Each application can only have one collaborator, and each draft application can have a different collaborator assigned to you. You can find your incomplete applications on the “Draft Applications” page in your account.

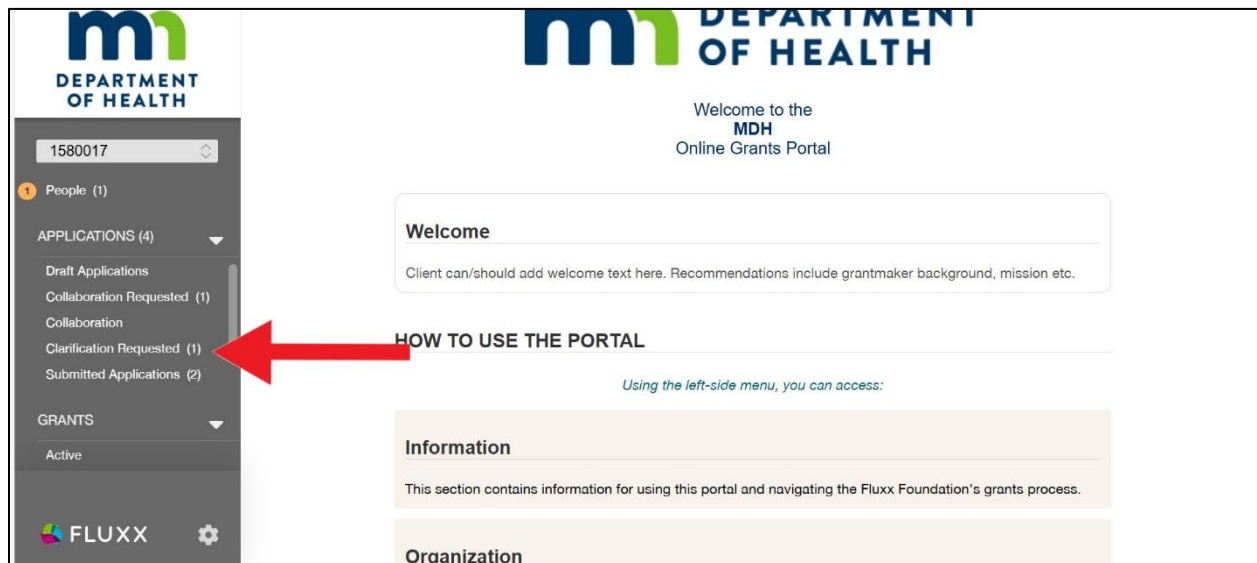


New Collaboration Alert

Once you go into the Collaboration page, you can see which application (s) are in collaboration status. You will have to collaborate through the email you set up your Fluxx account with. **You cannot communicate through Fluxx.**

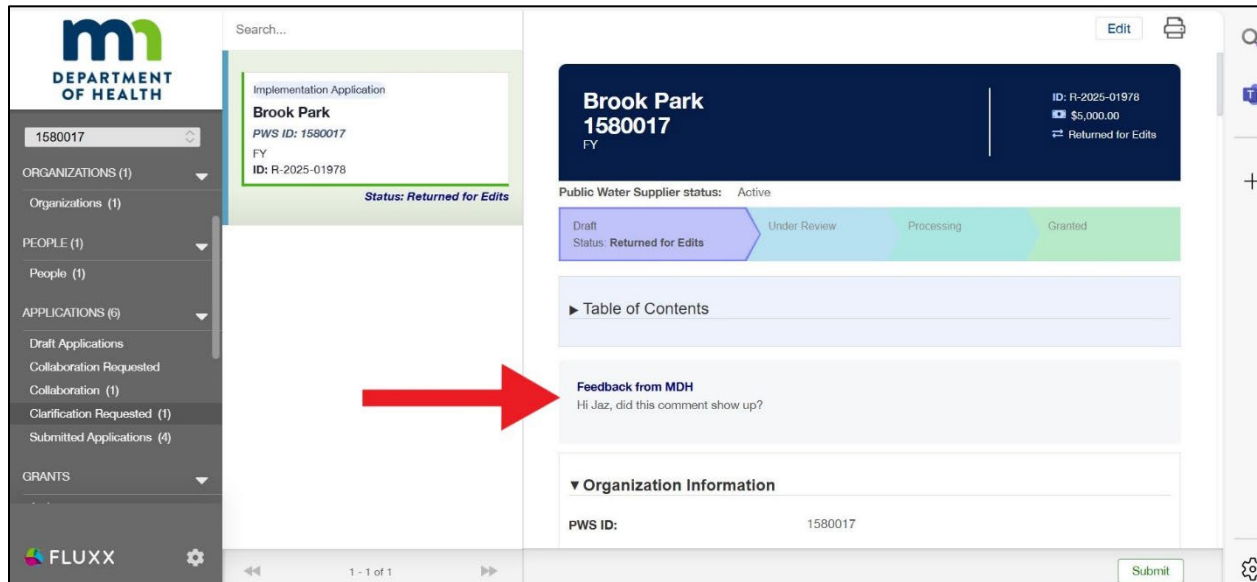
Clarification Requested

If the reviewer has questions about your submitted application, they will send a clarification request. You will know you have a request when you see a number in parenthesis behind the “Clarification Requested” page. The number is how many applications with clarification requests you have. **You will also receive an email notifying you.**



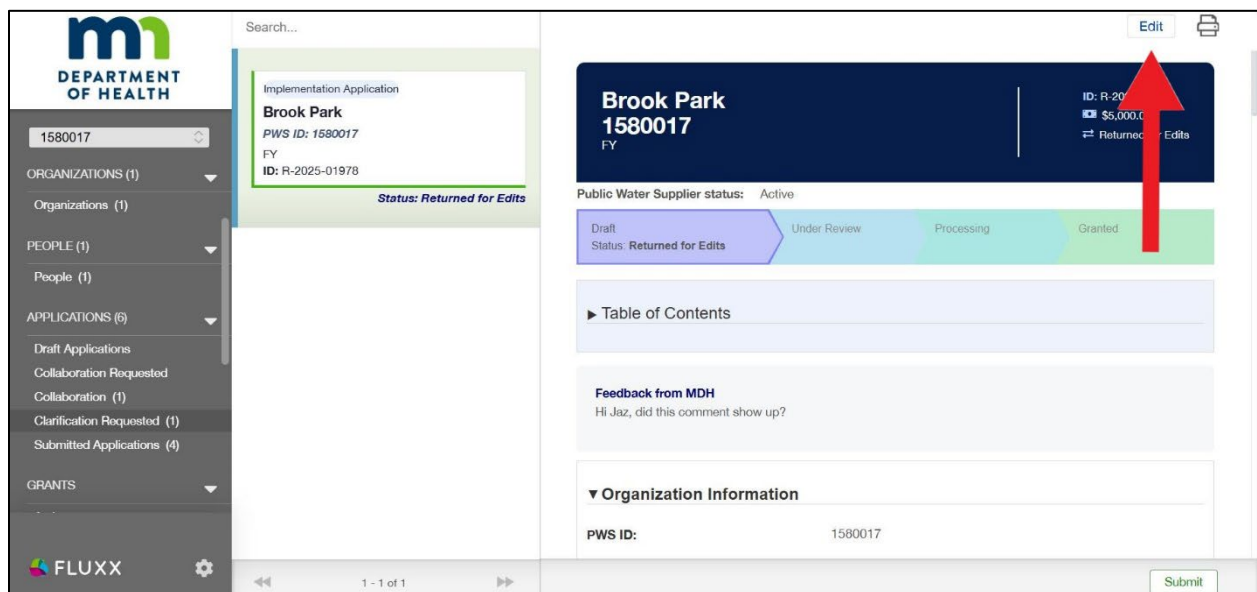
Clarification Requested Notification

To see the clarification that is being requested, click into the “Clarification Requested” page and select the application you want to look at. The clarification request is located under your application’s table of contents and is labeled as “Feedback from MDH”.



Clarification Request Location

When clarification is requested, your application will go back to being in the draft stage. You will need to make the requested edits and resubmit. To continue making your edits, click the “Edit” button on the top right of your application.



Edit Button to Make Clarifications

Clicking the edit button will allow you to make the necessary updates to your application. Once you have made your updates, click “Save and Close” and then “Submit” on the lower right of the screen to resubmit your application. A window will pop up asking you to confirm you would like to submit your application. Click “OK”. After this, your application will go back “Under

Review” status. You will no longer be able to see this application through the “Clarification Requested” page. It goes to the “Submitted Applications” page.

Submitted Applications

This page will show you the applications you have completed and submitted. You can also review the type of application you have applied for, your application ID number, requested grant amount, and a copy of your application.

Note: This page shows submitted applications. You cannot edit applications that have been submitted.

Application Statuses

All application statuses are defined in the “Definitions” section on page 1.

Grants

Active

All submitted grants that a PWS has (that have not been withdrawn or closed out) will appear on this page in the form of a list. You can click on a grant to review your application answers. Your application will show up on the right, next to the list of active grants.

You can get to this page using the navigation menu on the right of the screen.

The screenshot displays the 'Active Grants' page for Saint Francis. On the left is a navigation menu with categories like INFORMATION, ORGANIZATIONS, PEOPLE, APPLICATIONS, GRANTS, and GRANTEE REPORTS. The main content area shows a list of four applications for Saint Francis, each with its PWS ID, application ID, and recommended amount. The first application is highlighted, showing its status as 'With Finance Team'. On the right, a detailed view of the selected application is shown, including a progress bar (Draft, Under Review, Processing, Granted) and a table of contents for the application details.

Application Type	Organization	PWS ID	Application ID	Recommended Amount	Status
Implementation Application	Saint Francis	1020028	R-2025-01998	\$9,500.00	With Finance Team
Implementation Application	Saint Francis	1020028	R-2025-02006	\$10,000.00	Approved
Transient Application	Saint Francis	1020028	R-2025-02005		Under Review
Competitive Application	Saint Francis	1020028	R-2025-02004		Under Review

Saint Francis 1020028
FY2025 Plan Implementation 1

Public Water Supplier status: Active

Progress: Draft → Under Review → Processing (Status: With Finance Team) → Granted

Table of Contents

- Organization Information
- Application Questions
- Application Information
- Work Items
- Accounts
- Documents

Organization Information

PWS ID:	1020028
Organization Name:	Saint Francis
Primary Contact:	Bluey Heeler
Primary Signatory:	Bluey Heeler

Who is the MDH (sanitarian, engineer, planner), MRWA or delegated authority local program staff person with whom you consulted before submitting this application?
James Dean

Active Grants

You are also able to see what status your grant is in on this page. The picture below shows where you can view the status of the grant within the grant process (draft, under review, processing, granted).

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The screenshot displays the 'Saint Francis 1020028' grant page. The left sidebar shows a navigation menu with categories like INFORMATION, ORGANIZATIONS, PEOPLE, APPLICATIONS, GRANTS, and GRANTEE REPORTS. The main content area is divided into two columns. The left column lists three applications: 'Implementation Application' (Status: With Finance Team), 'Implementation Application' (Status: Approved), and 'Transient Application' (Status: Under Review). The right column shows the grant details for 'Saint Francis 1020028', including the PWS ID, Organization Name, Primary Contact, and Primary Signatory. A red arrow points to the 'Status: With Finance Team' label in the application list, and another red arrow points to the 'Status: With Finance Team' label in the grant details section.

Grant Status Locations on Active Grants Page

Closed

The “Closed” Grants page shows grants that are completed. You can click on a grant to review how the application questions were answered. The application will show up on the right.

The screenshot displays the 'Saint Francis 1020028' grant page, showing the 'Closed' status. The left sidebar is the same as the previous screenshot. The main content area shows the grant details for 'Saint Francis 1020028', including the PWS ID, Organization Name, Primary Contact, and Primary Signatory. The status is 'Grant Closed'. A red arrow points to the 'Status: Grant Closed' label in the application list, and another red arrow points to the 'Status: Grant Closed' label in the grant details section.

Closed Grants Page

Grant ID Numbers

Every grant you have will have a Grant ID assigned to it. This includes both active and closed grants. This ID can be found on the top right of your opened grant or application.

Sunset Cove Resort
5040706
FY Competitive Competitive 1

ID: R-2026-02277
\$10,609.50
Withdrawn

Public Water Supplier status: Active

Draft Review Approval Granted

* If you would like assistance with this grant application from MDH or MRWA staff, please send an email to SWPGrantsHelp.mdh@state.mn.us and ask for collaboration. Be sure to include your name and the name of your organization in your request so we know what grant to associate the request to.

▼ Table of Contents

Grant ID Location

Knowing where the Grant ID is located is helpful when you are creating a new grant application that is a continuation from a previous grant you have done as you will be asked for your previous Grant's ID number.

Grantee Reports: Due, Clarification Requested, and Submitted

There is one report that a grantee will be assigned. This report combines the invoice and narrative report.

Due

New and overdue reports will show up on this page in the form of a list. There will be an alert next to the "Due" subpage showing if you have any new reports due in the form of a number in between parenthesis. The number is how many reports you have due.

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The screenshot shows the FLUXX Department of Health interface. On the left sidebar, under 'GRANTEE REPORTS', the 'Due (3)' link is highlighted with a red arrow. The main content area displays a list of three reports for Saint Francis 1020028. The first report is due on August 30, 2025, and the second is due on June 27, 2025. The third report is due on June 19, 2025, and is marked as 'Status: New' and 'OVERDUE' with a red exclamation mark icon. The right panel shows the details for the 'Saint Francis 1020028' grant, including the grant ID, type, and a table of contents.

Reports Due Alert

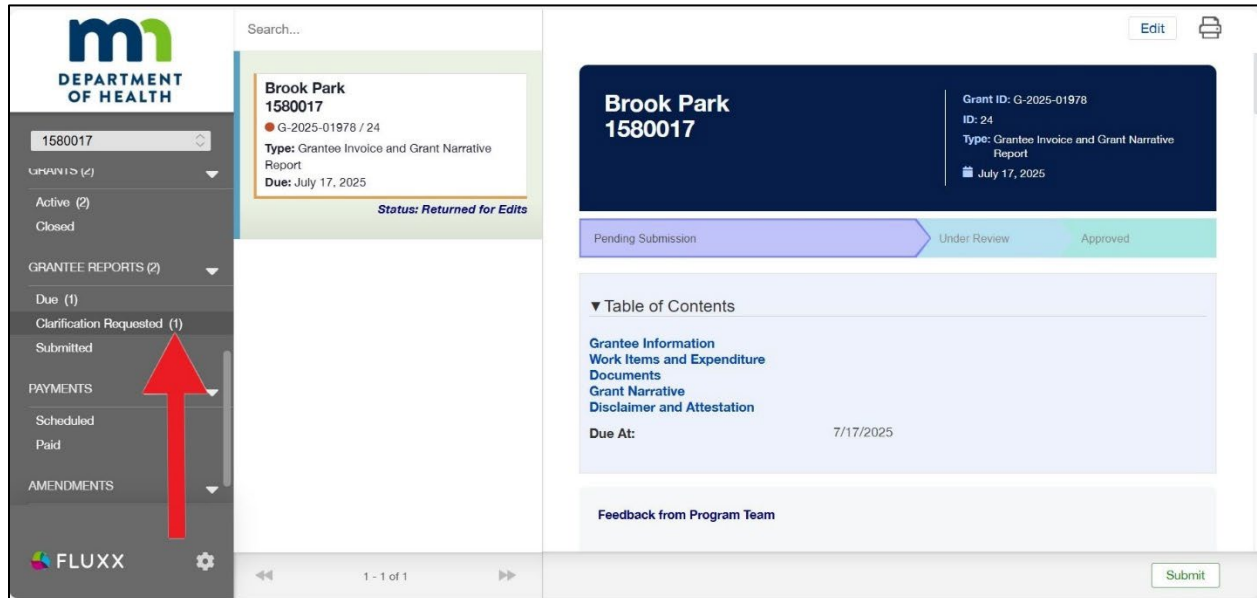
Each grant that has a report due will have the PWS name, PWS ID, grant type, and report due date listed. You will know a report is overdue if you get the red “Overdue” notice under that report. The invoice and narrative report must be completed for you to be reimbursed.

The screenshot shows the FLUXX Department of Health interface. On the left sidebar, under 'GRANTEE REPORTS', the 'Due (3)' link is highlighted with a red arrow. The main content area displays a list of three reports for Saint Francis 1020028. The first report is due on August 30, 2025, and the second is due on June 27, 2025. The third report is due on June 19, 2025, and is marked as 'Status: New' and 'OVERDUE' with a red exclamation mark icon. The right panel shows the details for the 'Saint Francis 1020028' grant, including the grant ID, type, and a table of contents.

Overdue Alert Notice

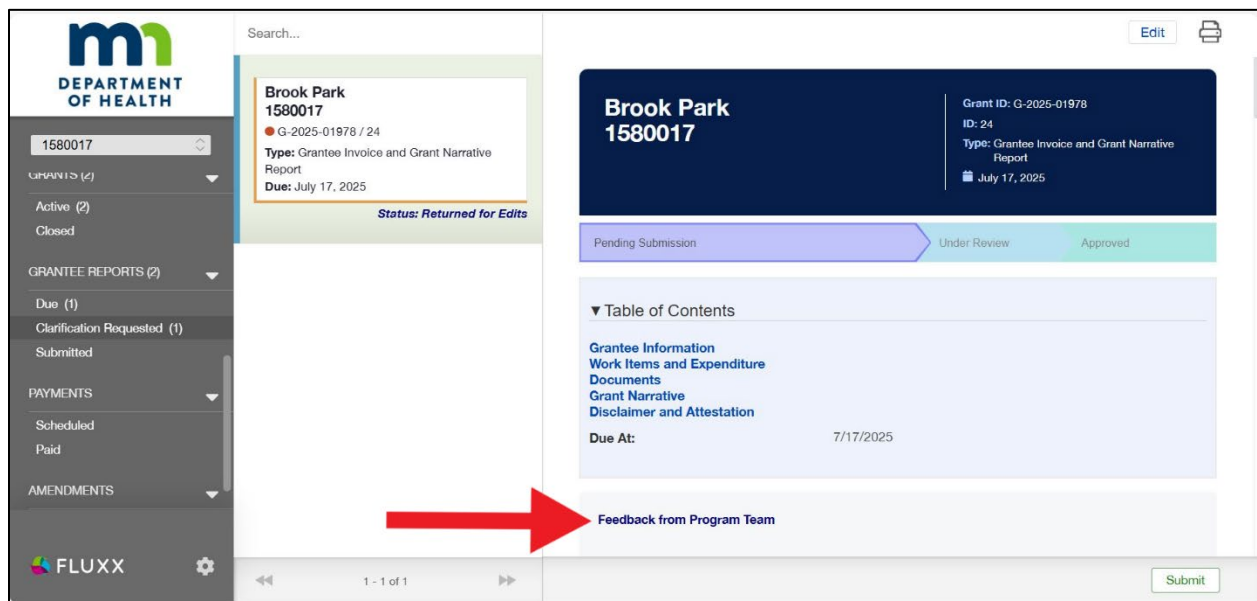
Clarification Requested

The “Clarification Requested” subpage under “Grantee Reports” is where grant staff’s questions or problems with a submitted report will appear. You will know you have a clarification request for a report if an alert with a number in parenthesis appear next to the subpage on the navigation menu. The number is how many clarification requests you have.



Clarification Request Alert

Click on the report that needs clarification. The full report will show up on the right side of the screen. The clarification request will appear in the “Feedback from Program Team” box.



Clarification Request Location

From here you will see what needs to be clarified and can go back into the report to make the updates needed. Click the “Edit” button on the top right of the screen to start.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot displays the 'Department of Health' interface for grant management. On the left is a sidebar with a search bar and a list of filters: '1580017', 'GRANTS (2)', 'Active (2)', 'Closed', 'GRANTEE REPORTS (2)', 'Due (1)', 'Clarification Requested (1)', 'Submitted', 'PAYMENTS', 'Scheduled', 'Paid', and 'AMENDMENTS'. The main content area shows a report for 'Brook Park 1580017' with details: 'G-2025-01978 / 24', 'Type: Grantee Invoice and Grant Narrative Report', and 'Due: July 17, 2025'. The status is 'Returned for Edits'. On the right, a progress bar shows 'Pending Submission' (purple), 'Under Review' (light blue), and 'Approved' (green). A red arrow points to the 'Edit' button in the top right corner. Below the progress bar is a 'Table of Contents' section with links for 'Grantee Information', 'Work Items and Expenditure Documents', 'Grant Narrative', and 'Disclaimer and Attestation'. The 'Due At' date is 7/17/2025. At the bottom right is a 'Submit' button.

Edit Report Button

Once you have made the necessary edits, click “Save and Close” on the lower right of the screen. After that you can click “Submit” to send back to staff. Once you do this your report will move back to the “Submitted” subpage.

If you do not submit after clicking “Save and Close” your report will remain in the “Clarification Requested” subpage as a draft.

Submitted

Reports that you have submitted will appear on this subpage. You can review your answers and report status here. The status bar on the right will you know if your report is under review or approved.

This screenshot shows the same interface as the previous one, but the report status is now 'Under Review'. A red arrow points from the 'Status: Under Review' label in the main content area to the 'Under Review' segment of the progress bar. The 'Edit' button is still present in the top right corner. The 'Table of Contents' and 'Due At' date remain the same.

Report Status Bar

Filling Out Grantee Reports

To fill out an assigned grantee report, go to the “Due” subpage under “Grant Reports”. Click on the report you want to submit. The report will appear on the right side of the screen. The report you selected will be highlighted in green on the left of the screen.

Selecting Grant Report

You can scroll up and down on the report on the right. The report includes grantee information, work items and expenditures, documents, grant narrative, and disclaimer and attestation.

Grantee Information

This section is prefilled from the information provided when the account was registered. If this information is inaccurate, please contact swpgrantshelp.mdh@state.mn.us.

Final Invoice

Use the drop-down menu to answer “Yes/No” to indicate if this is your final invoice.

Work Items and Expenditure

You will need to scroll down to this section to put in the actual expenditure amount for each work item you listed in your application. Click the blue “Edit” button to the right of each work item to insert your actual expenditure amount in the new window that pops up.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot shows the 'Work Items and Expenditure' section of the application. A red arrow points to the 'Edit' button in the 'Actual Expenditure Amount' column of the 'Work Items' table.

ID	Work Item Type	Activity	Total Cost	Amount Requested	Actual Expenditure Amount	Actions
Item 1 2661775	Common Activities	Data Collection/Aquifer pump test	\$10,000.00	\$5,000.00		Edit

Estimated Total Cost of Project	Amount Requested from MDH	Actual Expenditure Amount	Adjusted Actual Expenditure Amount	Final Cost Share
\$10,000.00	\$5,000.00		\$5,000.00	\$2,500.00

Edit Button

The new window starts with reviewing your application answers. Scroll down and enter your actual expenditure amount in the provided text box. Click “Save” on the lower right up the pop-up window.

Documents

Use the green “+” buttons to upload your Contracts and Invoices. These documents are required. In the next box you have the option to upload additional receipts and other documents.

After clicking the green “+” sign, a new window will pop up. Click “Add files” on the lower left of the window to choose the files from your computer.

The screenshot shows the 'Upload files' dialog box. A red arrow points to the 'Add files' button.

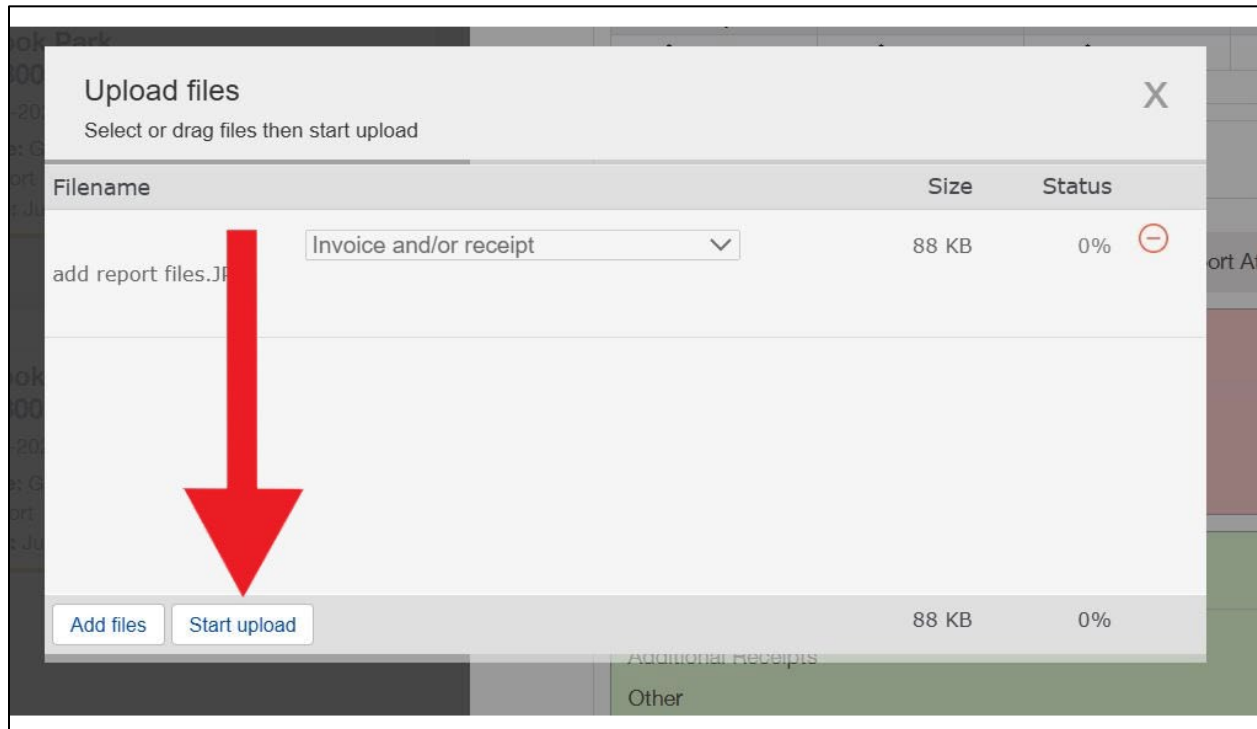
Upload files
Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Add files Start upload

Add Files Button

Once your file has been added, you will need to click the “Start Upload” button. **Do not exit out of the window before clicking “Start Upload” or your files will not save.** After you get the alert that your upload is complete on the bottom of the window, you may exit.



Start Upload Button

Grant Narrative

The grant narrative is a questionnaire seeking feedback about your grant experience. Use the textboxes and drop-down menus to answer the questions. If you need to upload pictures or files, use the “Documents” section above this one.

Disclaimer and Attestation

You will need to type your name as your “signature” and put in the date you are submitting the report. After this step, everything should be fully filled out and you can click “Save and Close” on the lower right of the screen. Then you will click “Submit” on the lower right of the screen. A new window will pop up asking if you are sure you want to submit your report. Click “OK”. This will move your report from “Pending Submission” to “Under Review”. This report will now be found on the “Submitted” subpage of Grantee Reports on the navigation menu.

If there is a problem with your report answers, an error will appear when you try to submit. The error explanations will be highlighted in red throughout the report. You can use the options on the error alert to jump to next and jump to previous errors.

Unable to promote. These error messages were found: Is this the final invoice? can't be blank. Describe the issue: why did you apply for funding? was there a problem? where/when did it take place? can't be blank. Describe in detail the work that was performed. can't be blank. Describe the results of this project: how did this work benefit your system? how was drinking water and public health protected? can't be blank. Would this work have happened in the absence of the grant program? can't be blank. Assistance received: how did minnesota department of health (mdh) or minnesota rural water association (mrwa) help? (i.e. mdh/mrwa consulted, recommended, analyzed, educated, advised, provided, etc.) can't be blank. How can the grant program be improved? can't be blank. Are pictures available? if so, please attach them. can't be blank. Are publications, software, or videos available? if so, please attach them. can't be blank. Name can't be blank. Attestation date can't be blank.

[Jump to previous error](#) :: [Jump to next error](#)

Pending Submission Under Review Approved

▼ Table of Contents

[Grantee Information](#)
[Work Items and Expenditure](#)
[Documents](#)
[Grant Narrative](#)
[Disclaimer and Attestation](#)

Grantee Information

Public Water System Name: Brook Park

PWSID: 1580017

Cancel Save Save and Close

Error Alert with Jump to Previous and Jump to Next Options

Tip: If you need to save a draft and come back later, click “Save and Close” without submitting your report. This will leave it in the “Due” subpage.

Payments

Scheduled

This page keeps track of grant payments that are scheduled to be paid out, including the amount.

Paid

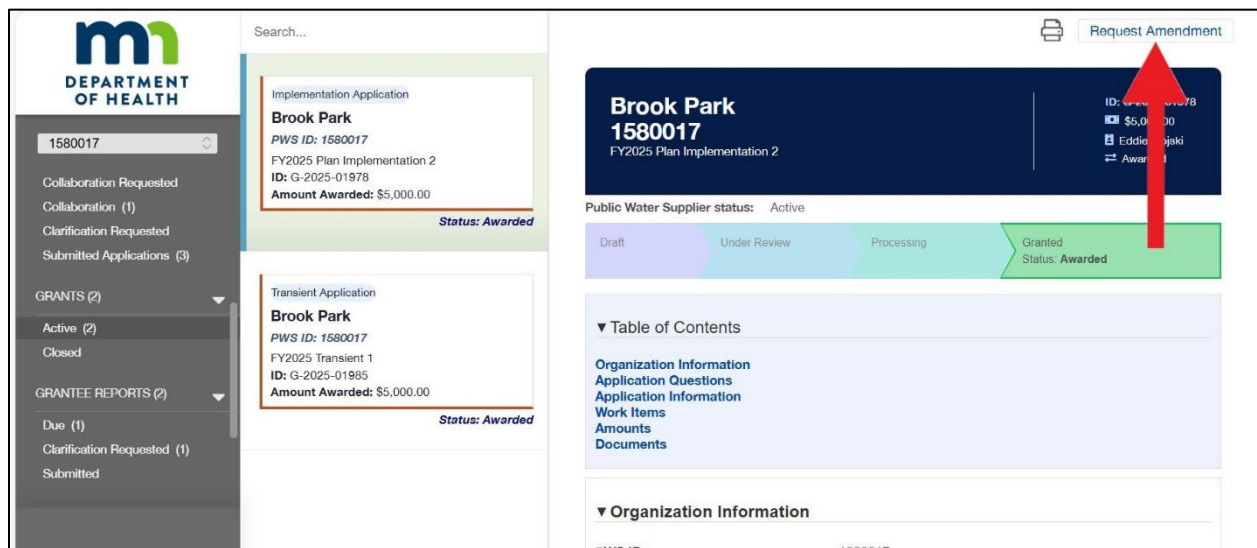
This page keeps track of grant payments that have already been paid out, including the date and amount.

Amendments

Grant Agreement Amendments can be used to extend the time needed to complete your project, update recommended amount and change agreement language. There are three types of amendments that can be requested:

- Budget Modification
- Changes in Language
- Time Extension

Amendments can be requested by both grantees and staff. If you want to request an amendment, go to the “Active Grants” subpage and select the grant you want to amend. After selecting your grant, it will pull up on the right side of the screen. Click “Request Amendment” on the top right of the screen.

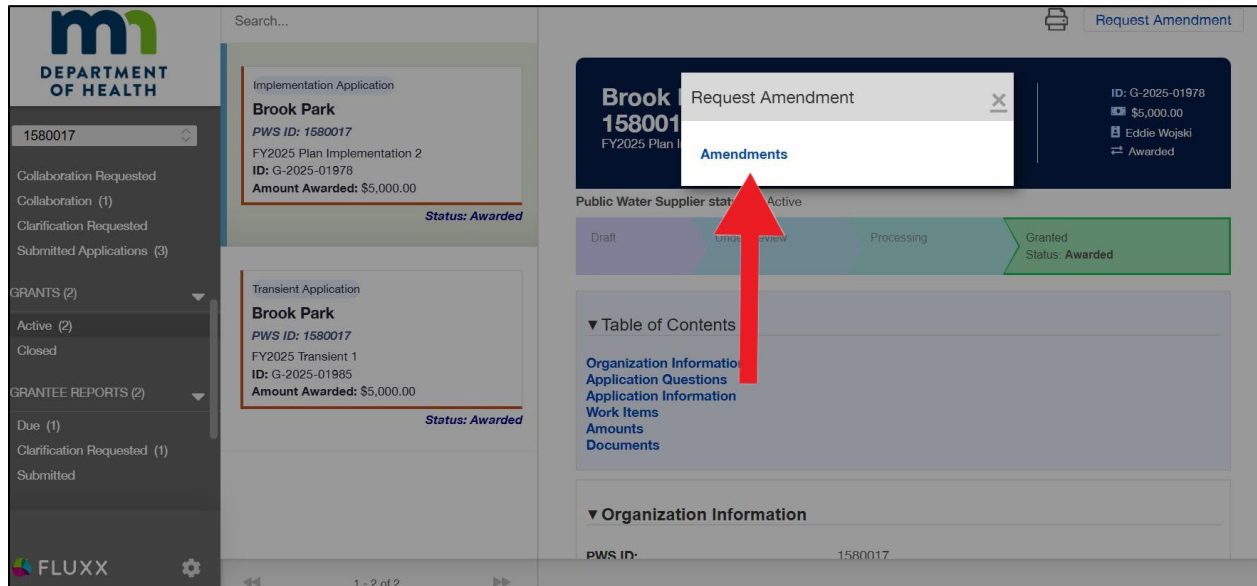


Request Amendment Button

A new window will pop up. Click “Amendments”. The next window to appear will have the amendment request questions.

- Use the check boxes to choose which amendment type you are requesting. You will need to use the text box to explain why the amendment is needed. You can choose multiple amendment types if needed.
- Update the new end date and recommended amount if those are needed.
- There is a text box for you to add any notes. “MDH Request Notes” text box is read only.
- Upload any relevant documents.

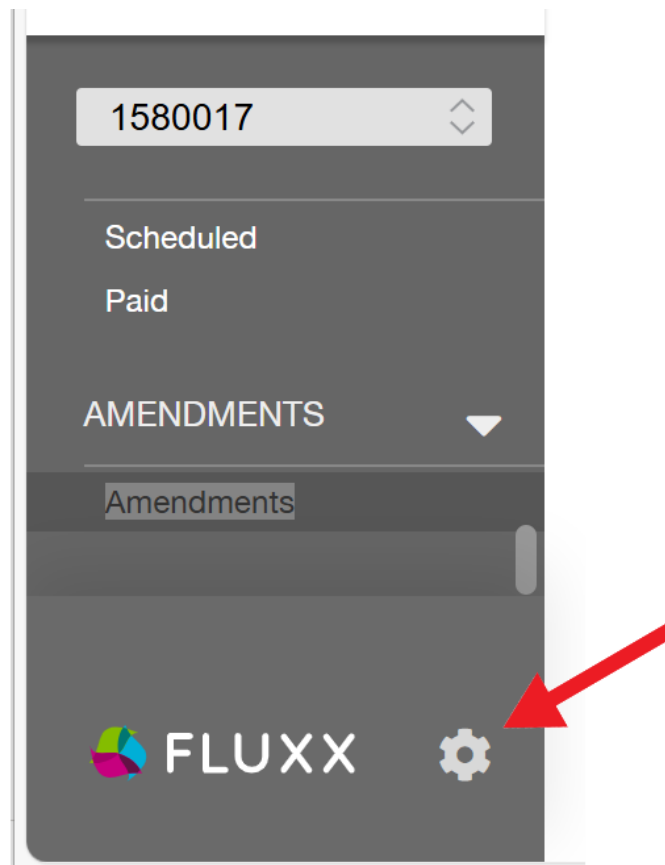
SWP GRANTS GUIDE FOR APPLICANTS



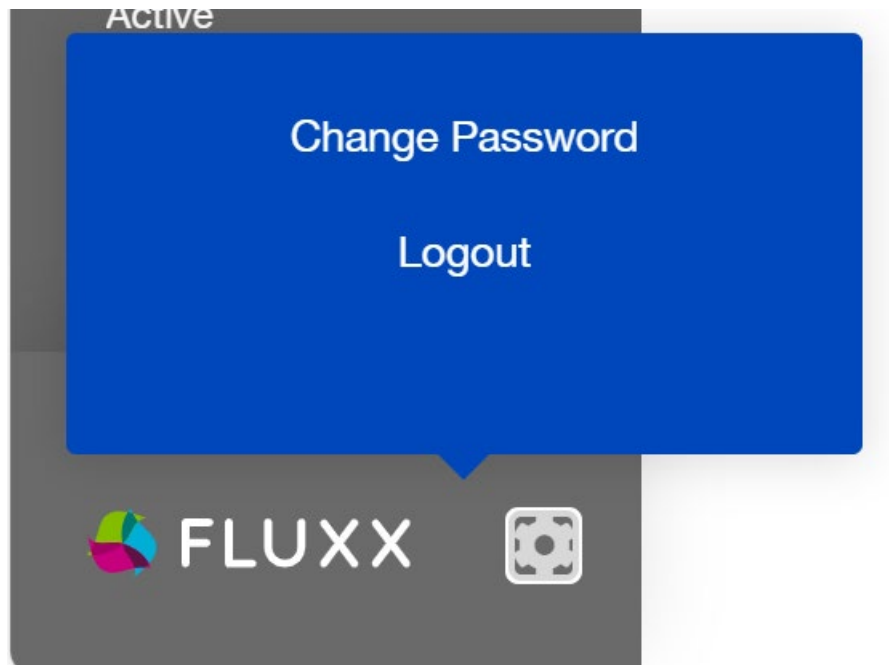
Amendments Button

Logging Out and Changing Password

To log out of your account or change your password, you need to go to the bottom of the navigation menu and click on the gear symbol next to the Fluxx logo. This gives you the option for either.



Gear Symbol That Gets You to The Logout/Change Password Window



Logout/Change Password Window

Apply For Funding

Grant Types

Before starting a grant application it's important to know what grants you qualify for and what the requirements are for eligibility.

Important: If rewarded, the grant must be spent within the timeframe established in the RFP and grant agreement.

- **Plan Implementation Grants** have a maximum reward amount of \$15,000 and does not require any cost share by the Public Water Supplier.
 - To be eligible, the water supplier must be either community or noncommunity non transient and have a current MDH-approved Wellhead Protection Plan and MDH-endorsed intake protection plan.
- **Transient Grants** have a maximum amount of \$15,000, which may be increased to \$45,000 when three or more public water suppliers apply under the same application. This grant requires an equal financial cost share amount.
 - Transient Grants support wellhead protection measures that address a potential contamination source that presents a high risk to a source of drinking water as determined by MDH.
- **Competitive Grants** have a maximum amount of \$15,000, which may be increased to \$45,000 when three or more public water suppliers apply under the same application. To be eligible, the community or non-community non transient system must include an equal cost share amount.

- Competitive Grants help implement source water protection measures regardless of whether the public water supplier has a wellhead protection plan in place.
- Source: [Source Water Protection Grants](https://www.health.state.mn.us/communities/environment/water/swp/grants.html)
(<https://www.health.state.mn.us/communities/environment/water/swp/grants.html>)

Transient Grant

For detailed information on the application period, work item eligibility, scoring, funding period, reporting requirements, etc., please see the [Noncommunity Transient RFP \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/transientrfp.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/transientrfp.pdf>)

Transient Grant Pre-Application Checklist

- PWS ID
- Active PWS Status in MNDWIS
- DWSMA ID(s) (This includes other PWS DWSMAs that your PWS may be located within)
- DWSMA Vulnerability (This includes other PWS DWSMAs that your PWS may be located within)
- Identify costs associated with the project
- Measure number and language from Wellhead Protection Plan, Action Plan, or Surface Water Intake Protection Plan
- Relevant correspondence with MDH or MRWA staff
- Source Water Protection Transient and Competitive Grant Project Evaluation Form
- NOV (If applicable) with project evaluation form
- APO (If applicable) with compliance agreement and project evaluation form
- Conflict of Interest Disclosure Form (Linked within application)

Transient Grant Application Questions Resource

Here is a downloadable PDF that you can use to review the questions you will be asked.

This is a sample. Do not use this as your application.

[Transient Grant Application Questions \(Word\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/transientapp.docx)
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/transientapp.docx>)

Starting the Transient Grant Application

To get to the competitive grant application, you will need to go to the “Apply for Funding” page. You will need to scroll through resource documents, information about what activities is grant

eligible, and grant types to get to the green “Apply for Transient Grant” button on the bottom of the page.

- Have a maximum amount of \$10,000, which may be increased to \$30,000 when three suppliers apply under the same application; and
- Must include an equal financial cost share amount.

[Frequently Asked Questions about Competitive Grants](#)

Apply for Competitive Grant

Apply for Transient Application

Apply for Implementation Application

Transient Application Button

The top of the application has information about your PWS, the fiscal year, and what status you are in with your application. Below that is a bar that shows what stage your application is in, and the next stages. The table of contents lists what type of information may be required for your application.

1580017

INFORMATION

Grantee Portal

Apply for Funding

FAQs

ORGANIZATIONS (1)

FLUXX

Brook Park

1580017

FY

ID: R-2025-01972

Draft

Public Water Supplier status: Active

Draft Status: Draft

Under Review

Under Review

Granted

▼ Table of Contents

[Organization Information](#)
[Application Questions](#)
[Application Information](#)

Cancel

Save

Save and Close

Where To Find Your Application Stage

Tip: Before beginning your application, gather the information and documentation you will need. You can save a draft application and return to it later to continue working on it.

Organization Information

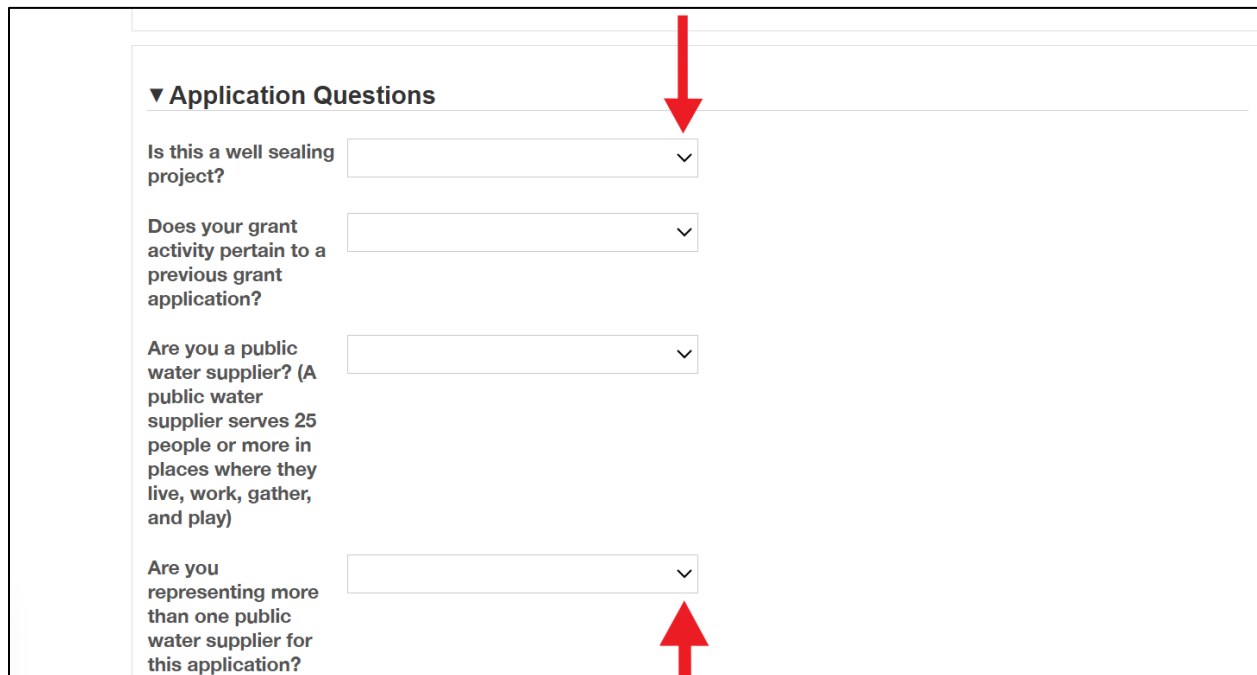
This section is mostly prefilled, but primary contact and signatory contact can be edited via the drop-down menu.

If known, it is recommended you fill out your MDH sanitarian or delegated authority contact.

Tip: Your “support staff information” is your MDH Sanitarian, MRWA Contact, and/or MDH Planner.

Application Questions

Answer these questions using the drop-down menu.



▼ Application Questions

Is this a well sealing project?

Does your grant activity pertain to a previous grant application?

Are you a public water supplier? (A public water supplier serves 25 people or more in places where they live, work, gather, and play)

Are you representing more than one public water supplier for this application?

Drop-Down Menus

Application Information

Use the text box to write a brief project summary

Examples of a Brief Project Summary:

- Purchase and install security cameras to protect the well site
- Install treatment system to reduce the nitrate levels in the drinking water
- Drill a back-up well
- Remove pump and seal well
- Construct a new well
- Connect to city water

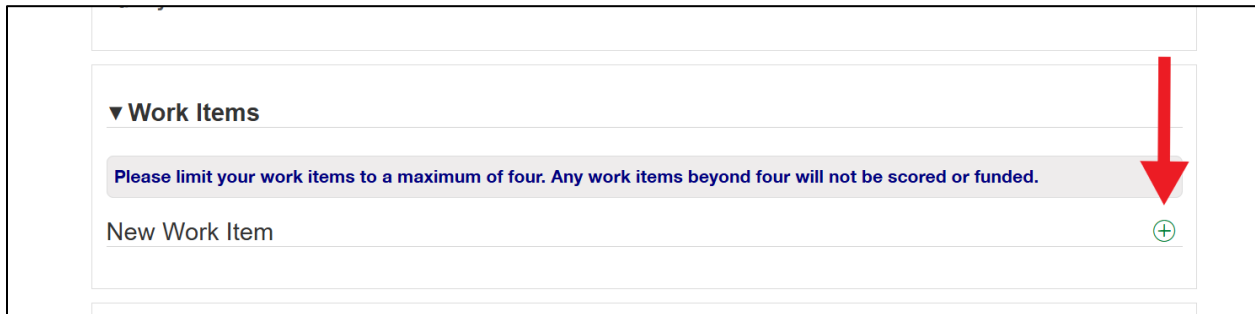
Then use the drop-down menu to answer whether you need an Alternate Source Water Evaluation. An Alternate Source Water Evaluation is only required if you are asking for treatment for your water system. If needed, your sanitarian or engineer will help.

Tip: To select your answer for whether you are under any violation, you must click on your answer to highlight it and then use the arrows to move your answer from the left box to the right. Only pick one answer.

Work Items

Tip: You can only apply for four work items on an application. Any work items beyond four will not be scored or funded. Please repeat this section for each work item.

When you click the “+” sign on the right side of the Work Items text box, a new window will appear with more questions. **All of these questions are required.** These questions can be answered using the drop-down menus and text boxes.



Green “+” Button

You will need to choose the type of work item. There are three to choose from:

Management Strategies: Use this if you are applying for a grant to implement a Wellhead Protection Measure. The management strategies work item type is only for PWSs that are applying for a grant to implement management strategies within MDH approved wellhead protection plans or wellhead protection action plans, or surface water intake protection plans.

Sanitary Surveys: Transient grants should select Common Activities or Sanitary Survey Work item types. This is not a comprehensive list of actions/items in the sanitary survey. This is an updated list of SWP Grant Eligible Sanitary Survey Codes as found on the back of the project evaluation form. If your sanitary survey has the same action/items (comment, requirement, recommendation, deficiency, or significant deficiency), please select an option from the list below. If you cannot find a match, select “Other” to type in the sanitary survey work item that you are applying for.

Common Activities: Transient grants should select Common Activities or Sanitary Survey Work item types. Select this option if you are not addressing an action/item from your sanitary survey. Common Activities is only a list of grant work items that are commonly applied for. It is not an exhaustive list. If you do not find something on this list that matches your grant work item, select “Other” to create your own.

Use the text box to describe the work that will be performed. If your description is more than 2,000 characters you will need to attach a separate document in the “Grant Documents” section located later in the application.

The rest of the questions will need to be answered using the drop-down menus and text boxes. Once this is filled out, do not exit out of the window without clicking the “Save” button on the bottom right.

Note: It is important that you choose the correct work item type. Please make sure the option you choose aligns with the documentation you are providing as evidence of need for your grant work item. Only choose “other” if there is not an applicable option in the list provided.

Amounts

The total grant amount you can request is \$500-15,000, or a max of \$45,000 if there are three PWS applying together.

There is a table at the top of this section that auto calculates the estimated total cost of project and amount you are requesting from MDH. This calculation is pulled from the information you provided in the “Work Items” section. Confirm this information is correct. If it’s not, make the necessary changes to you work items.

If the auto calculation is correct, you will need to write the total cost of the project you are planning followed by the amount you are requesting from MDH.

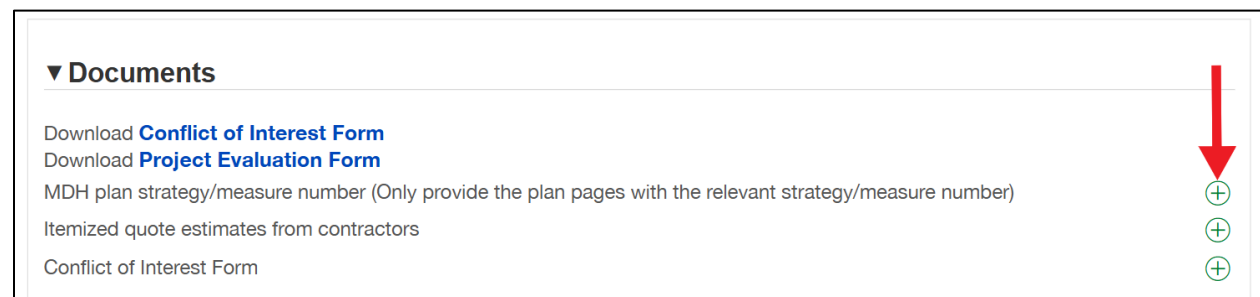
The estimated cost share amount (the amount you are contributing) must be equal or more than the amount you are requesting from MDH. Use the “>” button to move your cost share contributor(s) from the left box to the right. If you change your mind about your answer, use the “<” button to move your answer back to the box on the left. After you move your answer(s) to the right box, new questions will appear for you to answer.

Note: You cannot use In-Kind Contributions.

Documents

You are given the opportunity to download the “Conflict of Interest” and “Project Evaluation” form at the top of this section.

You will need to add your completed MDH plan strategy/measure number, Itemized quote estimates from contractors, and Conflict of Interest documents. There are green “+” buttons to the right of the document types for you to add.



▼ Documents	
Download Conflict of Interest Form	
Download Project Evaluation Form	
MDH plan strategy/measure number (Only provide the plan pages with the relevant strategy/measure number)	+
Itemized quote estimates from contractors	+
Conflict of Interest Form	+

“+” Buttons

Grant Documents

This section allows you to add a variety of document types:

- Additional work item narrative (If additional space is needed)
- Alternate Source Evaluation (Required for treatment)
- Application Budget
- Compliance Agreement (Required if your system is under an APO or NOV)
- Conflict of Interest Form (Required)
- Itemized Quote Estimates from Contractors (Recommended but not required)
- NOV (Required if your system is under a NOV)
- Other Documents
- Project Evaluation Form (Requirement is dependent upon work item and other documentation types)
- Sanitary Survey (Required if applying for an item/action in a Sanitary Survey)

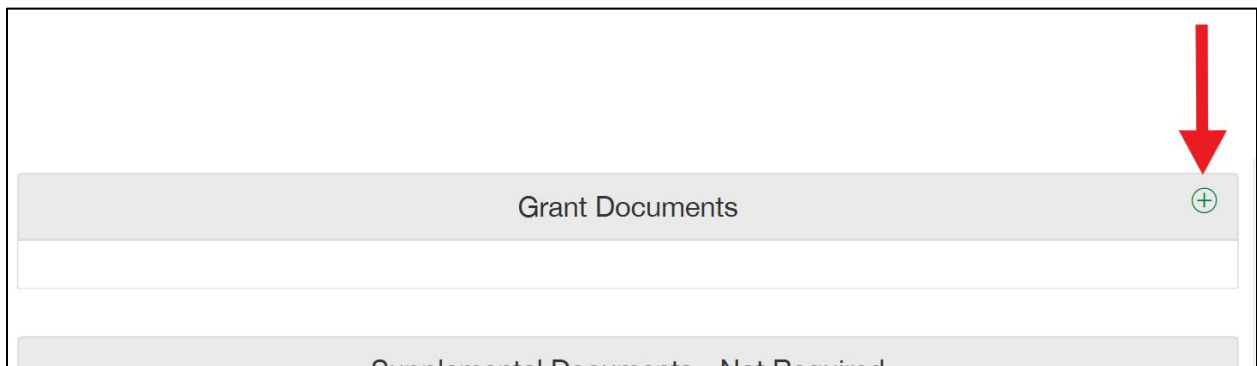
To add a grant document, use the green “+” button to the right of the “Grant Documents” title.

Required Documentation

You must upload at least one of the following supporting documents. Without supporting documentation, your application will be disqualified.

- Sanitary survey
- Project Evaluation form
- NOV with Project evaluation form
- APO with Compliance agreement and Project evaluation form

Note: The Project evaluation form must be completed by the MDH staff or local program assigned to the district where the PWS is located



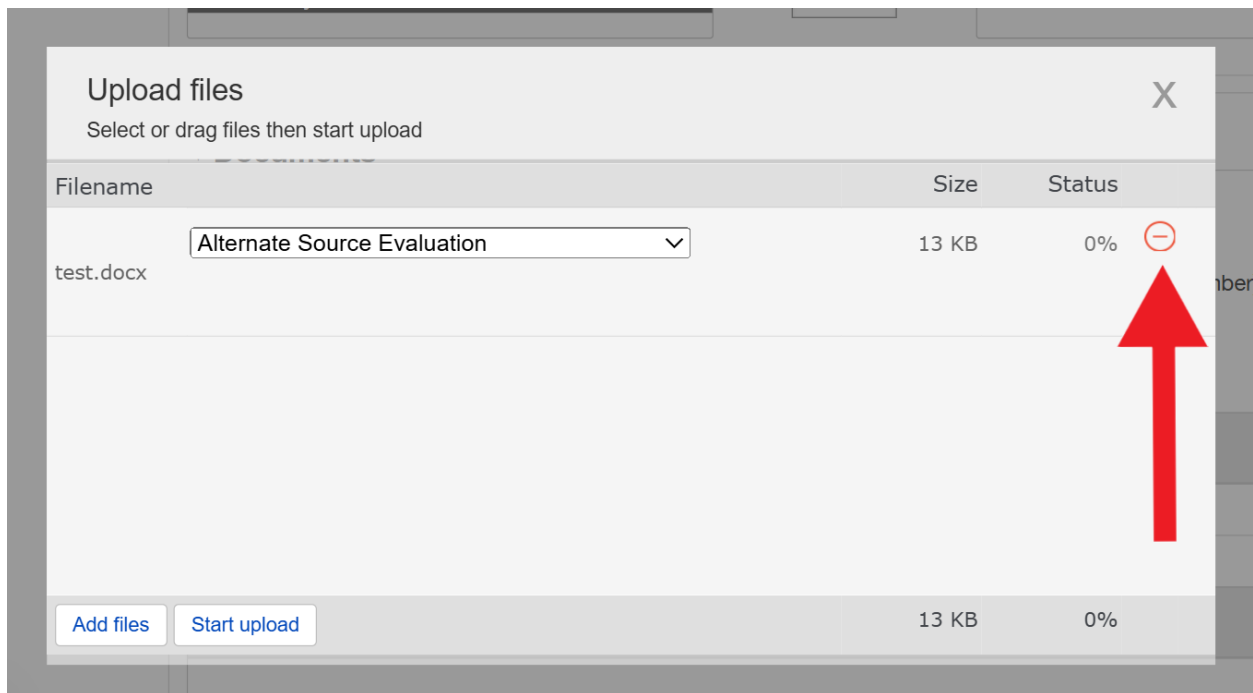
The screenshot shows a web interface with a header bar. Below the header, there is a section titled "Grant Documents" in a light gray bar. To the right of this title is a green circular button with a white plus sign. A large red arrow points down to this button. Below the "Grant Documents" bar is a white input field. At the bottom of the screenshot, there is another light gray bar with the text "Supplemental Documents - Not Required" partially visible.

“+” Button

A new window will pop up. Click the blue “Add Files” button on the lower left of it. After choosing your file and uploading it, a drop-down menu will appear for you to pick the document type.

You can choose to continue adding more files, or if you are done adding your documents you can click the blue “Start Upload” button on the lower left next to the “Add Files” button. You’ll get a small pop-up message saying your upload is complete. You can exit out of this pop-up window.

Tip: If you realize you added the wrong file, you can remove it by clicking the red “-” button next to your file. Before submitting your application, make sure all the files you uploaded are the correct ones.



“-“ Files Button

Submit the Grant Application

After you get the required and supplemental information filled out, click “Save and Close” on the bottom right of the screen. This will bring you to a page where you can check for accuracy of your draft before submitting.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot shows the 'FY Competitive 1' application page. On the left is a sidebar with the 'DEPARTMENT OF HEALTH' logo, a dropdown menu with '1580017', and sections for 'INFORMATION' (Grantee Portal, Apply for Funding, FAQs) and 'ORGANIZATIONS (1)' (FLUXX). The main content area displays 'Public Water Supplier status: Active' and a progress bar with stages: Draft (Status: Draft), Under Review, Under Review, and Granted. Below this is a 'Table of Contents' section with links: Organization Information, Application Questions, Application Information, Work Items, Amounts, and Documents. A large red arrow points to the 'Save and Close' button in the bottom right corner of the form area. Other buttons visible are 'Cancel' and 'Save'.

Save and Close Button

Click “Submit” on the bottom right of the screen.

This screenshot shows a different section of the application, 'Application Questions'. The sidebar is identical to the previous screenshot. The main content area has a question: 'Who is the MDH (sanitarian, engineer, planner), MRWA or delegated authority local program staff person with whom you consulted before submitting this application?'. Below this is the 'Application Questions' section with a question 'Is this a well sealing project?' and a 'No' answer. Another question 'Does your organization...' is partially visible with a 'No' answer. A large red arrow points to the 'Submit' button in the bottom right corner. Other buttons visible are 'Edit', 'Request Collaboration', and 'Withdraw'. A 'Top' link is also present near the arrow.

Submit Button

The final step is to make sure there are no errors. If you have errors within your application, a red box will pop up on the top of the screen explaining what you need to correct. It will also let you scroll through the application so you can see the sections you need to correct highlighted in red. Correct the errors, click “Save and Close”, and then click “Submit” again.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot shows the 'DEPARTMENT OF HEALTH' sidebar on the left with a dropdown menu set to '1580017'. A red arrow points from this dropdown to a large red box on the right. The red box contains the following text: 'Amount requested: can't be blank, is not a number. Does your grant activity pertain to a previous grant application? can't be blank. Are you a public water supplier? (a public water supplier serves 25 people or more in places where they live, work, gather, and play) can't be blank. Is this an application to install treatment for a contaminant? (example: nitrate, manganese, arsenic) can't be blank. Are you currently under any of the following violations? (select all that apply) can't be blank. Is this grant application to support the completion of an item in the sanitary survey? can't be blank. Estimated total cost of project can't be blank. Amount requested can't be blank. Amount requested is not a number. Cost share (amount contributed by the grantee - must be at least equal to the amount being requested) can't be blank. Cost share amount information (list all contributors and corresponding dollar amounts; in kind contribution is not accepted) choose all that apply can't be blank.' Below this text are two links: 'Jump to previous error :: Jump to next error'. The main form area below the red box is titled 'Project Summary' and contains the instruction: 'Please give a brief description of your entire project. There will be opportunity in the application to give more detailed descriptions for each work item.' Below this is a large text input field. At the bottom right of the form is a 'Top' button. At the bottom of the page are three buttons: 'Cancel', 'Save', and 'Save and Close'.

Example of the red box describing errors

The screenshot shows the 'DEPARTMENT OF HEALTH' sidebar on the left with a dropdown menu set to '17'. Two red arrows point from the sidebar to specific error messages. The first arrow points to a red box containing the text: 'application? can't be blank. Are you a public water supplier? (a public water supplier serves 25 people or more in places where they live, work, gather, and play) can't be blank. Is this an application to install treatment for a contaminant? (example: nitrate, manganese, arsenic) can't be blank. Are you currently under any of the following violations? (select all that apply) can't be blank. Is this grant application to support the completion of an item in the sanitary survey? can't be blank. Estimated total cost of project can't be blank. Amount requested can't be blank. Amount requested is not a number. Cost share (amount contributed by the grantee - must be at least equal to the amount being requested) can't be blank. Cost share amount information (list all contributors and corresponding dollar amounts; in kind contribution is not accepted) choose all that apply can't be blank.' Below this text are two links: 'Jump to previous error :: Jump to next error'. The second arrow points to a dropdown menu with the text: 'Is this an application to install treatment for a contaminant? (Example: Nitrate, Manganese, Arsenic)'. Below this dropdown is a text input field. At the bottom right of the form is a 'Top' button. At the bottom of the page are three buttons: 'Cancel', 'Save', and 'Save and Close'.

Example of errors highlighted within an application

Tip: There can be multiple errors within your application. The error text will show up every time you click “submit” until they are corrected. **Your application stays in the draft stage until these errors are corrected and the application is fully submitted.**

Once you have submitted your application, you will be able to check the status of it by going to the “Submitted Applications” page. This can be found under “Applications” on the navigation menu. There is a grey “Withdraw” button on the lower right side of the screen.

Plan Implementation Grant

For detailed information on the application period, work item eligibility, scoring, funding period, reporting requirements, etc., please see the [Plan Implementation Grant RFP \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/implementrfp.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/swp/implementrfp.pdf>).

Plan Implementation Pre-Application Checklist

- PWS ID
- Active PWS Status in MNDWIS
- DWSMA ID(s). This includes other PWS DWSMAs that your PWS may be located within
- DWSMA Vulnerability. This includes other PWS DWSMAs that your PWS may be located within
- Identify costs associated with the project
- Measure number and language from Wellhead Protection Plan, Action Plan, or Surface Water Intake Protection Plan
- Relevant correspondence with MDH or MRWA staff
- NOV (If applicable) with project evaluation form, APO (If applicable) with compliance agreement and project evaluation form
- Conflict of Interest Disclosure Form (Linked within application)

Plan Implementation Grant Application Questions Resource

Here is a downloadable PDF that you can use to review the questions you will be asked.

This is a sample. Do not use this as your application.

[Plan Implementation Grant Application Questions \(Word\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/implementapp.docx)
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/implementapp.docx>)

Starting the Plan Implementation Grant Application

To get to the Implementation Grant application, you will need to go to the “Apply for Funding” page. You will need to scroll through resource documents, information about what activities is grant eligible, and grant types to get to the green “Apply for Implementation Grant” button on the bottom of the page.

SWP GRANTS GUIDE FOR APPLICANTS

Contact the grants coordinator if you have questions about an activity's eligibility before applying for a grant.

Public water suppliers are eligible for different grants based on their customer base and if they have a source water protection plan. A public water supplier will qualify for continued grant eligibility after receiving an initial grant if they fulfilled all of the conditions that were specified under a previous grant. Grant funds may not be used to pay the fines or penalties of an Administrative Penalty Order.

Plan Implementation Grants
for **community** and **noncommunity nontransient** systems

- Apply to community or nontransient noncommunity water suppliers that have a current MDH-approved wellhead protection plan or MDH-endorsed intake protection plan;
- Has a maximum amount of \$10,000;
- Must be spent within the state fiscal biennium; and
- Does not require any financial cost share by the public water supplier.

[Frequently Asked Questions about Plan Implementation Grants](#)

Competitive Grants
for **community** and **noncommunity nontransient** systems

- Will help implement source water protection measures regardless of whether or not a community or noncommunity nontransient public water supplier has a wellhead protection plan in place;
- Support management of a potential contamination source that presents a high risk to a source of drinking water as determined by the MDH;
- Have a maximum amount of \$10,000, which may be increased to \$30,000 when three or more public water suppliers apply under the same application; and
- Must include an equal financial cost share amount.

[Frequently Asked Questions about Competitive Grants](#)

[Apply for Competitive Grant](#)

[Apply for Transient Grant](#)

[Apply for Implementation Grant](#)

Implementation Grant Button

Tip: Before beginning your application, gather the information and documentation you will need. If needed, you can save a draft application and return to it later to continue working on it.

Organization Information

This section is mostly prefilled, but primary contact and signatory contact can be edited via the drop-down menu.

You will need to fill out the text box asking for your support staff details.

Tip: Your “support staff information” is your Sanitarian, Engineer, MRWA Planner, and/or MDH Planner.

Application Questions

Answer these questions using the drop-down menu.

▼ Application Questions

Is this a well sealing project? ▼

Does your grant activity pertain to a previous grant application? ▼

Are you a public water supplier? (A public water supplier serves 25 people or more in places where they live, work, gather, and play) ▼

Drop-Down Menus

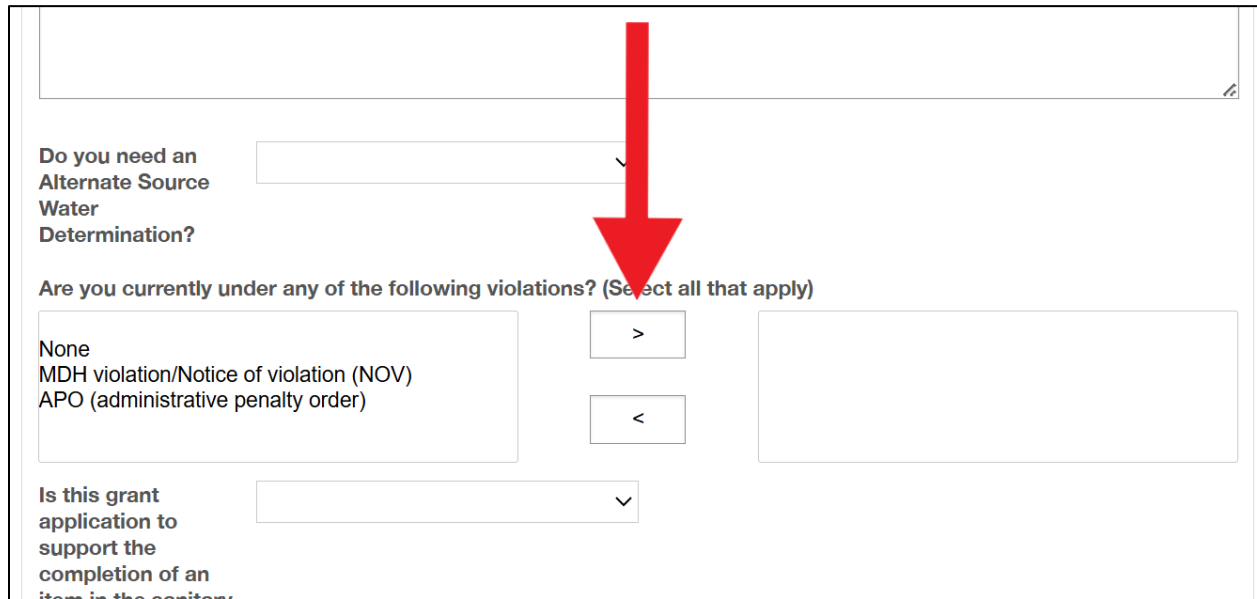
Application Information

Use the text box to write a brief project summary. You can consult your sanitary survey for additional ideas or details.

Examples of a Brief Project Summary:

- Purchase and install security cameras to protect the well site
- Install a treatment system to reduce the nitrate levels in the drinking water
- Drill a back-up well
- Remove pump and seal well
- Construct a new well
- Connect to city water

Then use the drop-down menu to answer whether you need an Alternate Source Water Evaluation. An Alternate Source Water Evaluation is only required if you are asking for treatment for your water system. If needed, your MDH/MRWA planner or engineer can help. Tip: The rest of the questions for this section are either answered using a drop-down menu or by using the “>” button to move your answer from the box on the left to the box on the right. If you change your mind, move the answer back to the left using the “<” button.



Do you need an Alternate Source Water Determination? ☐

Are you currently under any of the following violations? (Select all that apply)

None
MDH violation/Notice of violation (NOV)
APO (administrative penalty order)

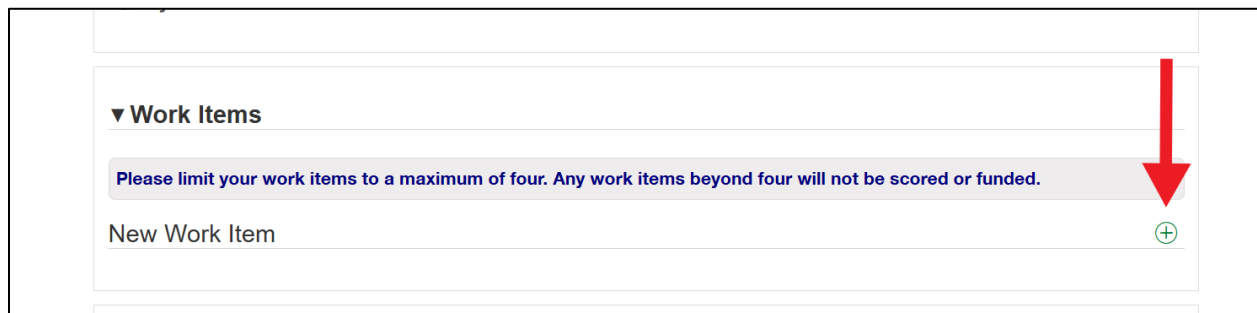
Is this grant application to support the completion of an item in the priority? ☐

">" and "<" Buttons

Work Items

Note: You can only apply for four work items on an application. Any work items beyond four will not be scored or funded.

When you click the "+" sign on the right side of the Work Items text box, a new window will appear with more questions. **All of these questions are required.** These questions can be answered using the drop-down menus and text boxes.



▼ Work Items

Please limit your work items to a maximum of four. Any work items beyond four will not be scored or funded.

New Work Item

Green "+" Button

Note: Plan Implementation grants should select Management Strategies or Sanitary Survey Work item types. The management strategies work item type is only for PWSs that are applying for a grant to implement management strategies within MDH approved wellhead protection plans, wellhead protection action plans, or surface water intake protection plans.

You will need to choose the type of work item. There are three to choose from:

Management Strategies: Plan Implementation Grants should use either management strategies or Sanitary Survey work item types. The management strategies work item type is only for

PWSs that are applying for a grant to implement management strategies for MDH approved wellhead protection plans or wellhead protection action plans.

The management strategies list drop down contains a sub-set of the Minnesota Department of Health's Management Strategies catalog. If your wellhead plan has the same measure or management strategy (which can be referenced by the numbering system), please select an option from the list below. Most Wellhead Protection Plans and Action Plans will not have the same strategy language. As such, select "Other" to type in the management strategy that you are applying for.

Sanitary Surveys: Plan Implementation grants should use either Sanitary Survey or Management Strategy Work item types. This is not a comprehensive list of actions/items in the sanitary survey. This is an updated list of SWP Grant Eligible Sanitary Survey Codes as found on the back of the project evaluation form. If your sanitary survey has the same action/items (comment, requirement, recommendation, deficiency, or significant deficiency), please select an option from the list below. If you cannot find a match, select "Other" to type in the sanitary survey work item that you are applying for.

Common Activities: Plan Implementation Grants should not select this option. Common Activities are primarily for Transient and Competitive grants. Select this option if you are not addressing a management strategy from an MDH approved Wellhead Protection Plan, Action Plan, Surface Water Intake Protection Plan, or action/item from your sanitary survey. Common Activities is only a list of grant work items that are commonly applied for. It is not an exhaustive list. If you do not find something on this list that matches your grant work item, select "Other" to create your own.

Selecting one of the above options will generate a subset of options to choose from. Within the second drop down, if you do not see an activity that fits your project you can select "Other" and then explain in the text box that appears.

Use the text box to describe the work that will be performed. If your description is more than 2,000 characters you will need to attach a separate document in the "Grant Documents" section located later in the application.

The rest of the questions will need to be answered using the drop-down menus and text boxes. Once this is filled out, do not exit out of the window without clicking the "Save" button on the bottom right.

Repeat this section for each work item.

Note: It is important that you choose the correct work item type. Please make sure the option you choose aligns with the documentation you are providing as evidence of need for your project. Only choose "other" if there is not an applicable option in the list provided.

Amounts

The total grant amount you can request is \$500-15,000, or a max of \$45,000 if there are three Public Water Supplies (PWS) applying together

There is a table at the top of this section that auto calculates the estimated total cost of project and amount you are requesting from MDH. This calculation is pulled from the information you provided in the “Work Items” section. Confirm this information is correct. If it’s not, make the necessary changes to you work items.

If the auto calculation is correct, you will need to write the total cost of the project you are planning followed by the amount you are requesting from MDH.

The estimated cost share amount (the amount you are contributing) must be equal or more than the amount you are requesting from MDH. Use the “>” button to move your cost share contributor(s) from the left box to the right. If you change your mind about your answer, use the “<” button to move your answer back to the box on the left. After you move your answer(s) to the right box, new questions will appear for you to answer.

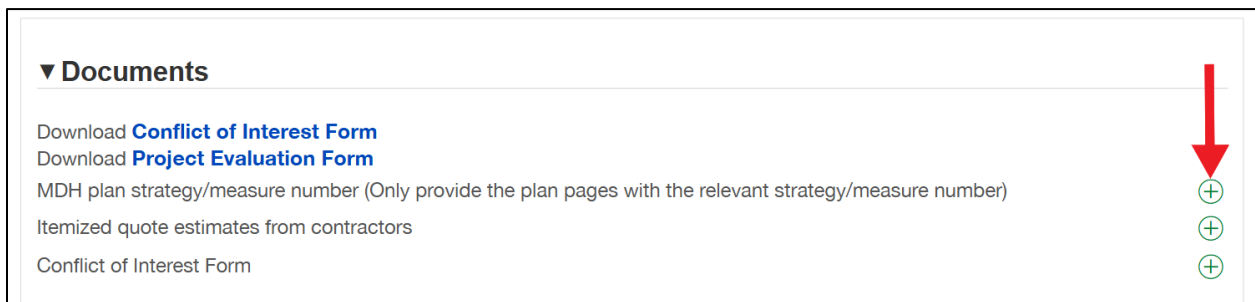
Note: You cannot use In-kind contributions.

Documents

You can download the “Conflict of Interest” and “Project Evaluation” forms at the top of this section.

Note: Project Evaluations are used for Competitive and Transient grants. They are not required for Plan Implementation grants but may be used to provide additional information and support for a work item.

You will need to add your completed Conflict of Interest document, and project evaluation form. The Itemized quote estimates from contractors are optional. There are green “+” buttons to the right of the document types for you to add.



▼ Documents

Download Conflict of Interest Form	
Download Project Evaluation Form	
MDH plan strategy/measure number (Only provide the plan pages with the relevant strategy/measure number)	+
Itemized quote estimates from contractors	+
Conflict of Interest Form	+

“+” Buttons

Grant Documents

This section allows you to add a variety of document types:

- Additional Work Item Narrative
- Alternate Source Evaluation (Required for treatment)
- Application Budget
- Compliance Agreement (Required if your system is under an APO or NOV)

- Conflict of Interest Form (Required)
- Itemized Quote Estimates from Contractors (Recommended but not required)
- MDH Plan Strategy/Measure Number (Required-relevant pages only)
- NOV (Required if your system is under a NOV)
- Other Documents
- Project Evaluation Form
- Sanitary Survey (Required if applying for an item/action in a Sanitary Survey)

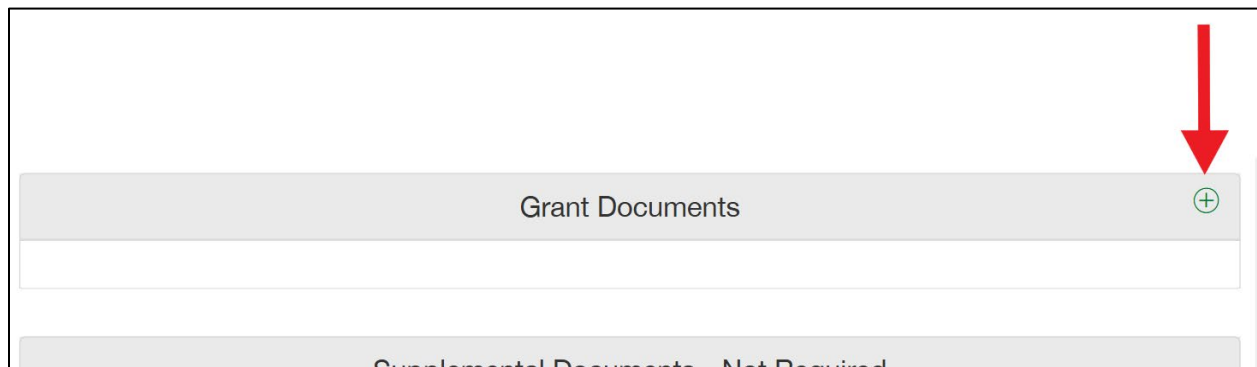
These documents are not necessarily required but may help strengthen your application.

Required Documentation

The following documentation is required to be submitted along with the grant application:

- Pages and Measure Number(s) from the approved Wellhead Protection Plan, Wellhead Protection Action Plan or Surface Water Intake Protection Plan
- Plan Management Strategies, or the formal correspondence from MDH that describes the work that will be conducted (Most recent Sanitary Survey, NOV/APO with compliance agreement and project evaluation form, or Project Evaluation form from MDH Drinking Water Protection staff)

To add a grant document, use the green “+” button to the right of the “Grant Documents” title.

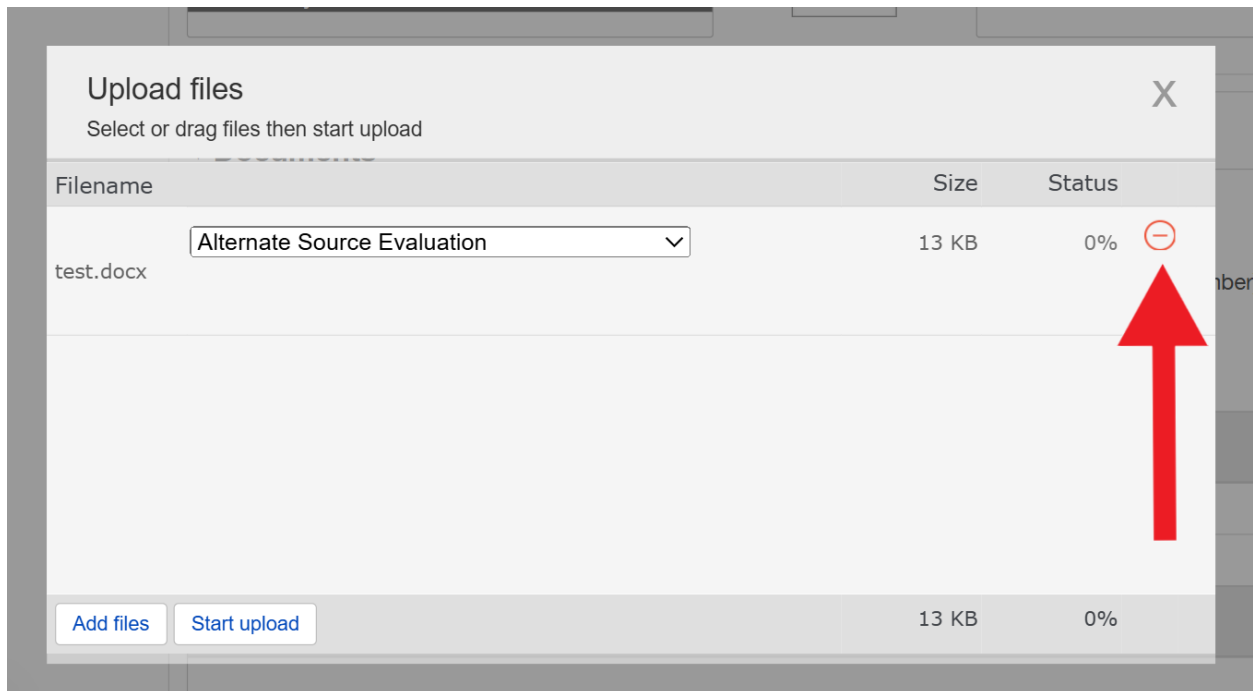


“+” Button

A new window will pop up. Click the blue “Add Files” button on the lower left of it. After choosing your file and uploading it, a drop-down menu will appear for you to pick the document type.

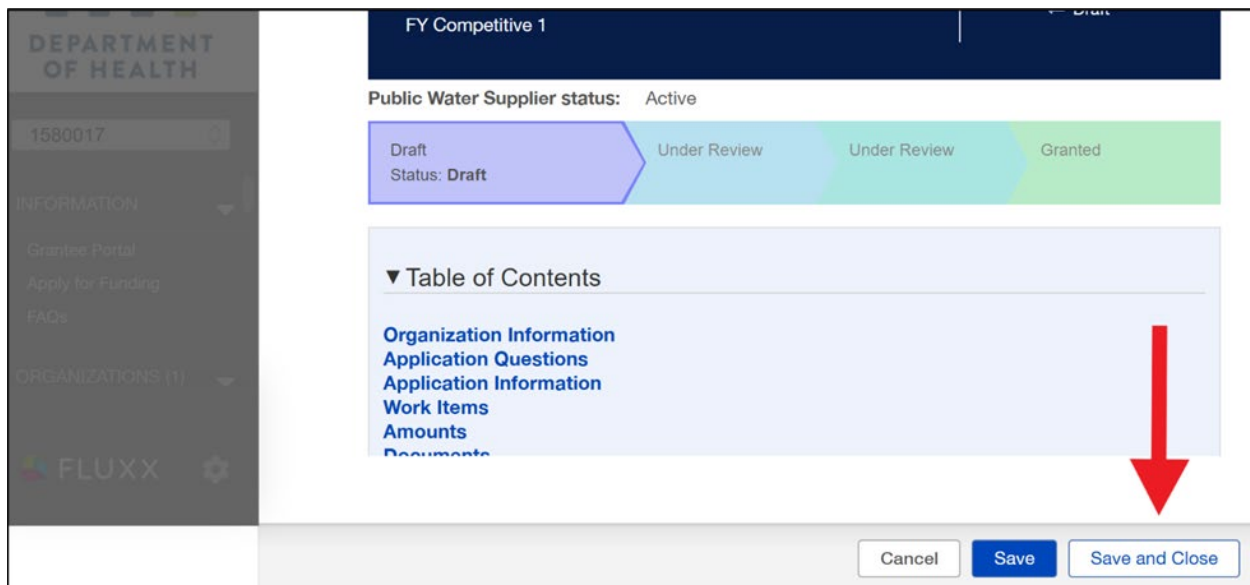
You can choose to continue adding more files, or if you are done adding your documents you can click the blue “Start Upload” button on the lower left next to the “Add Files” button. You’ll get a small pop-up message saying your upload is complete. You can exit out of this pop-up window.

Tip: If you realize you added the wrong file, you can remove it by clicking the red “-” button next to your file.

*“-“ Files Button*

Submit the Grant Application

After you get the required and supplemental information filled out, click “Save and Close” on the bottom right of the screen. This will bring you to a page where you can check for accuracy of your draft before submitting.

*Save and Close Button*

Click “Submit” on the bottom right of the screen.

DEPARTMENT OF HEALTH

1580017

INFORMATION

Grantee Portal

Apply for Funding

FAQs

ORGANIZATIONS (1)

FLUXX

Who is the MDH (sanitarian, engineer, planner), MRWA or deligated authority local program staff person with whom you consulted before submitting this application?

▼ Application Questions

Is this a well sealing project? No

Does your grant activity... No

Submit

Request Collaboration

Withdraw

Top

Submit Button

The final step is to make sure there are no errors. If you have errors within your application, a red box will pop up on the top of the screen explaining what you need to correct. It will also let you scroll through the application so you can see the sections you need to correct highlighted in red. Correct the errors, click “Save and Close”, and then click “Submit” again.

DEPARTMENT OF HEALTH

1580017

INFORMATION

Grantee Portal

Apply for Funding

FAQs

ORGANIZATIONS (1)

FLUXX

Amount Requested: can't be blank; is not a number. Does your grant activity pertain to a previous grant application? can't be blank. Are you a public water supplier? (a public water supplier serves 25 people or more in places where they live, work, gather, and play) can't be blank. Is this an application to install treatment for a contaminant? (example: nitrate, manganese, arsenic) can't be blank. Are you currently under any of the following violations? (select all that apply) can't be blank. Is this grant application to support the completion of an item in the sanitary survey? can't be blank. Estimated total cost of project can't be blank. Amount requested can't be blank. Amount requested is not a number. Cost share (amount contributed by the grantee – must be at least equal to the amount being requested) can't be blank. Cost share amount information (list all contributors and corresponding dollar amounts; in kind contribution is not accepted) choose all that apply can't be blank.

[Jump to previous error](#) :: [Jump to next error](#)

Project Summary

Please give a brief description of your entire project. There will be opportunity in the application to give more detailed descriptions for each work item.

Cancel

Save

Save and Close

Top

Example of the red box describing errors

application? can't be blank. Are you a public water supplier? (a public water supplier serves 25 people or more in places where they live, work, gather, and play) can't be blank. Is this an application to install treatment for a contaminant? (example: nitrate, manganese, arsenic) can't be blank. Are you currently under any of the following violations? (select all that apply) can't be blank. Is this grant application to support the completion of an item in the sanitary survey? can't be blank. Estimated total cost of project can't be blank. Amount requested can't be blank. Amount requested is not a number. Cost share (amount contributed by the grantee – must be at least equal to the amount being requested) can't be blank. Cost share amount information (list all contributors and corresponding dollar amounts; in kind contribution is not accepted) choose all that apply can't be blank.

[Jump to previous error](#) :: [Jump to next error](#)

can't be blank

Is this an application to install treatment for a contaminant? (Example: Nitrate, Manganese, Arsenic)

Cancel Save Save and Close

Example of errors highlighted within an application

Tip: There can be multiple errors within your application. The error text will show up every time you click “submit” until they are corrected. **Your application stays in the draft stage until these errors are corrected and the application is fully submitted.**

Once you have submitted your application, you will be able to check the status of it by going to the “Submitted Applications” page. This can be found under “Applications” on the navigation menu. There is a grey “Withdraw” button on the lower right side of the screen.

Competitive Grant

For detailed information on application period, work item eligibility, scoring, funding period, and reporting requirements, please see the [Competitive Grant RFP \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/competitiverfp.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/swp/competitiverfp.pdf>).

Competitive Grant Pre-Application Checklist

- PWS ID
- Active PWS Status in MNDWIS
- DWSMA ID(s) (This includes other PWS DWSMAs that your PWS may be located within)
- DWSMA Vulnerability (This includes other PWS DWSMAs that your PWS may be located within) Identify costs associated with the project
- Measure number and language from Wellhead Protection Plan, Action Plan, or Surface Water Intake Protection Plan
- Relevant correspondence with MDH or MRWA TAP staff
- Source Water Protection Transient and Competitive Grant Project Evaluation Form

- NOV (If applicable) with project evaluation form
- APO (If applicable) with compliance agreement and project evaluation form
- Conflict of Interest Disclosure Form (Linked within application)

Starting the Competitive Grant Application

To get to the competitive grant application, you will need to go to the “Apply for Funding” page. You will need to scroll through resource documents, information about what activities is grant eligible, and grant types to get to the green “Apply for Competitive Grant” button on the bottom of the page.

not a community or noncommunity nontransient public water supplier has a wellhead protection plan in place;

- Support management of a potential contamination source that presents a high risk to a source of drinking water as determined by the MDH;
- Have a maximum amount of \$10,000, which may be increased to \$30,000 when three or more public water suppliers apply under the same application; and
- Must include an equal financial cost share amount.

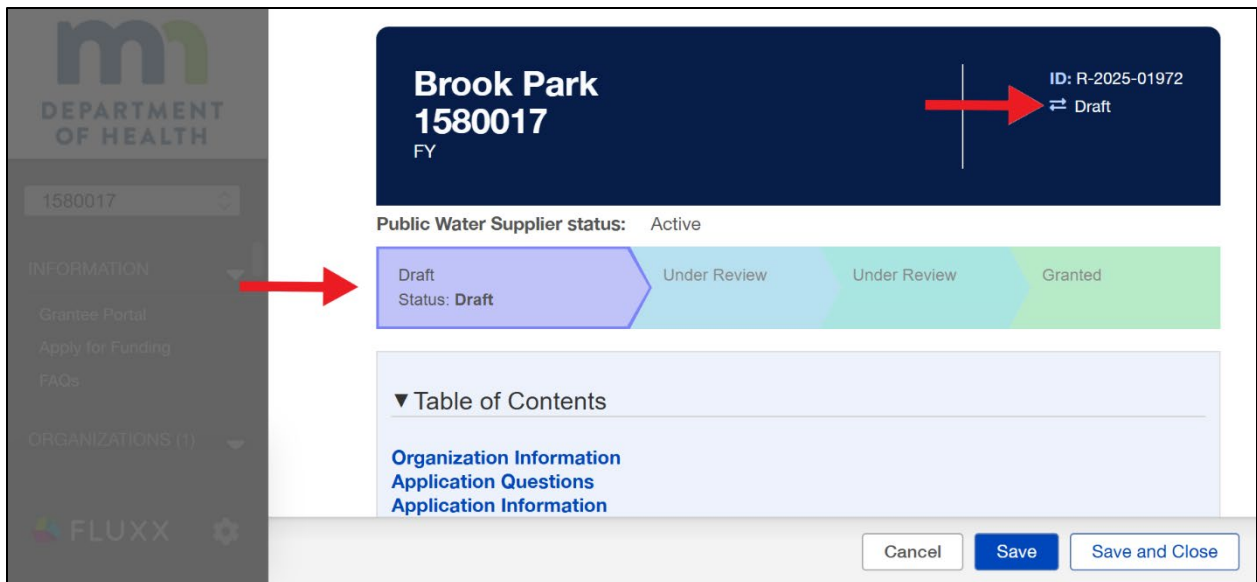
[Frequently Asked Questions about Competitive Grants](#)

Apply for Competitive Grant



Apply For Competitive Grant Button

The top of the application has information about your PWS, the fiscal year, and what stage you are in with your application. Below that is a bar that shows what stage your application is in, and the next stages. The table of contents lists what type of information may be required for your application.



Where To Find Your Application Stage

Tip: Before beginning your application, gather the information and documentation you will need. You can save a draft application and return to it later to continue working on it.

Organization Information

This section is mostly prefilled, but primary contact and signatory contact can be edited via the drop-down menu

You will need to fill out the text box asking for your support staff details.

Tip: Your “support staff information” is your Sanitarian, Engineer, MRWA Planner, and/or MDH Planner.

Application Questions

Answer the questions in this section using the drop-down menus.

Application Information

Use the text box to write a brief project summary

Examples of a Brief Project Summary:

- Hire consultant to update PCSI
- Purchase and install a transfer switch and wiring for a future generator
- Purchase and install security cameras to protect the well site
- Drill a back-up well
- Remove pump and seal Well #2
- Continue investigation of two or three prospective future municipal well location properties
- Construct a new six inch well at a depth of 120ft
- Seal old well

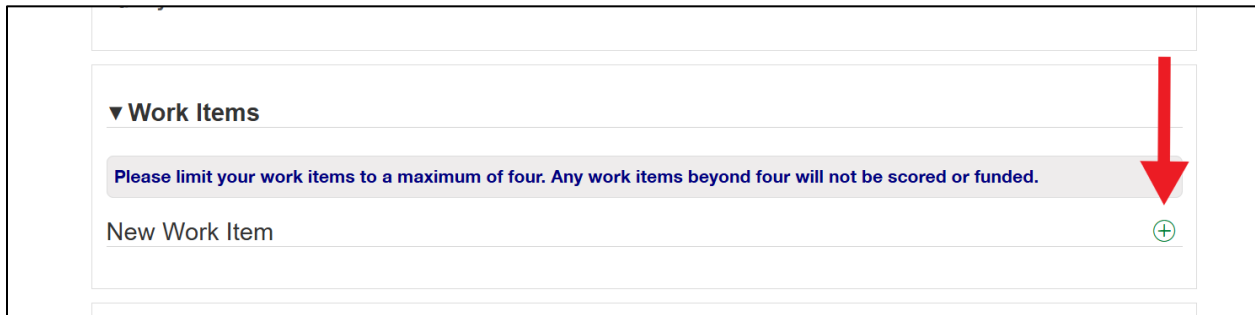
After the Project Summary, you will need to use the drop-down menu to answer whether you are requesting a grant to install treatment for a contaminant and if you are using the grant to complete an item on your sanitary survey. You can only answer “Yes” or “No”.

Tip: To select your answer for whether you are under any violation, you must click on your answer to highlight it and then use the arrows to move your answer from the left box to the right. Only pick one answer.

Work Items

Tip: You can only apply for four work items on an application.

When you click the “+” sign on the right side of the Work Items text box, a new window will appear with more questions. **All of these questions are required.** These questions can be answered using the drop-down menus and text boxes.



Green “+” Button

Note: Competitive grants may select any of the below work item types.

You will need to choose the type of work item. There are three to choose from:

Management Strategies: Use this if you are applying for a grant to implement a Wellhead Protection Measure. The management strategies work item type is only for PWSs that are applying for a grant to implement management strategies within MDH approved Wellhead Protection Plans, Wellhead Protection Action Plans or Surface Water Intake Protection Plans.

The management strategies list drop down contains a sub-set of the Minnesota Department of Health’s Management Strategies catalog. If your wellhead plan has the same measure or management strategy (which can be easily referenced by the numbering system), please select an option from the list below. Most Wellhead Protection Plans, and Action Plans will not have the same strategy language. As such, select “Other” to type in the management strategy that you are applying for.

Sanitary Surveys: Use this if you are applying for a grant to implement an activity for your sanitary survey. This is not a comprehensive list of actions/items in the sanitary survey. This is an updated list of SWP Grant Eligible Sanitary Survey Codes as found on the back of the project evaluation form. If your sanitary survey has the same actions/items (comment, requirement, recommendation, deficiency, or significant deficiency) please select an option from the list.

Common Activities: Select this option if you are not addressing an action/item from your sanitary survey or management strategy/measure from your wellhead protection plan, action plan, or surface water intake protection plan. Common Activities is only a list of the grant work items that are commonly applied for. It is not an exhaustive list. If you do not find something on this list that matches your grant work item, select “Other” to create your own.

Use the text box to describe the work that will be performed. If your description is more than 2,000 characters you will need to attach a separate document in the “Grant Documents” section located later in the application.

The rest of the questions will need to be answered using the drop-down menus and text boxes. Once this is filled out, do not exit out of the window without clicking the “Save” button on the bottom right.

Amounts

Decimals can be used in the text boxes to show exact amount of money.

The “>” and “<” buttons need to be used in the Cost Share Amount question to move your choice to the answer box on the right side.

amount being requested)

Cost Share amount information (List all contributors and corresponding dollar amounts; in-kind contribution is not accepted) Choose all that apply

I have a federal grant
I will use my own financial resources
Other

>

<

I have a state grant

Describe Cost Share Funding for State Grant

Arrows for Choosing Answer

Documents

This section allows you to upload documents for your application. The documents that can be uploaded are Sanitary Surveys, MDH plan strategies/measure numbers, itemized quote estimates from contractors, and the conflict of interest form.

Tip: You can download the Conflict of Interest form at the top of this section.

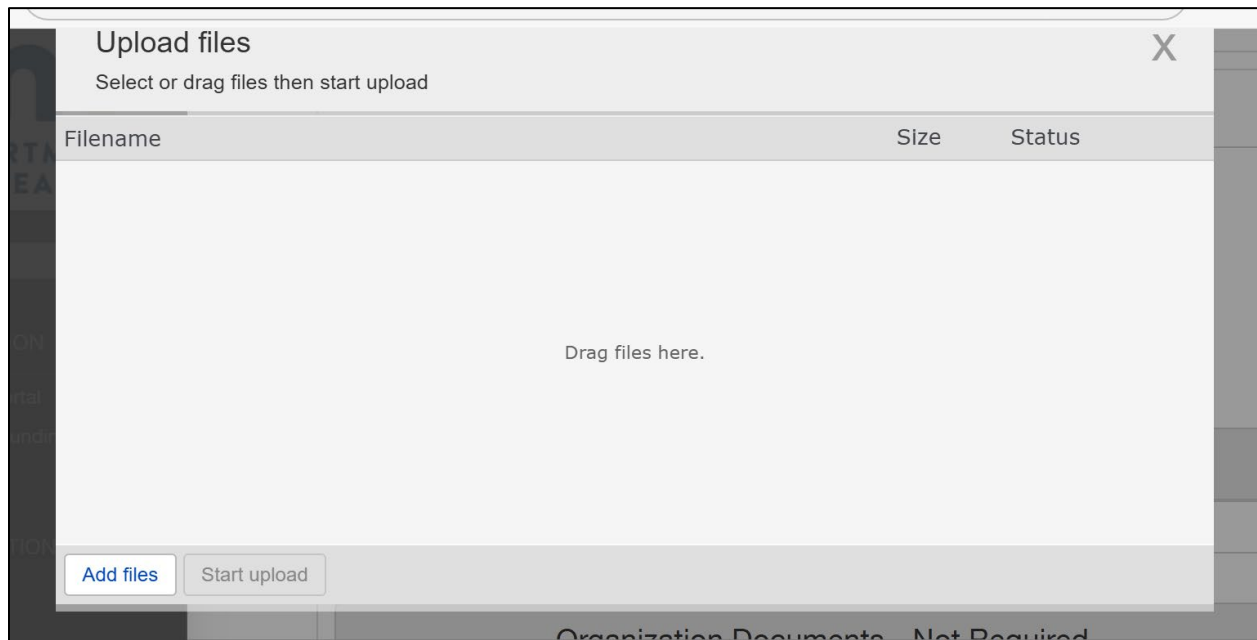
To upload the document, click the green “+” sign on the right side of the screen. There is a button that corresponds with each document.

▼ **Documents**

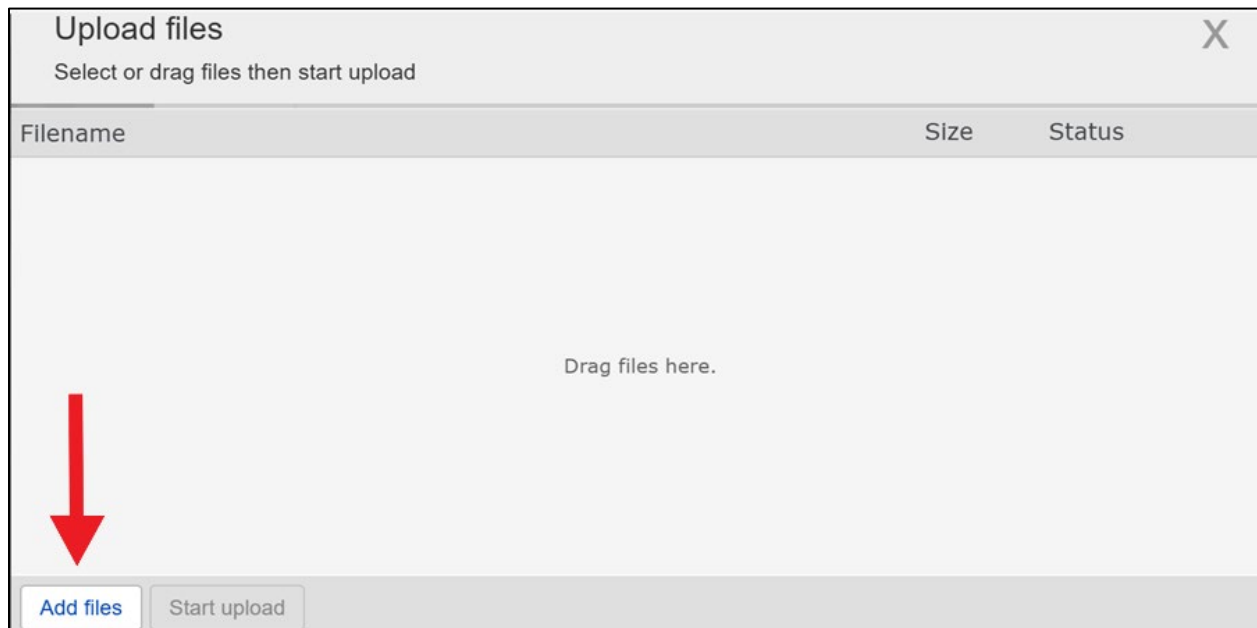
Download Conflict of Interest Form	
Sanitary Survey	+
MDH plan strategy/measure number (Only provide the plan pages with the relevant strategy/measure number)	+
Itemized quote estimates from contractors	+
Conflict of Interest Form	+

Green Plus Sign Location

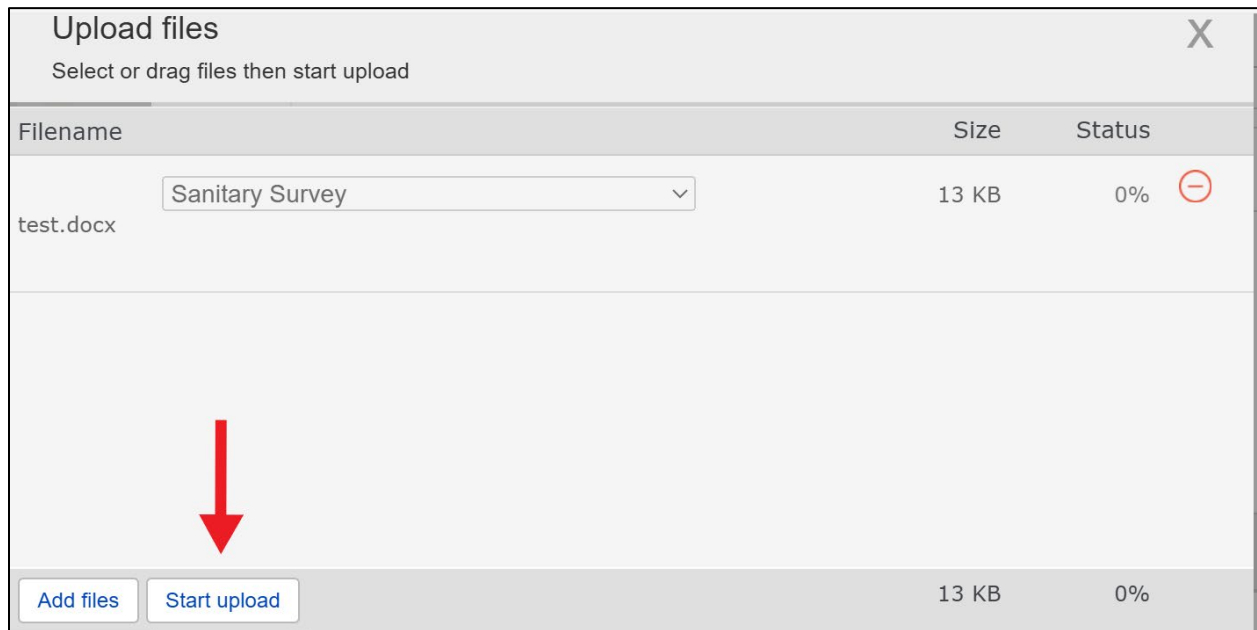
When you click this button, a new window will appear:

*Upload Files Window*

You can either drag your intended files into the grey field or click “add files” on the bottom left corner.

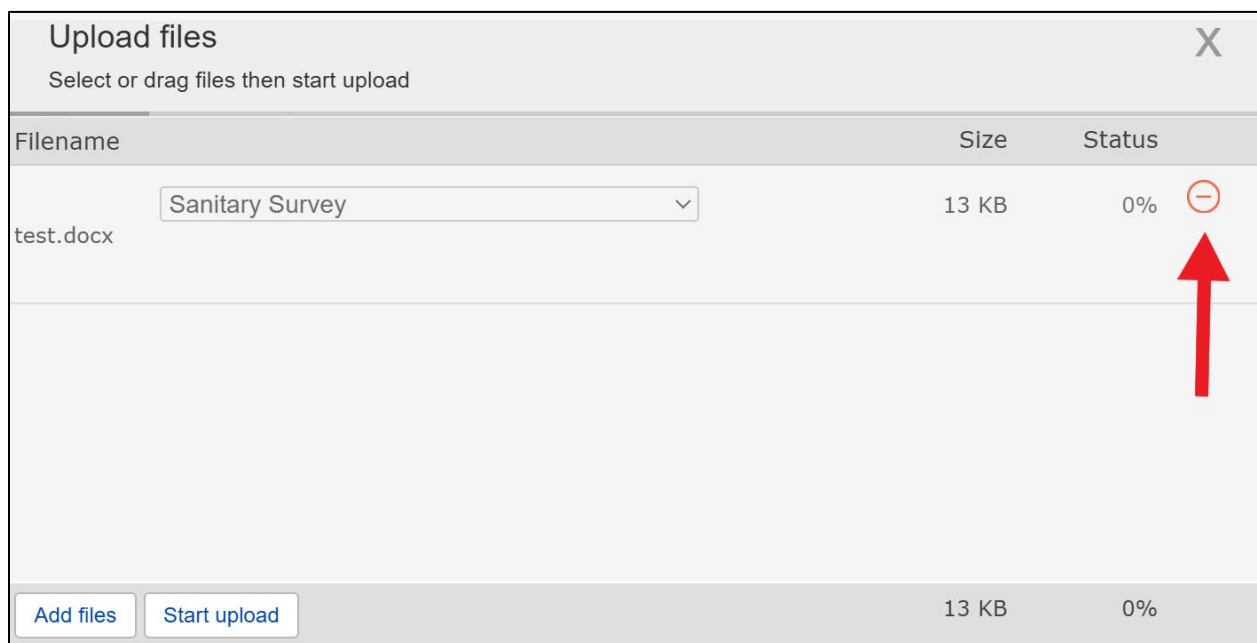
*Add Files Button*

After you have added your files, you must click the “start upload” button. You can only click start upload after your file has been added.

*Start Upload Button*

Check your files to make sure they are uploaded as the correct document type. Even though a drop-down menu appears after adding your file, you cannot change document type if you use the "+" buttons specifically there for Sanitary Survey, MDH plan strategy/measure number, Itemized quote estimates, and Conflict of Interest Forms. If you add a document through the "Grant Documents" section, you have the option to choose.

If you realize you added the wrong document, you can remove it using the red "-" button to the right of the window. This works even if you have already uploaded the document.

*Remove File Button*

Note: There are no settings to control the scroll bars in the work items drop downs. This will depend on how zoomed in you are in each browser/ screen resolution/ etc. because the values for the fields are so long.

Grant Documents

This section allows you to upload any supporting documents you might like to include. The types of documents you can upload in the “Grant Documents” section are:

- Additional Work Item Narrative (If additional space is needed)
- Alternate Source Evaluation (Required for treatment)
- Application Budget
- Compliance Agreement (Required if your system is under an APO or NOV)
- Conflict of Interest Form (Required)
- Itemized Quote Estimates from Contractors (Recommended but not required)
- MDH Plan Strategy/Measure Number (Required if applying to implement a WHP plan strategy/measure)
- NOV (Required if your system is under a NOV)
- Other Documents
- Project Evaluation (Requirement is dependent upon work item and other documentation types)
- Sanitary Survey (Required if applying to implement item/action from Sanitary Survey)

Not every document listed above are required for your application. However, they can strengthen your application. The documents you would include will depend on the work you are doing.

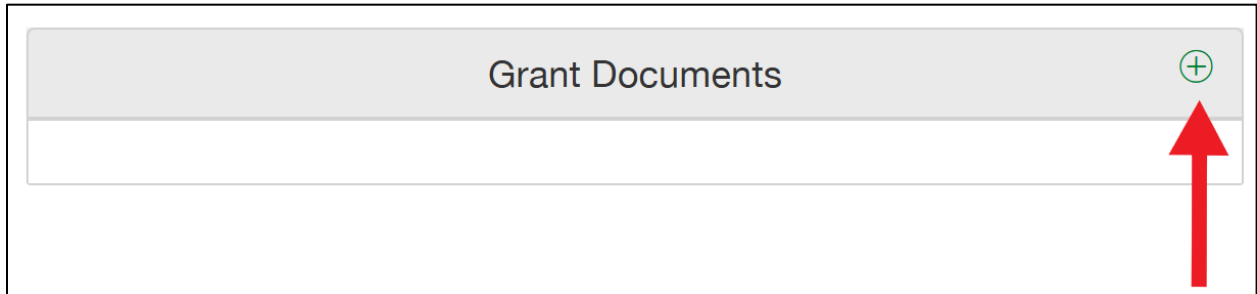
Required Documentation

The Conflict of Interest form is required. See below for additional required supporting documentation. **(Must upload at least one of the following options)** Without supporting documentation, the application will be disqualified.

- Sanitary survey
- MDH approved WHP plan/Action Plan/ Intake protection plan and Management Strategy/Measure number
- Project evaluation form. The Project evaluation form must be completed by the MDH or MRWA staff or local program assigned to the district where the PWS is located
- NOV with Project evaluation form
- APO with Compliance agreement and Project evaluation form

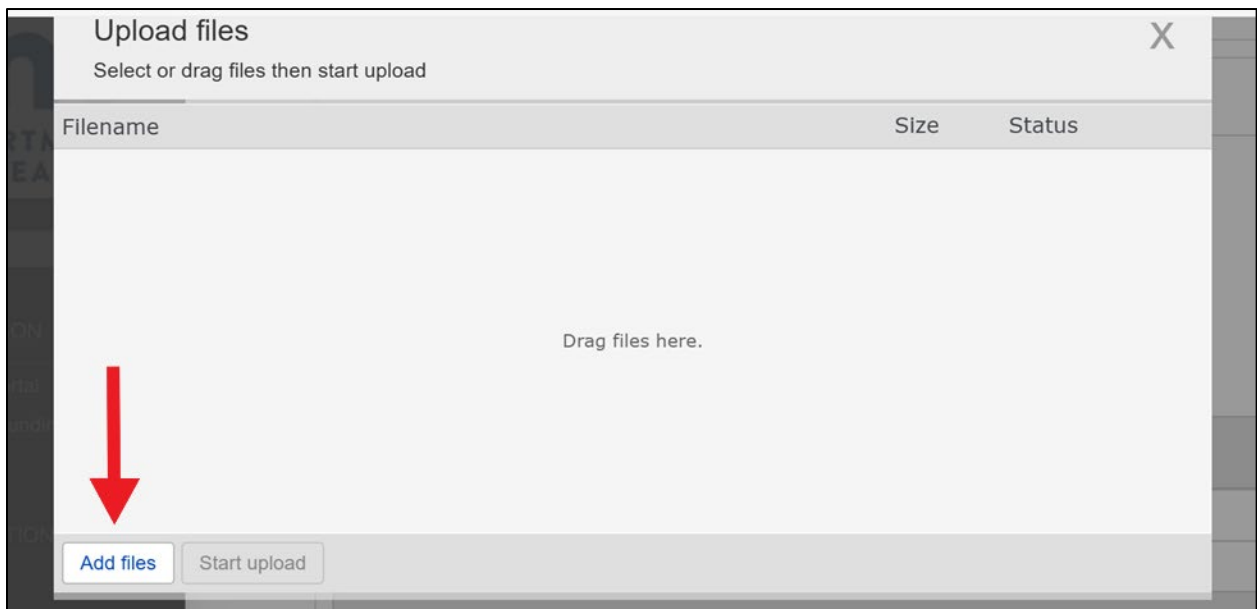
Note: The “Conflict of Interest” form will always be required.

To upload these documents, click the green “+” sign to the right of the Grant Documents title.



Green Add Button

A new window will pop up that gives you the option to add your file.



Add Files Button

After the file has been added, select the document type.

Upload files

X

Select or drag files then start upload

Filename		Size	Status
test.docx	Alternate Source Evaluation	13 KB	0%

Add files

Start upload

13 KB

0%

Drop-Down Menu for Document Type

Once you have added your file and chosen the document type, click “Start upload” on the bottom left.

Upload files

X

Select or drag files then start upload

Filename		Size	Status
test.docx	Proposal	13 KB	0%

Add files

Start upload

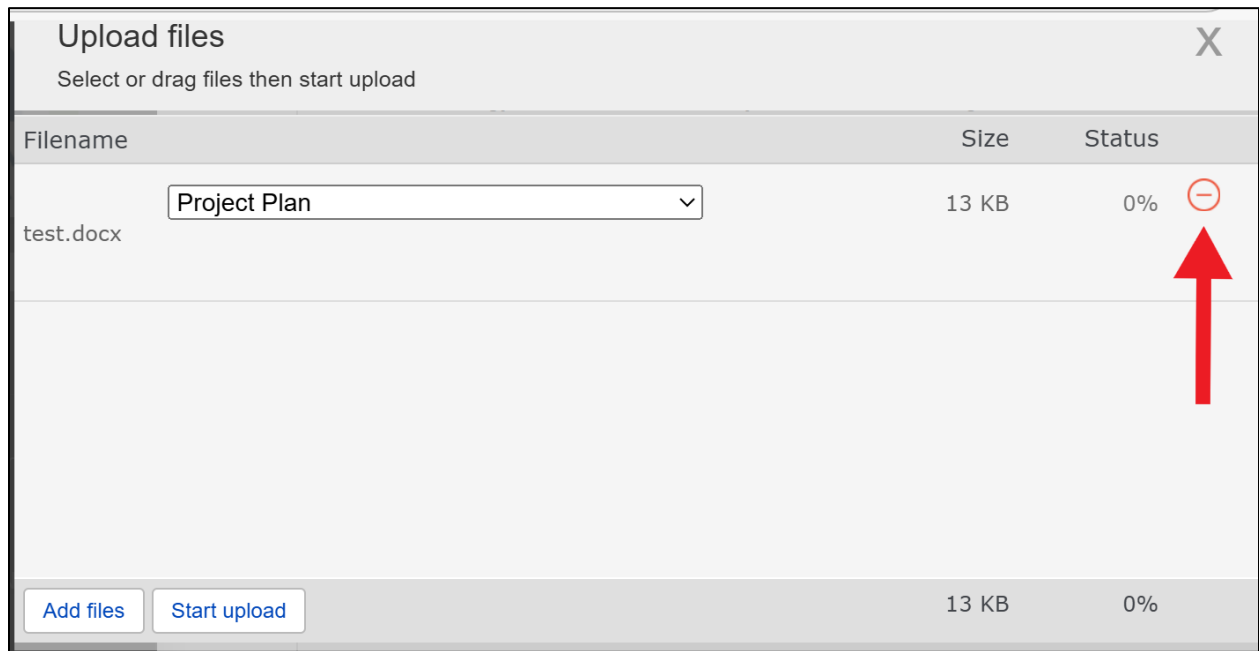
13 KB

0%

Start Upload Button

Tip: You can upload multiple documents. Once you have clicked “Start upload” for your first document, you can start over by clicking “Add files” again.

If you realize you added the wrong document, you can remove it using the red “-” button to the right of the window. This works even if you have already uploaded the document.

*Remove File Button*

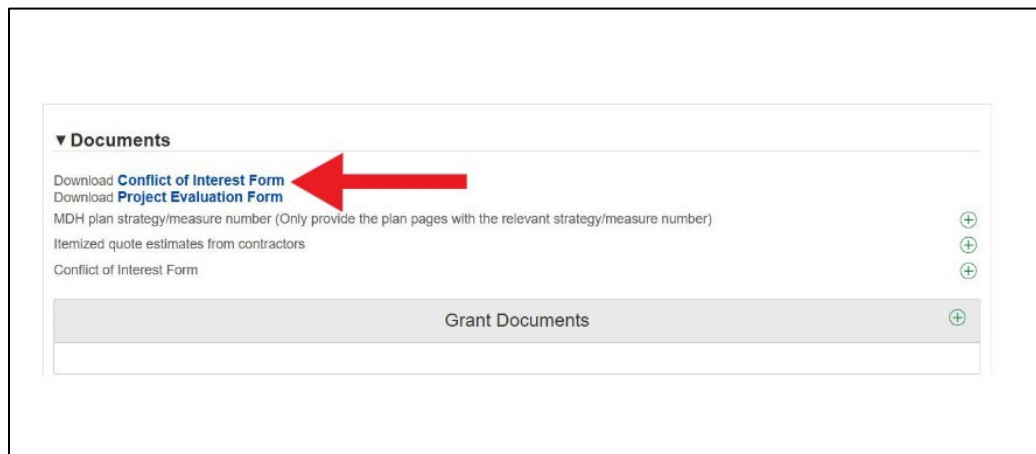
Tip: Before submitting your application, make sure all the files you uploaded are the correct ones.

Documents

How to Fill Out the Conflict of Interest Form

Getting a Copy of the Form

If you do not already have a copy of the Conflict of Interest form, scroll down to the “Documents” section in your grant application. You will see a link to download at the top of the section. It will look like this:

*Conflict of Interest Form Link*

When you click on the link, a PDF version will automatically download onto your computer.

Options for Filling out Conflict of Interest Form

There are two main options for filling out this form:

1. You can print out the form, fill it out by hand, and then scan the document into your device.
2. You can use a PDF editor to complete the form on your computer. MDH uses Adobe, but you can use any PDF editor your PWS has. If you choose to use a PDF editor, open your document within the editing application. Most PDF editors highlight the parts of the form you are supposed to fill out. For example, in Adobe Acrobat the text boxes and check boxes are highlighted in a light blue. Following the form's directions, go through the document and use the text boxes and check boxes to select your answers.

The screenshot shows a section of the form titled "Certification". It contains three text input fields: "Applicant (Recipient Name)", "RFP Title (if applicable):", and "MDH Grant Program Name:". Below these fields is a section titled "Select ONE of the following responses below:". There are two radio button options. The first option is selected, and a red arrow points to it. The second option is unselected. The text boxes and radio buttons are highlighted in light blue.

Certification

Applicant (Recipient Name):

RFP Title (if applicable):

MDH Grant Program Name:
(Example: Women, Infants, and Children (WIC) Grant)

Select ONE of the following responses below:

☒ Recipient's knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to individual or organizational conflicts of interest.

☐ Applicant/Recipient, or employees of Applicant/Recipient, have an actual, potential, or perceived conflict(s) of interest which are listed below.

Highlighted Text Boxes and Check Boxes within Adobe

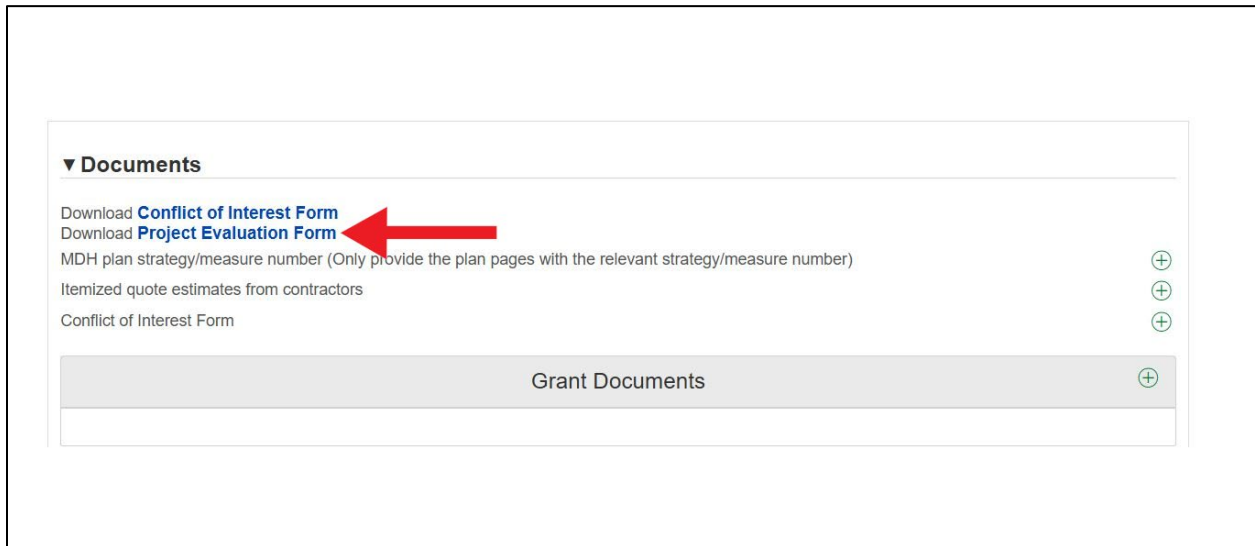
To upload your completed file to the application, click the green "+" button. After clicking the green "+" sign, a new window will pop up. Click "Add files" on the lower left of the window to choose the files from your computer.

Once your file has been added, you will need to click the "Start Upload" button. **Do not exit out of the window before clicking "Start Upload" or your files will not save.** After you get the alert that your upload is complete on the bottom of the window, you may exit.

How to Fill Out the Project Evaluation Form

Getting a Copy of the Form

If you do not already have a copy of the Project Evaluation form, scroll down to the "Documents" section in your grant application. You will see a link to download at the top of the section. It will look like this:



[Project Evaluation Form Link](#)

The project evaluation form downloads as a Word document. From here, you can fill out the form on your desktop or print it out, fill out the information, and then scan it back onto your computer.

To upload your completed file to the application, click the green “+” button. After clicking the green “+” sign, a new window will pop up. Click “Add files” on the lower left of the window to choose the files from your computer.

Once your file has been added, you will need to click the “Start Upload” button. **Do not exit out of the window before clicking “Start Upload” or your files will not save.** After you get the alert that your upload is complete on the bottom of the window, you may exit.

Submit the Grant Application

After you get the required and supplemental information filled out, click “Save and Close” on the bottom right of the screen. This will bring you to a page where you can check for accuracy of your draft before submitting.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot shows the 'FY Competitive 1' application page. On the left is a sidebar with the 'DEPARTMENT OF HEALTH' logo, a dropdown menu with '1580017', and links for 'Grantee Portal', 'Apply for Funding', 'FAQs', and 'ORGANIZATIONS (1)'. The main content area has a 'Public Water Supplier status: Active' and a progress bar with stages: 'Draft' (Status: Draft), 'Under Review', 'Under Review', and 'Granted'. Below this is a 'Table of Contents' section with links: 'Organization Information', 'Application Questions', 'Application Information', 'Work Items', 'Amounts', and 'Documents'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. A red arrow points to the 'Save and Close' button.

Save and Close Button

Click “Submit” on the bottom right of the screen.

The screenshot shows the 'Application Questions' section of the application. It includes a text box asking 'Who is the MDH (sanitarian, engineer, planner), MRWA or delegated authority local program staff person with whom you consulted before submitting this application?'. Below this is a section titled 'Application Questions' with a question: 'Is this a well sealing project?' with a 'No' answer. At the bottom right, there are three buttons: 'Request Collaboration', 'Withdraw', and 'Submit'. A red arrow points to the 'Submit' button.

Submit Button

The final step is to make sure there are no errors. If you have errors within your application, a red box will pop up on the top of the screen explaining what you need to correct. It will also let you scroll through the application so you can see the sections you need to correct highlighted in red. Correct the errors, click “Save and Close”, and then click “Submit” again.

SWP GRANTS GUIDE FOR APPLICANTS

The screenshot shows the 'DEPARTMENT OF HEALTH' sidebar on the left with a dropdown menu set to '1580017'. A red arrow points from this dropdown to a large red box on the right. The red box contains the following text: 'Amount requested: can't be blank, is not a number. Does your grant activity pertain to a previous grant application? can't be blank. Are you a public water supplier? (a public water supplier serves 25 people or more in places where they live, work, gather, and play) can't be blank. Is this an application to install treatment for a contaminant? (example: nitrate, manganese, arsenic) can't be blank. Are you currently under any of the following violations? (select all that apply) can't be blank. Is this grant application to support the completion of an item in the sanitary survey? can't be blank. Estimated total cost of project can't be blank. Amount requested can't be blank. Amount requested is not a number. Cost share (amount contributed by the grantee - must be at least equal to the amount being requested) can't be blank. Cost share amount information (list all contributors and corresponding dollar amounts; in kind contribution is not accepted) choose all that apply can't be blank.' Below this text are two links: 'Jump to previous error :: Jump to next error'. The main content area below the red box is titled 'Project Summary' and contains the instruction: 'Please give a brief description of your entire project. There will be opportunity in the application to give more detailed descriptions for each work item.' Below this is a large text input field. At the bottom right of the form are buttons for 'Cancel', 'Save', and 'Save and Close', along with a 'Top' link.

Example of the red box describing errors

This screenshot shows the same application form as the previous one, but with specific errors highlighted. A red box at the top contains the same error messages as before. Below this, a red arrow points from the '17' dropdown in the sidebar to a text input field that has the error 'can't be blank'. Another red arrow points from the sidebar to a dropdown menu with the error 'Is this an application to install treatment for a contaminant? (Example: Nitrate, Manganese, Arsenic)'. The dropdown menu is currently empty. At the bottom right are the 'Cancel', 'Save', and 'Save and Close' buttons, and a 'Top' link.

Example of errors highlighted within an application

Tip: There can be multiple errors within your application. The error text will show up every time you click “submit” until they are corrected. **Your application stays in the draft stage until these errors are corrected and the application is fully submitted.**

Once you have submitted your application, you will be able to check the status of it by going to the “Submitted Applications” page. This can be found under “Applications” on the navigation menu. There is a grey “Withdraw” button on the lower right side of the screen.

Withdrawing Application

Before Submitting Application

If you have started an application but have decided that it's not the right grant for you before submitting it, you can choose to "Withdraw" your application. To do this, you can go to the "Draft" page under "Applications" on the navigation menu.



Withdraw Button

A window will pop up asking you to confirm that you want to withdraw your application. You can choose "Ok" or "Cancel". Once you have withdrawn your application, you will need to start a new application from the beginning if you want to apply again.

After Submitting Application

If you have already submitted your application but need to withdraw it, please email swpgrantshelp.mdh@state.mn.us to request help.

Under Review

After your grant application has been submitted you can check the grant status by checking your application's status bar.

SWP GRANTS GUIDE FOR APPLICANTS

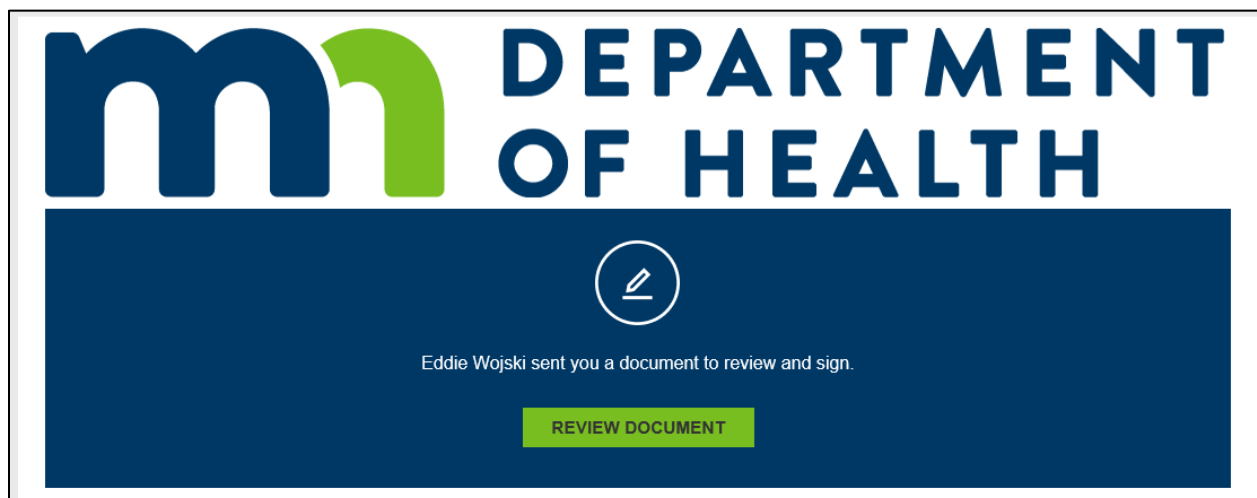
The screenshot displays the Minnesota Department of Health (MDH) SWP Grants portal. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, APPLICATIONS, GRANTS, and GRANTEE REPORTS. The 'Submitted Applications' link under 'APPLICATIONS' is highlighted with a red box. The main content area shows the application details for 'Test PWS Marchand' (PWS ID: 587369, FY Competitive Competitive 1, ID: R-2026-02063). The status is 'Under Review', which is also highlighted with a red box. Below the status bar, there is a 'Table of Contents' and 'Organization Information' section. The 'Application Questions' section contains two questions: '1. Are you a public water supplier?' (Yes) and '2. Are you representing more than one public water supplier for this application?' (No).

Location of submitted application (left bar) and under review status

Once your application has been received, it will go under review for scoring. If your application meets the minimum score and your grant application has been approved for funding, grant agreement signatures will need to be obtained.

Grant Agreement Form

You will be emailed a link to sign the grant agreement form when it's time. The email will be from "DocuSign System" and will look like this:



Grant Agreement Email

Click the green “Review Document” button to review and sign your agreement. A window will pop up asking you to review and continue. From here there are buttons to change the language you are reading the agreement in on the lower left, view other options, or click “Continue” on the lower right.

If you click the “Other Options” button on the lower right, you can:

- Opt to Finish Later
- Assign to Someone Else
- Decline to Sign
- View Session Information

If you click continue, you will be directed to the Grant Agreement form.

Cover Sheet

Review your information on the first page’s table to make sure it’s correct. If something doesn’t look right, use the contact information above the table to inform MDH.

Note: If any information in your grant agreement does not look correct, use the contact information on the cover sheet to let MDH know.

Recitals

Please read through this section of the agreement to better understand MDH’s vision of health equity and the grantee’s responsibilities they are agreeing to.

Grant Agreement

Terms of Agreement

Read through this section to confirm the terms of your agreement. This section lists your:

- Effective Date
- Expiration Date
- Survival of Terms

Read through the rest of the sections to understand the terms of your agreement. This is important for you to be able to fully comply with the agreement.

Note: Your scope of work is located after the signature page. Be sure to read through this section before signing.

How to Sign Grant Agreement Form

After you have fully read your agreement, and you agree to all the terms it is time to sign. You are only responsible for signing the Grantee portion (#25).

You can choose to sign using DocuSign, using software on your desktop, or by printing and signing with a pen. If you choose to sign by printing or using your desktop, you will upload the file once you are done. **Any of these three options are okay.** Use what is easiest for you.

Signing via DocuSign

To sign, click the “Sign” button.

The screenshot shows a DocuSign interface for a grant agreement. At the top, it says "2. Grantee" and includes a certification statement: "Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances". Below this, there are two columns of signature fields. Each column has a "Signature:" label followed by a line, a "Title:" label followed by a line, and a "Date:" label followed by a line. A blue "Sign" button with a white pen icon is positioned above the first signature line in the left column. A large red arrow points to this button. Below the first signature line in the left column, there is a small square icon and the text "7/17/2025 | 1:08:59 PM CDT".

Sign Document Button

Note: If more than one person has been assigned to sign the agreement, the “Sign” button will be in a different color for everyone.

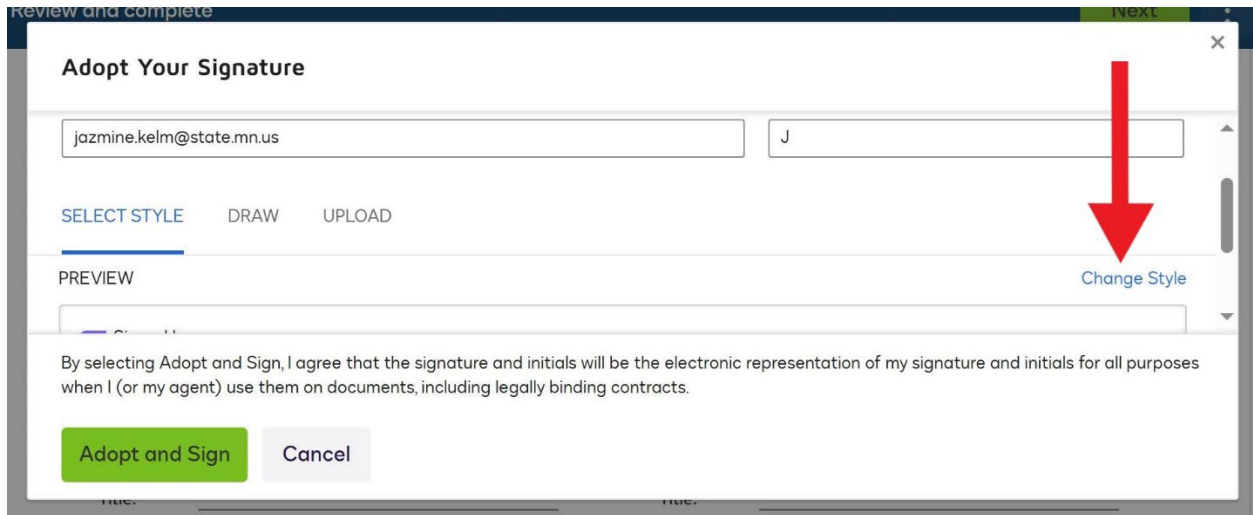
Ways to Sign

You will need to type your full name and initials in the top two boxes. Your signature options are:

- Using a stylized text (Select Style)
- Drawing your signature (Draw)
- Uploading a premade signature (Upload)

Select Style

You can choose the font style by clicking the blue “Change Style” button on the right and scrolling down to the font you want to use.



Review and complete

Adopt Your Signature

jazmine.kelm@state.mn.us J

SELECT STYLE DRAW UPLOAD

PREVIEW

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Change Style

Change Style Button

Draw

If you want to draw your signature, drag your mouse (or use your finger if you have a touch screen) to sign your name in the box.



Review and complete

Adopt Your Signature

Draw your signature

Draw

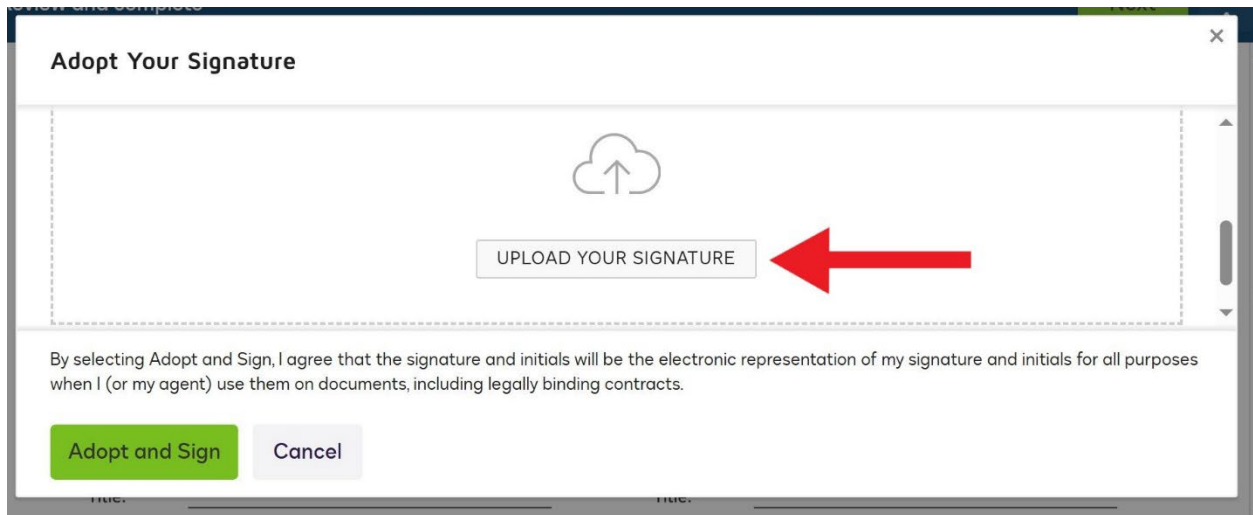
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Signature Box

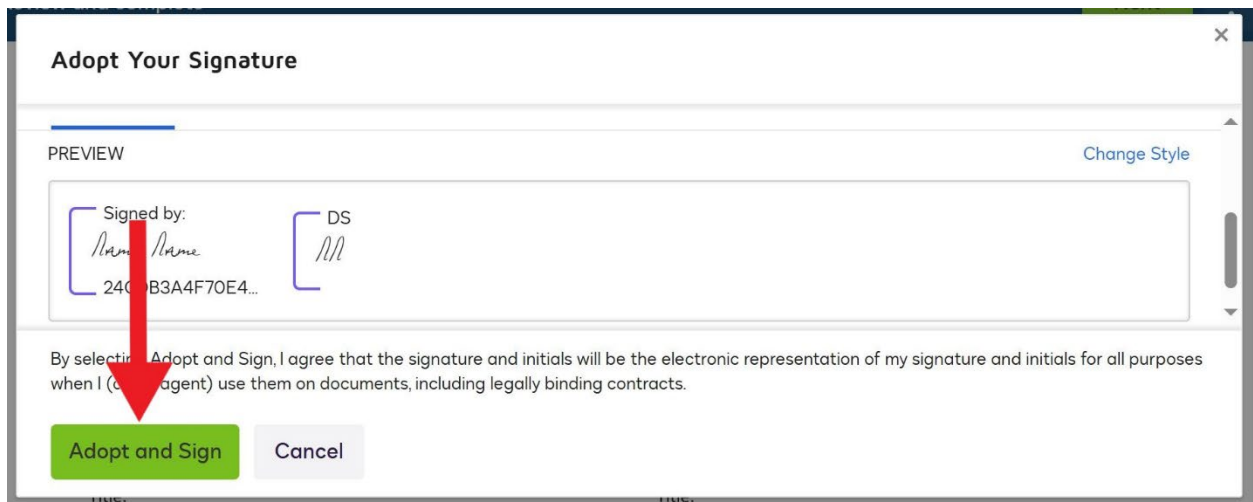
Upload

Use the upload your signature button to upload a premade signature from your desktop.


Upload Your Signature Button

Adopt and Sign

After you have chosen your way to sign and completed your signature, click the green “Adopt and Sign” button.


Adopt and Sign Button

Fill Out Your Title

Once you have adopted and signed, a text box will appear telling you to fill out your job title.

Examples of titles:

- Wellhead protection manager
- City administrator
- Plan manager
- City of PWS Name Mayor
- Clerk-Treasurer

Review and complete Finish

Signature: _____

SWIFT Contract & Initial PO: _____

2. Grantee
 Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances

Signed by: _____

Signature: _____ 24C0B3A4F70E48C... _____

Title: Plan Manager _____

Date: 7/17/2025 | 1:55:19 PM CDT _____

Signature: _____

Title: _____

Filled Out Job Title Box

Note: You do not have to hit enter or click any buttons after filling out the job title. You only need to type it in. The date is automatically written in for you.

After signing and adding your title, click the green “Next” button on the top right of the screen.

Review and complete Next

25. Grantee
 Grantee certifies that Required - Sign Here have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances

Signature: Sign _____

Title: Plan Manager _____

Date: 7/17/2025 | 2:47:51 PM CDT _____

Signature: _____

Title: _____

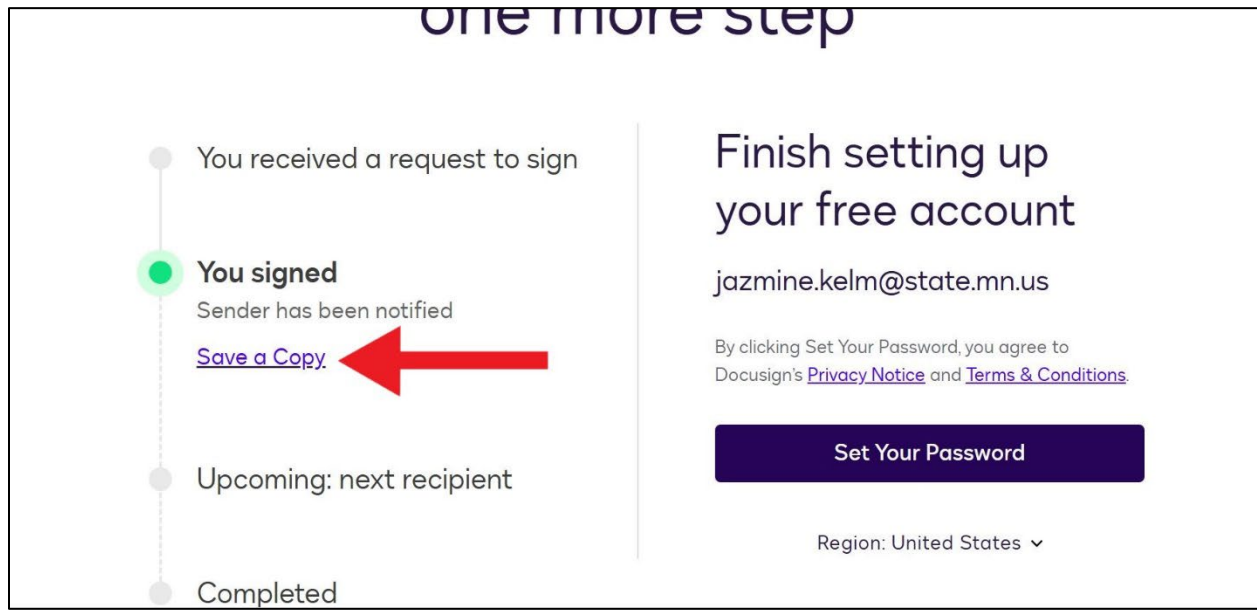
Date: _____

Next Button

You will get once last chance to review before clicking the green “Finish” button on the top right of the screen to submit your signed agreement to MDH.

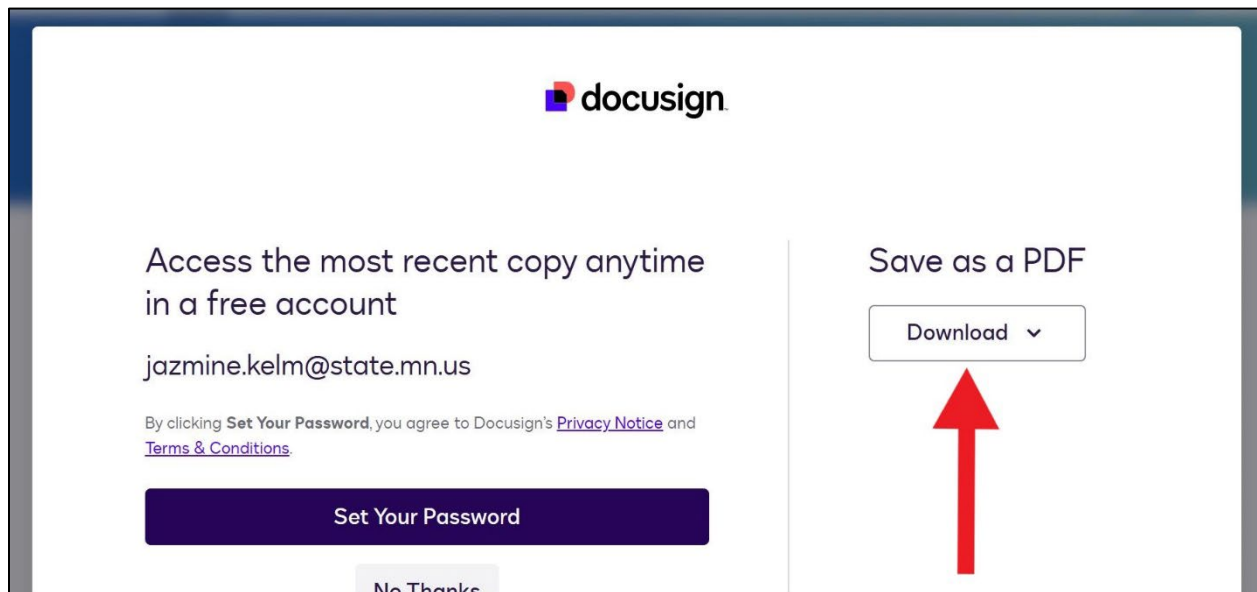
Save a Copy

A new window will pop up giving you the option to save a copy of your new agreement.



Save a Copy Button

If you click that button, you will have the option to download a PDF copy on the right. The file can be downloaded as either a combined PDF or separate PDFs.



Save PDF Copy Button

Grant Agreement Amendment Form

You will be emailed a link to sign the grant agreement form when it's time. The email will be from "DocuSign System" and will look like this:



Grant Agreement Email

Click the green “Review Document” button to review and sign your amendment agreement. A window will pop up asking you to review and continue. From here there are buttons to change the language you are reading the agreement in on the lower left, view other options, or click “Continue” on the lower right.

If you click the “Other Options” button on the lower right, you can:

- Opt to Finish Later
- Assign to Someone Else
- Decline to Sign
- View Session Information

If you click continue, you will be directed to the Grant Agreement form.

Cover Sheet

Review your information on the first page’s table to make sure it’s correct. If something doesn’t look right use the contact information above the table to inform MDH.

Note: If any information in your grant agreement does not look correct, use the contact information on the cover sheet to let MDH know.

Standard Grant Amendment

The second page’s table starts with a table with information about your:

- Grant Agreement Effective Date
- Original Grant Agreement Effective Date
- Current Grant Agreement Effective Date
- New Grant Agreement Effective Date
- Original Grant Agreement Amount

- Previous Amendment Amount(s)
- This Amendment Amount
- New Grant Agreement Total

Recitals

Make sure #2 correctly lists who the grant is being amended to.

Grant Amendment

Check to make sure the deleted terms are struck out and the added terms are underlined. The revisions will be numbered and listed.

Approved

DocuSign will indicate where you will need to sign.

Note: Only sign after you have reviewed the entire amendment, and you agree to the terms. Directions for how to sign the agreement are in the section after this one.

How to Sign Grant Agreement Amendment Form

Note: Only sign your agreement after you have reviewed the entire document. The section above this helps outline what you should specifically look at.

Once you have full reviewed your document for any errors, you will need to sign the document. The signature page is in the “Agreement” section on page four of the document. You only need to fill out the grantee section (#2).

To sign, click the “Sign” button.

Sign

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances

Signature:  _____

Title:  _____

Date: 7/17/2025 | 1:08:59 PM CDT _____

Signature: _____

Title: _____

Signature: _____

Title: _____

Sign Document Button

Ways to Sign

You will need to type your full name and initials in the top two boxes. Your signature options are:

- Using a stylized text (Select Style)
- Drawing your signature (Draw)
- Uploading a premade signature (Upload)

Select Style

You can choose the font style by clicking the blue “Change Style” button on the right and scrolling down to the font you want to use.

The screenshot shows a web interface titled "Adopt Your Signature". At the top, there are input fields for an email address ("jazmine.kelm@state.mn.us") and initials ("J"). Below these are three tabs: "SELECT STYLE" (which is active and underlined), "DRAW", and "UPLOAD". Under the "SELECT STYLE" tab, there is a "PREVIEW" section showing a sample signature. To the right of the preview, there is a blue link labeled "Change Style". At the bottom of the window, there is a green button labeled "Adopt and Sign" and a grey button labeled "Cancel". A red arrow points from the top right towards the "Change Style" button.

Change Style Button

Draw

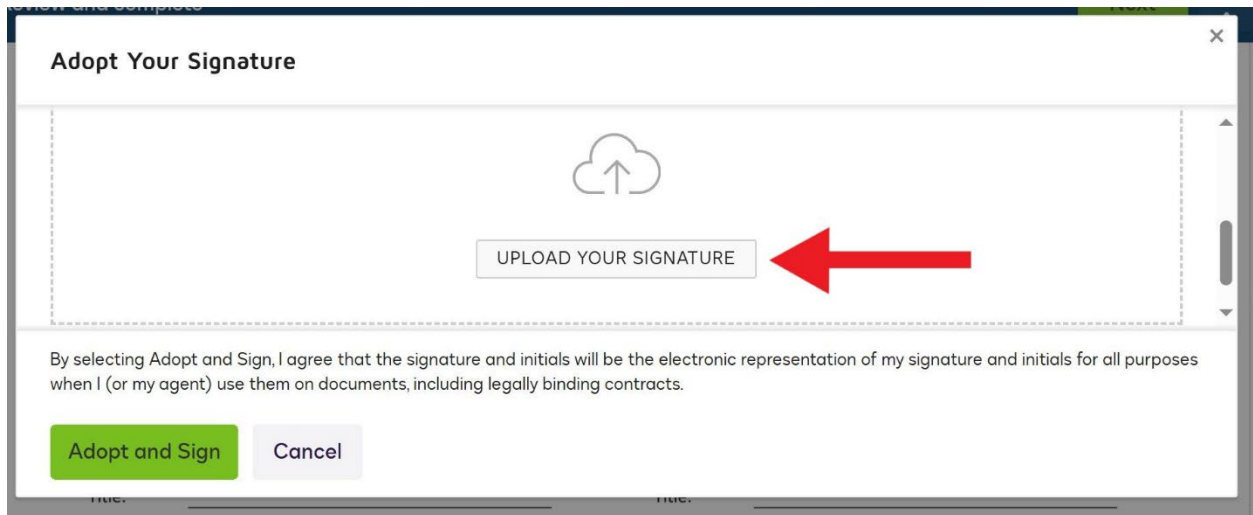
If you want to draw your signature, drag your mouse (or use your finger if you have a touch screen) to sign your name in the box.

The screenshot shows the same "Adopt Your Signature" window, but now the "DRAW" tab is selected. The "PREVIEW" section is replaced by a large dashed rectangular box labeled "Draw your signature". Inside this box, the word "Name" is written in a cursive script. To the right of the box is a blue link labeled "Clear". At the bottom, the "Adopt and Sign" and "Cancel" buttons are still present. Two red arrows are present: one pointing down into the signature box, and another pointing up towards the "Clear" button.

Signature Box

Upload

Use the upload your signature button to upload a premade signature from your desktop.



Adopt Your Signature

UPLOAD YOUR SIGNATURE

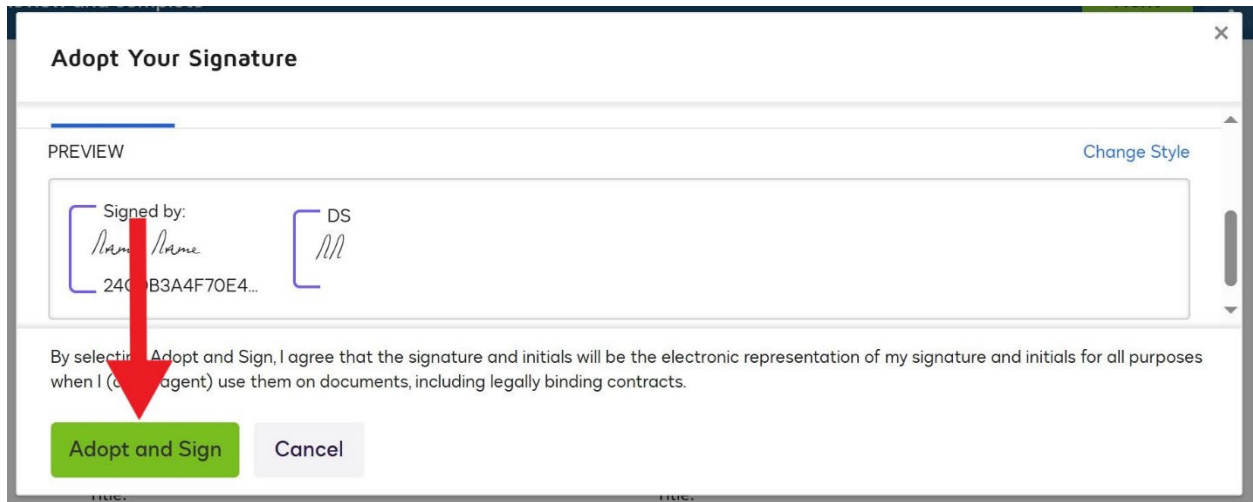
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Upload Your Signature Button

Adopt and Sign

After you have chosen your way to sign and completed your signature, click the green “Adopt and Sign” button.



Adopt Your Signature

PREVIEW [Change Style](#)

Signed by: Name Name DS
240B3A4F70E4...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

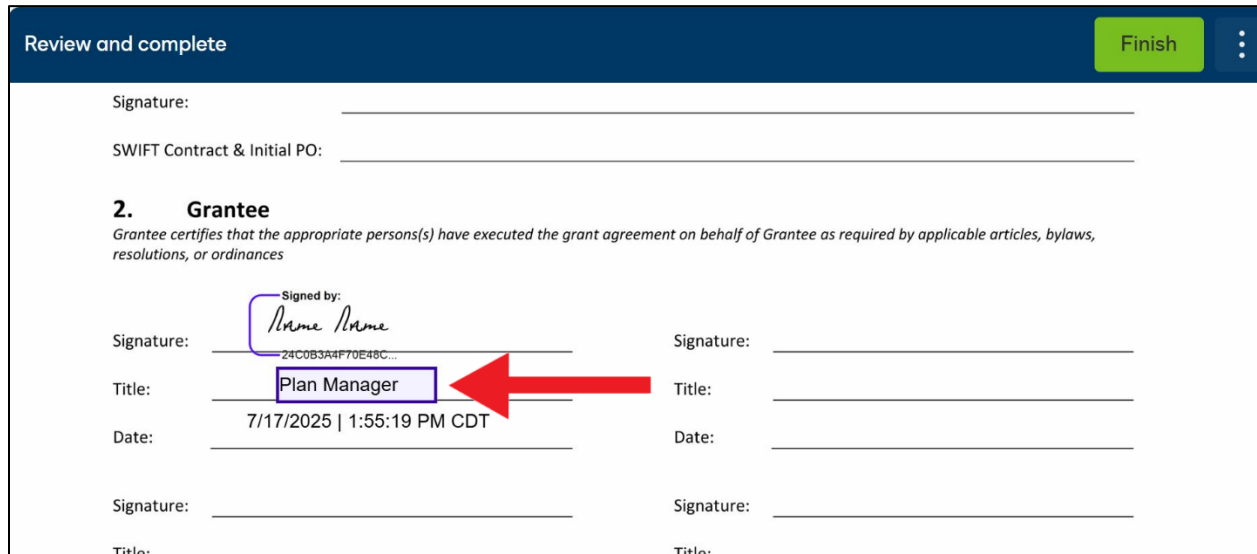
Adopt and Sign Button

Fill Out Your Title

Once you have adopted and signed, a text box will appear telling you to fill out your job title.

Examples of titles:

- Wellhead protection manager
- City administrator
- Plan manager
- City of PWS Name Mayor
- Clerk-Treasurer



Review and complete Finish

Signature: _____

SWIFT Contract & Initial PO: _____

2. Grantee
Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances

Signed by: _____

Signature: _____ 24C0B3A4F70E48C... Signature: _____

Title: Plan Manager Title: _____

Date: 7/17/2025 | 1:55:19 PM CDT Date: _____

Signature: _____ Signature: _____

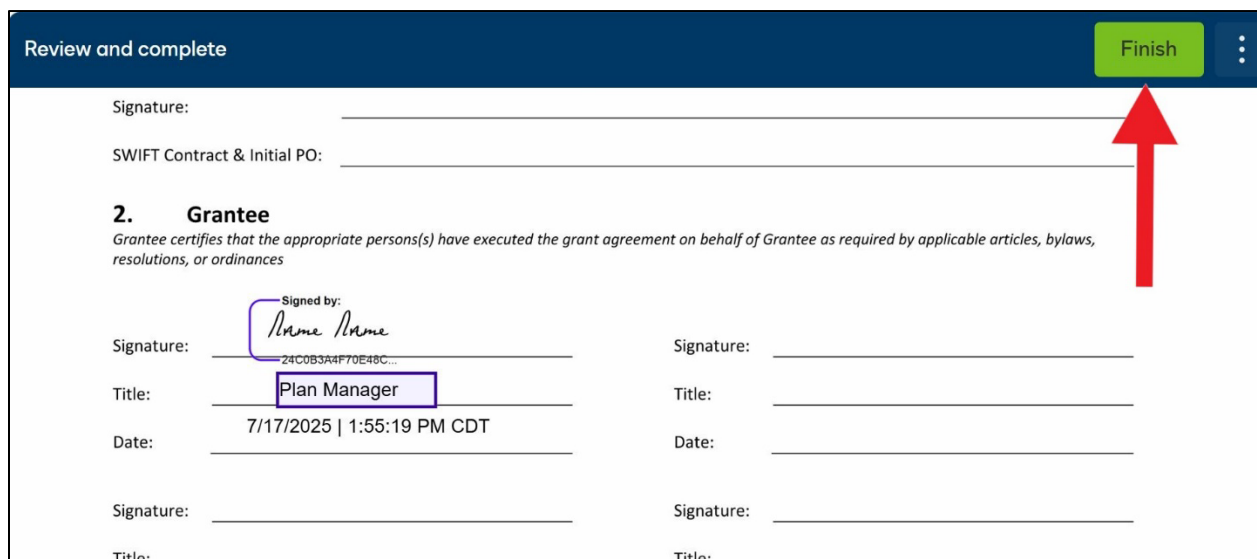
Title: _____ Title: _____

Filled Out Job Title Box

Note: You do not have to hit enter or click any buttons after filling out the job title. You only need to type it in. The date is automatically written in for you.

Submit Signed Amendment Agreement

After everything has been filled out, click the green “Finish” button on the top right of your window.



Review and complete Finish

Signature: _____

SWIFT Contract & Initial PO: _____

2. Grantee
Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances

Signed by: _____

Signature: _____ 24C0B3A4F70E48C... Signature: _____

Title: Plan Manager Title: _____

Date: 7/17/2025 | 1:55:19 PM CDT Date: _____

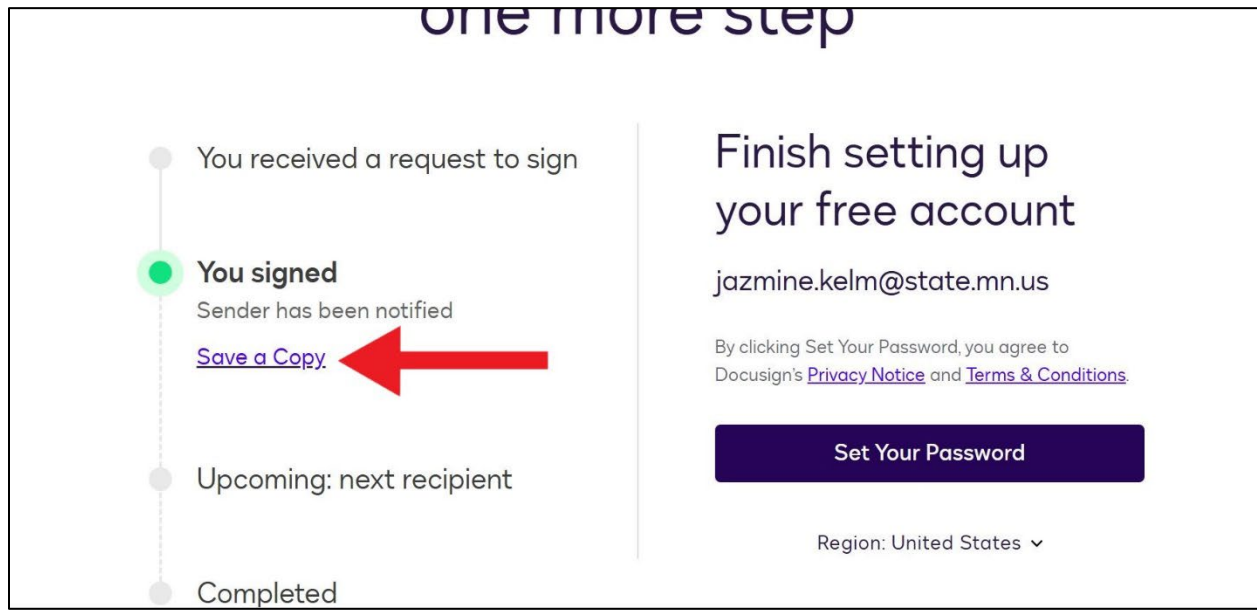
Signature: _____ Signature: _____

Title: _____ Title: _____

Finish Signing Button

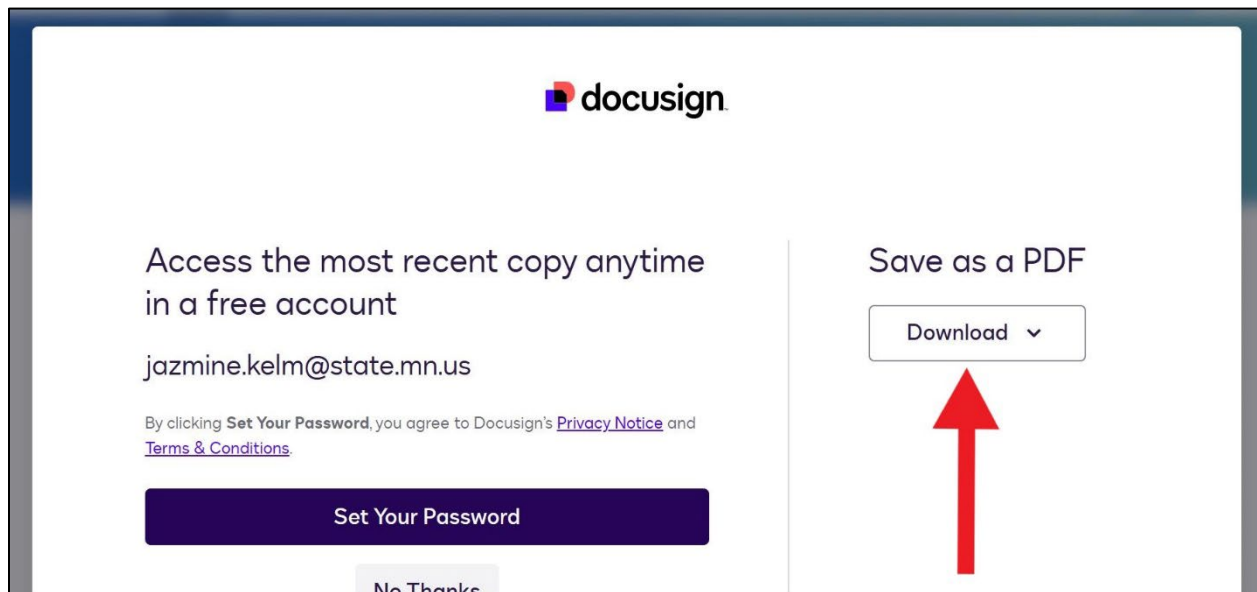
Save a Copy

A new window will pop up giving you the option to save a copy of your new agreement.



Save a Copy Button

If you click that button, you will have the option to download a PDF copy on the right. The file can be downloaded as either a combined PDF or separate PDFs.



Save PDF Copy Button

Closeout

Important: Grants must be closed out prior to the funding end date as specified in the grant agreement. If the Invoice and Narrative report and invoices are not submitted before this date, the grantee forfeits payment. Additionally, the grantee may not be allowed to participate in the next grant cycle if all work items were not completed and the grantee cannot demonstrate the reasons were beyond their control.

Closeout Checklist

These are the documents you may need to provide to your Grant Coordinator while closing out your grant:

- Signed and dated Invoice and Narrative Reports. These will be auto populated into your Fluxx account and can be seen in the navigation menu.
- All invoices pertaining to the grant duties completed can be uploaded into the Fluxx account.
- Well Boring and/or Well Sealing records if sealing or constructing a well

After your documents have been approved, your Grant Coordinator will email you to confirm reimbursement. The Grant Coordinator will mark your grant as “Completed” once all the closeout requirements have been met. You can now apply for another grant of the same grant type (Transient, Plan Implementation, Competitive) once the grant application period opens again.