

# **Plan Implementation Grant Request for Proposal (RFP)**

**SOURCE WATER PROTECTION**

April 2026

## **Plan Implementation Grant Request for Proposal (RFP)**

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## Notification of grant availability

Applications for this grant program are accepted between Tuesday, April 21, 2026, 8:00 a.m. and Thursday May 21, 2026, at 4:30 p.m.

**\*Please note that the Source Water Protection Grants program has started using a new online portal for grant applications. It is important that you register for an account on this portal as soon as possible.\* Registration link is: [Minnesota Department of Health | Sign in mdh.fluxx.io \(https://mdh.fluxx.io/user\\_sessions/new\)](https://mdh.fluxx.io/sign_in). Registering for an account only needs to be done once, and can be done at any time, before or during the application period. More information about this can be found in the Application section below.**

The Minnesota Department of Health (MDH) announces the availability of funding to support the implementation of source water protection plans. Source water protection plans are, 1) wellhead protection plans that have been approved by MDH under requirements of Minnesota Rules Parts 4720. 5100 to 4720.5590, or 2) MDH approved wellhead protection action plans, or 3) surface water intake protection plans that have been endorsed by MDH. The funding for source water protection plan implementation grants is provided under [Chapter 36 - MN Laws](#).

Based upon availability of funds, source water protection plan implementation grants will be offered annually, during the months of October-November and April-May.

## Introduction

Source water protection activities are funded by Clean Water Fund appropriations approved by the Legislature. MDH uses these funds, in part, to establish a Source Water Protection Implementation Grant program. This program is administered through the Drinking Water Protection section. This notice applies to source water protection plan implementation grants which focus on assisting Public Water Systems (PWSs) to implement their source water protection plans. Additional grant availability notifications will include the source water protection transient and competitive grant categories. These are grants that will help all PWSs implement source water protection measures even though they may not have a source water protection plan in place.

The fundamental goals of source water protection are to prevent contamination from entering sources of public drinking water at levels that present a risk to people; and to provide long term, sustainable management of drinking water sources. Source water protection applies to all types of public water systems and is based on requirements in the federal Safe Drinking Water Act and authorities granted to MDH by the state legislature.

In Minnesota, source water protection is divided into 1) wellhead protection that focuses on groundwater that is used as a source of drinking water and 2) intake protection that focuses on surface water that is used as a source of drinking water.

### What's new

- Grant cycle milestones and timeline (Table 1)
- Grant application changes:
  - Grantees are now required to type in the number and text of the management strategy/measure in Fluxx.
  - Clarification of requirement of the Updated Wellhead Protection Plan Implementation Table for Nonvulnerable Wellhead Protection Plan Extensions.
  - Quote requirement: For each grant work item, only one of the following is required to be submitted with the grant application:
    - An estimate or quote from contractor/vendor
    - Written explanation of a verbal quote
    - Explanation of why a quote could not be obtained at the time of the grant application.

*Please note: Two quotes are recommended, and will score higher than only one quote.* Quotes are now required as supporting documentation and will be used in scoring.

- Grant Scoring:
  - New scoring questions:

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- Is the work that is to be performed described in enough detail with associated costs so that MDH can clearly communicate to the public how the money is being spent to protect drinking water? 0 to 5 points
- Are the work items aligned and supported within the management strategy(s) identified? 0 to 5 points.
- Addition of 0 points for Measures/Work items
- New minimum score of 12 points per work item
- Funding of plan implementation grants has historically been through a first come, first served basis, and health equity priority. Grants will now be more competitive with the following ranking criteria:
  - 1) The score
  - 2) Health Equity point
  - 3) Date placed on the list
  - 4) Availability of grant funds
- Education and Outreach activity reserve: A reserve of 25% of the grant notice (\$51,250) will be allocated to funding education and outreach activities. The approval of work items will be based upon the score. Funding of the education and outreach activity work items will be at the discretion of MDH, and may result in a partial award of a grant proposal. Any remaining reserve funds will be applied to the other approved applications based upon the score and ranking criteria. More than 25% of the grant notice may awarded for education and outreach activities. The reserve is not meant to reduce the number of education and outreach work items. Rather it is meant to set a minimum award amount for education and outreach, with the maximum amount being the full \$205,000, with a maximum award of \$15,000 per grant, dependent upon the scoring and ranking criteria.
- Waitlist Funding: If a Plan Implementation PWS approved grant application does not receive funding under this announcement, it will be placed on the waitlist. If funding is available, the approved, waitlisted applications will be funded based upon the score. If funding is exhausted, the application will be forwarded into the next new Plan Implementation grant announcement and competitively scored against the applications from that grant round. Since applicants can only have one grant application per announcement, if an applicant submits a new grant application for the new grant announcement, the waitlisted application will be considered void, and removed. Waitlisted applications will only be valid for the next consecutive grant round. After that, the applicant must reapply
- Starting fiscal year 2026, the maximum grant award increased from \$10,000 to \$15,000 and FLUXX is the new grant application and management system

## Grant awards

The total amount of funding that is available under this notice is \$205,000. The minimum amount for any grant is \$1,000 and the maximum amount is \$15,000. However, when more than one qualifying community or nontransient noncommunity PWSs apply under the same grant request, the cap amount will be increased by as much as \$15,000 for each additional PWS up to a maximum grant amount of \$45,000. Joint applications must identify which applicant will serve as fiscal agent and include a letter of support from the other PWS(s).

Education and Outreach activity reserve: A reserve of 25% of the grant notice (\$51,250) will be allocated to funding education and outreach activities. The approval of work items will be based upon the score. Funding of the education and outreach activity work items will be at the discretion of MDH, and may result in a partial award of a grant proposal. Any remaining reserve funds will be applied to the other approved applications based upon the score and ranking criteria. More than 25% of the grant notice may awarded for education and outreach activities. The reserve is not meant to reduce the number of education and outreach work items. Rather it is meant to set a minimum award amount for education and outreach, with the maximum amount being the full \$205,000, with a maximum award of \$15,000 per grant, dependent upon the scoring and ranking criteria.

This is a reimbursement grant. The PWS will be reimbursed once the project work item activities and the grant reporting requirements have been successfully met and MDH is satisfied that the project has been completed according to the terms of the grant agreement. See “Allocation of the grant award” and “Grantee reporting requirements” sections below for more information.

If awarded a grant, there are specific non-municipal bidding requirements that must be adhered to in order to be reimbursed for the grant (see “Allocation of the grant award” section for more information).

## Matching funds

No cost share is required for receiving a plan implementation grant.

## Funding period

All grant funds awarded under this FY 2026 Source Water Protection Plan Implementation Spring RFP, must be expended by August 31st, 2027.

**Table 1: Grant Cycle Milestones and Timeline**

Grant Cycle Milestones	Timeline
Application period open	Tuesday, April 21 <sup>st</sup> 2026
Application period close	Thursday, May 21 <sup>st</sup> 2026
* Funding decision notification	June 2026

Grant Cycle Milestones	Timeline
*Grant agreements sent to recipients for signature	June-July 2026
*Grants executed <i>After a grant has obtained all signatures and is fully executed, the grantee may begin work on their grant work item activities</i>	July-August 2026
Grant Close	August 31 <sup>st</sup> 2027

## Termination for insufficient funding

MDH may immediately terminate this Grant Agreement if it does not obtain funding from Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available.

MDH will not be assessed any penalty if this Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

## Eligibility

A source water protection Plan Implementation grant is intended to support implementation of the drinking water protection measures that are contained in a source water protection plan. Applicants shall look at their source water protection plan; i.e., wellhead protection plans, action plans, and surface water intake protection plans, and refer on the application form to the measure(s) in the plan that will be supported by the grant. Only PWSs may apply for a source water protection plan implementation grant but may use funding to support the work of other parties relating to the source water protection plan.

A PWS must meet all the following conditions to qualify for a grant:

- Be a community or non-community, non-transient PWS.
- The PWS must have a current source water protection plan or extension to the plan.
- The PWS is not subject to administrative penalty action from MDH regarding the Wellhead Protection Rule.
- The PWS must have an approved Drinking Water Supply Management Area (DWSMA) and work must take place only in DWSMAs that are currently active, unless the work involves public education, exploratory work for new wells, or sealing of old municipal wells.

- For PWSs who were awarded a source water protection grant in the past: the public water system must have met all conditions that were specified in a previous source water protection implementation grant and the previous grant is closed. If conditions of a previous grant of the same type have not been met, the PWS is penalized by not being allowed to participate in the next grant cycle.

**A grant application will only apply to the grant announcement (Transient, Plan Implementation, or Competitive) under which it was submitted. An applicant can only submit one grant application per grant announcement.**

## Scope of work

Grant funding is to be used solely to support work that is referenced to one or more measures contained in a source water protection plan.

**A grant application must identify:**

- A description of the work that is to be performed.
- The entity responsible for completing the work.
- The cost of performing the work.
- The Management Strategy/Measure number in the MDH source water protection approved plan (not the draft copy) or intake protection plan, that will be supported by this work item. Attach the page(s) that contain(s) the source water protection strategy /measure.
  - For nonvulnerable plan extensions, the Updated Wellhead Protection Plan Implementation Table.
- The outcome or deliverable that will be achieved by conducting the work.
- A detailed budget
- If the work is for infrastructure, the application narrative description must demonstrate value in protecting the source of drinking water.

**Examples of grant eligible work item activities**

- Potential Contaminant Source Inventory (PCSI) completion.
  - Note: grant funds will only pay for one PCSI per Wellhead Protection Plan duration (ten years) retroactive back to January 2015. Only one PCSI grant application may be approved for each ten-year plan.
- Design/development costs (engineer, plumber, well contractor)
- Material costs, treatment equipment, well casing, piping
- Salaries of plumbers, well contractor, laborers for installation of well, treatment equipment, well sealing, and water service line, which include water lines: service water lines are funded from the source to the pressure tank or to the building, or connection to the distribution system, whichever comes first

- Construction of wells, which include water lines: service water lines are funded from the source to the pressure tank or to the building, or connection to the distribution system, whichever comes first. Construction of a well must follow the MN prevailing wages requirements
- Locating and analyzing and/or sealing of abandoned or unused wells.
- Work item activities removing contaminants or potential contaminants from any area within a DWSMA, such as removal of fuel or chemical tanks or removal or relocation of sanitary sewer lines.

**Work item activities not fundable include:**

- Work item activities that are not protecting the source of drinking water.
- Work item activities that are already completed.
- Routine maintenance/operation of infrastructure or PWS.
- Illegal work item activities (do not meet state/local construction requirements).
- Construction permits or fees; well sealing or construction fees payable to MDH.
- Indirect or administrative costs related to using a SWP grant
- Wellhead protection plan development and amendment (PCSI update exception)
- Maintenance

**Please note: No equipment is to be purchased and no construction is to take place until 1) the construction plans have been reviewed and approved by MDH (if appropriate) and 2) a grant agreement is signed by MDH.**

## Required documentation

The Conflict-of-Interest form is required. At least one of the following supporting documentation options must be uploaded in Fluxx with the grant application. Without supporting documentation, the application will be disqualified.

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

- 1) All applications must include the conflict-of-interest form, and, at least one of the following must be submitted:
  - a. Page from original Wellhead Protection Plan, Intake Protection Plan, or Action Plan that contains the measure this grant will address. For nonvulnerable plan extensions, the Updated Wellhead Protection Plan Implementation Table.
  - b. Sanitary survey
  - c. Project evaluation form: this form must be completed by the MDH, MRWA, or local delegated program assigned to the district the PWS is located.
  - d. Notice of Violation (NOV) with project evaluation form
  - e. Administrative Penalty Order (APO) with compliance agreement and project evaluation form

- 2) Quote requirement: For each grant work item, only one of the following is required:
  - a. Estimate or quote from contractor/vendor, or
  - b. Written explanation of a verbal quote, or
  - c. Explanation of why a quote could not be obtained at the time of the grant application.

*Please note: two quotes are recommended and will score higher than only one quote.*

- 3) Work items involving treatment require:
  - a) Alternate Source Evaluation and
  - b) Sanitary survey and
  - c) Project evaluation form (submitted by MDH, MRWA, or delegated authority staff) and
  - d) Water quality results and/ or letter of violation (with compliance agreement)

## Application submittal and review process

All applications must be received by MDH no later than 4:30 p.m. (CST) on **May 21, 2026**. It is the applicant's sole responsibility to allow sufficient time to address all potential delays.

Applicants are strongly encouraged to use the online grants system, Fluxx ([Minnesota Department of Health | Sign in mdh.fluxx.io \(https://mdh.fluxx.io/user\\_sessions/new\)](https://mdh.fluxx.io/user_sessions/new)). If there are circumstances where this is not possible, the applicant should contact a staff member for assistance:

- [MDH Planner and Hydrologist Districts \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)  
(<https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf>)
- [Community Public Water Supply Unit \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)  
<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf>
- [Noncommunity Public Water Supply Unit Field Staff and Districts](https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf)  
<https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf>
- [Drinking Water Protection Contacts](https://www.health.state.mn.us/communities/environment/water/org/index.htm)  
(<https://www.health.state.mn.us/communities/environment/water/org/index.htm>)
- [Minnesota Rural Water Association Source Water Protection Staff Work Areas \(PDF\)](https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf)  
(<https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf>)

## Fluxx login instructions

Grant applicants need to have an account in order to submit an application in [MDH.Fluxx.io](https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf). Registering for an account only needs to be done once, and can be done at any time, before or during the application period.

- New users: If your organization does not already have an account in the system, you will need to create an account. Please click “Create New Account” to complete the registration process and create your login credentials.
- Existing users: If your organization has a grant with source water protection, and you already have a user account, please enter your credentials and log-in. If you forgot your password, please use the “Forgot your Password?” link to reset your password.
- [Grantee’s Login Guide \(PDF\)](#)  
<https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf>
- [How to Register with Fluxx \(video\)](#) <https://www.youtube.com/watch?v=mDS3MzmSGeA>

## Application submission instructions

Applications must be submitted electronically through the Fluxx source water protection grants portal ([Minnesota Department of Health | Sign in mdh.fluxx.io \(https://mdh.fluxx.io/user\\_sessions/new\)](https://mdh.fluxx.io/user_sessions/new)). Use the following resources for additional instructions:

- [SWP Grants Guide for Applicants \(PDF\)](#)  
<https://www.health.state.mn.us/communities/environment/water/docs/swp/grantsguide.pdf>
- [SWP Grant Quick Start \(video\)](#) (<https://www.youtube.com/watch?v=Tocz-5qxLKI>)
- Read the online guidance documents and watch the video tutorials for further instructions on how to address application questions outlined in the online portal. If you have any questions, please submit them to: [Health.SWPgrants@state.mn.us](mailto:Health.SWPgrants@state.mn.us).

## Acknowledgement of application receipt

The source water protection Grants Portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from “Draft” to “Submitted” on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application. If you do not receive an automated email confirming submission within two business days or encounter any other issues with the online application submission, please contact us promptly at [Health.SWPgrants@state.mn.us](mailto:Health.SWPgrants@state.mn.us). The decision to honor an application in “draft” status that was not submitted at the end of the grant period will be solely at the discretion of MDH. We encourage you to submit in advance of the deadline to allow time to address any technical issues. MDH will not be responsible for delays caused by computer or technology problems.

## Scoring grant applications

MDH uses the following methodology to score a source water protection implementation grant application:

A source water protection plan implementation grant application must have a minimum score of five points and all required documentation in order to be awarded. An application may need to contain more than one work item to score the minimum five points. For example, more than one education and outreach work item will be needed to meet the score minimum. An application may have up to four work items.

The source water protection measures that are contained in a source water protection plan have already been reviewed and approved by MDH. Therefore, the grant scoring serves to prioritize work that will provide the greatest public health benefit that is achieved using public funding, independent of priorities assigned in the plan. MDH determines the priority of each source water protection measure that is included in a grant application using the below grant application review criterion.

Grant applications are scored using a standard set of questions and associated point values. The total score for each grant will be used to place it on a priority list providing that the total score meets or exceeds the minimum value. Once on the list, grants will be funded based upon:

- The score.
- Health Equity criteria (see below).
- Date placed on the list.
- Availability of grant funds.

All awarded grant applicants that meet the health equity criteria shall be given a priority point.

## Scoring

MDH will assign points based upon the following grant review questions:

1. Is supporting documentation attached to the application? If not, the grant review cannot proceed further. See the Documentation section above for more information.
2. Is the work that is to be performed described in enough detail with associated costs so that MDH can clearly communicate to the public how the money is being spent to protect drinking water? 0 to 5 points

*Note: Including a quote/estimate, or written verbal quote, or explanation of why a quote cannot be obtained, is required. Two quotes are recommended, and will receive more points than one quote. An explanation of why a quote cannot be obtained will receive the same amount of points as two quotes.*

3. Are the work items aligned and supported within the management strategy(s) identified? 0 to 5 points
4. Scoring of Measures/Management Strategies

**Five points are assigned to a source water protection grant measure that does any of the following:**

- Expands the PWS's capability to effectively manage a high-risk potential contamination source that is identified in any of the following:
  - An MDH-approved wellhead protection plan or approved extension.
  - An MDH-approved wellhead protection action plan.
  - An MDH-endorsed intake protection plan.
  - A sanitary survey report that is prepared by the MDH or local delegated authorities.
- Helps meet state Well Head Protection (WHP) rule requirements relating to assessing data elements (geology, well records, land use, parcel boundary, PCSI) that are required as part of WHP plan implementation.
- Increases the PWS's capability to manage land-uses within the DWSMA.
- Builds cooperation with other PWSs and/or governmental units resulting in increased management of a specific type of potential contamination source.
- Increases the PWS's capability to respond to an interruption of its drinking water supply.
- Helps the PWS identify groundwater or surface water contamination that may impact its drinking water supply.

**Three points are assigned to a source water protection grant measure that does any of the following:**

- Expands awareness by property owners within the DWSMA or Inner Wellhead Management Zone (IWMZ) to better manage high-risk types of potential contamination sources.
- Increases the PWS's capabilities to share drinking water protection concerns with regulatory agencies.
- Expands the PWS's capability to effectively manage a low-risk potential contamination source.

**Two points are assigned to a source water protection grant measure that does any of the following:**

- Increases public awareness for managing potential contamination sources within the DWSMA or IWMZ.
- Helps meet MDH rule requirements relating to evaluating source water protection plan implementation.
- Increases communication with local and state agencies regarding WHP concerns within the DWSMA or IWMZ.
- Recognizes fulfilling the regulations of other governmental units.
- Addresses conceptual issues such as a new type of potential contamination source that may be constructed within the DWSMA or IWMZ.

**Zero points are assigned for measures that do not meet the above criteria**

**Note: MDH reserves the right to consider the application incomplete and to assign zero points if the applicant has not provided enough documentation. Points are assigned on a scale basis and depend on how much detail is provided on the application form.**

## Scoring results

The minimum score required to be placed on the grant award list is **12 points**. The maximum score per work item is 15 points. 16 points are possible, when the additional Health Equity priority point is applicable. Up to four work items may be scored, and the score is additive, as long as the minimum score has been reached.

**Note: MDH reserves the right to consider the application incomplete and to assign zero points if the applicant has not provided enough documentation. Points are assigned on a scale basis and depend on how much detail is provided on the application form.**

## Health equity

The vision of MDH for health equity in Minnesota is that all communities are thriving and all people have what they need to be healthy. One determinant of community health is available financial resources. The Source Water Protection Grant Program will use median household income (MHI), aggregated by city or township, to assess financial need. PWSs operating at or below the MHI threshold shall be considered to meet the health equity criteria. State or federally owned PWSs are not eligible for health equity priority.

The source water protection grant program will use the United States Census Bureau, American Community Survey 2019-2023 MHI economic characteristics for cities and townships.

Two MHI thresholds will be used, Metropolitan and Non-metropolitan, to receive funding priority independent of sequencing based on the application received date.

1. Cities or townships located in the 14 county metropolitan area with MHI at or below \$98,297. For the purposes of this MDH Source Water Protection Notification of Grant Availability, the 14 county Twin Cities metropolitan counties are: Chisago, Isanti, Sherburne, Wright, Ramsey, Hennepin, Carver, Anoka, Washington, Dakota, Le Sueur, Mille Lacs, Sibley, and Scott.
2. Cities or townships located in Nonmetropolitan counties with MHI incomes at or below \$73,386. Nonmetropolitan counties are the other 73 Minnesota counties not listed above.

Examples:

1. City or township MHI would be used for PWS located within that city or township. If the city MHI is less than or equal to the metropolitan or non-metropolitan MHI (dependent upon location as noted above), they would be eligible for health equity priority.
2. For rural water systems, a weighted average of the population and MHI of each city served by the water system will be used.

## Public data and trade secret materials

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

Once the applications are opened, the name and address of each applicant, the amount requested, and the grant work items are made 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)). MDH does not anticipate that trade secret information will be compromised as a result of the information presented in a grant application nor documenting the work that is performed and reported under a grant agreement.

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

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

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

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

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

## Conflicts of interest

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

Applicants must complete the [Applicant/Recipient Conflict of Interest Disclosure \(PDF\)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf) (<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- A grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- A grantee or applicant has an unfair competitive advantage.
- Individual conflicts of interest occur when:
  - An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
  - An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
  - An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
  - An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

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

## Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from

the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **Affirmative action and non-discrimination requirements for all grantees**

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([Minn. Stat. § 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minn. Rules, part 5000.3550](#)).

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

## **Notification process**

MDH expects to inform grant all grant applicants of the scoring results by the end of June 2026. Successful applicants will be informed that either 1) they will receive a grant using the amount that has been budgeted for this application period or 2) they are being given priority for funding in the next application period using the time and date that was assigned to their application when it was received by MDH. The award decisions of MDH are final and not subject to appeal. Applicants may be required to provide additional information for the work to be performed, including a detailed estimate invoice showing specific materials, labor, time, etc.

## **Waitlist Funding**

If a Plan Implementation PWS grant application has been approved, but the amount of funding under this announcement has been exhausted, it will be placed on a waitlist for funding. If funding is available, the approved, waitlisted applications will be funded based upon the score, and/or criteria required by the funding source. If additional funding is not available, the application will be forwarded into the next Plan Implementation grant announcement and competitively scored against the new applications. If an applicant submits a new grant application for the new grant announcement, the waitlisted approved application will be considered void, and removed. Applicants can only have one grant application per

announcement. Waitlisted applications will only be valid for the next consecutive grant round. After that, the applicant must reapply.

## Grant management responsibilities

**If awarded a grant, no work can begin until all required signatures have been obtained on the grant agreement, and the grantee receives an executed and signed copy of the grant agreement. Any costs associated with work conducted prior to a fully executed grant agreement will not be reimbursed.**

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is fully signed, the grantee is expected to read and comply with all conditions of the grant agreement.

## Grant agreement

The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is fully signed, the grantee is expected to read and comply with all conditions of the grant agreement.

A sample grant agreement is available for review online at Grant Resources <https://www.health.state.mn.us/about/grants/resources.html>. Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If there are exceptions to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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

## Allocation of the grant award

The PWS will be reimbursed once the project work item activities and the grant reporting requirements have been successfully met and MDH is satisfied that the project has been completed according to the terms of the grant agreement. All work will meet plan review and inspection requirements, and will be done in accordance with all local, state and federal regulations.

The PWS has the obligation to pay any third party (contractor) at prevailing wages hired for the purpose of completing the work before receiving payment from MDH.

## Municipalities

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

- If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section [16C.28, subdivision 1](#), paragraph (a), clause (2), and paragraph (c).

## Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that work item activities assigned to Grantee are to be subcontracted out to a third party:

- Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
  - [Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List \(https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tged-vo-directory/\)](https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tged-vo-directory/)
  - [Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](https://mnucp.metc.state.mn.us/)
  - [Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program \(https://cert.smwbe.com/\)](https://cert.smwbe.com/).

## Grantee reporting requirements

Final reporting will be done in Fluxx. A notification will be sent via email that the report and invoice template documents are available to view in the Fluxx grants portal. In order to receive reimbursement, a PWS who receives a plan implementation grant must report the results of each work item that is funded by providing all of the following information:

- The results of performing the work that is described in the grant agreement.
- The total amount of grant funds that were expended to perform each work item.
- A summary of the costs that are attributed to performing each work item.

- Invoice and narrative report.

Additional requirements will be listed in the grant agreement, based upon the nature of the project.

## Application questions

Questions regarding the Plan Implementation Grant Application should be directed to the Source Water Protection Grant Coordinator at 651-201-4576.

For questions about existing awarded grants (e.g. forms, closing out) please contact [health.swpgrants@state.mn.us](mailto:health.swpgrants@state.mn.us).

For questions specific to the Fluxx (e.g. technical issues) please contact [swpgrantshelp.mdh@state.mn.us](mailto:swpgrantshelp.mdh@state.mn.us).

## Resources

- [Minnesota Session Laws 2025, Regular Session Chapter 36 - MN Laws \(https://www.revisor.mn.gov/laws/2025/0/Session+Law/Chapter/36/\)](https://www.revisor.mn.gov/laws/2025/0/Session+Law/Chapter/36/)
- [Plan Implementation Grant \(https://www.health.state.mn.us/communities/environment/water/swp/implementation.html\)](https://www.health.state.mn.us/communities/environment/water/swp/implementation.html)
- [MDH Planner and Hydrologist Districts \(PDF\) \(https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf\)](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)
- [Community Public Water Supply Unit \(PDF\) \(https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf\)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)
- [Source Water Technical Assistance \(https://www.mrwa.com/technical-assistance/source-water-resources/\)](https://www.mrwa.com/technical-assistance/source-water-resources/)
- [Drinking Water Protection Contacts \(https://www.health.state.mn.us/communities/environment/water/org/index.htm\)](https://www.health.state.mn.us/communities/environment/water/org/index.htm)
- [United States Census Bureau \(https://United States Census Bureau https://data.census.gov/\)](https://United States Census Bureau https://data.census.gov/)
- [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599)
- [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37)
- [Ch. 13 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/13\)](https://www.revisor.mn.gov/statutes/cite/13)
- [Minn. Rules, part 5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/)

## Attachments

- [Applicant/Recipient Conflict of Interest Disclosure Form \(PDF\)](#)