

# **Noncommunity Transient Grant Request for Proposal (RFP)**

**SOURCE WATER PROTECTION**

March 2026

## **“Noncommunity Transient Grant Request for Proposal (RFP)”**

Minnesota Department of Health  
Drinking Water Protection  
651-201-4576  
[health.swpgrants@state.mn.us](mailto:health.swpgrants@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

*To obtain this information in a different format, call: 651-201-4576*

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NONCOMMUNITY TRANSIENT GRANT REQUEST FOR PROPOSAL (RFP)

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# Notification of grant availability

Applications for this grant program are accepted between Friday, March 20<sup>th</sup>, 8:00 a.m. and Monday, April 20<sup>th</sup>, at 4:30 p.m.

**\*Please note that the SWP Grants program has started using a new online portal for grant applications. It is important that you register for a profile on this portal as soon as possible.\*** Registration link is: [Minnesota Department of Health | Sign in mdh.fluxx.io](https://mdh.fluxx.io). 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 Source Water Protection (SWP) grants for noncommunity transient public water systems.

Noncommunity transient systems are defined as public water systems (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. SWP activities that are funded under this grant program must support measures that address a potential contamination source that presents a high risk to a source of drinking water as determined by MDH. Additional grant availability notifications will include the SWP Plan Implementation and Competitive grant categories. The funding for noncommunity transient systems grants is provided under [Chapter 36- MN Laws 2025](#).

Based upon availability of funds, noncommunity transient system SWP grants will be offered annually, during the months of September-October and March-April.

## Introduction

Source Water Protection activities are funded by Clean Water Fund appropriations approved by the Minnesota Legislature. MDH uses these funds, in part, to establish a SWP noncommunity transient PWS grant program. This program is administered through the Drinking Water Protection Section.

The fundamental goals of SWP 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. SWP 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.

These are competitive grants for noncommunity transient PWSs that will help implement SWP measures that must address a public health risk that has been identified by MDH.

## What's new

- Quote requirement. 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.*

- The septic system worksheet is only required for grant work items related to septic tank activities. The septic system worksheet should be completed and uploaded into FLUXX by MDH, MRWA, or delegated program staff. It is recommended the applicant notify staff prior to submitting grant application for septic system activities
- Grant cycle milestones and timeline (Table 1, pg 3)
- Waitlist Funding: If a noncommunity transient 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 Transient 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 \$85,000. The minimum amount for any grant is \$250 and the maximum amount is \$15,000 and requires an equal cost share. However, when more than one qualifying noncommunity transient 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).

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 reporting 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

An equal cost share for each work item is required for receiving a grant. Cost share activities must be grant-eligible activities. Cost sharing is auditable and must be allowable under cost principles and verifiable to records.

A PWS can use their own financial resources or funding obtained from a private grant to meet the equal cost share requirement for a transient grant. The following may not be used as cost share for a transient grant: Drinking Water Revolving Fund (DWRF) money, federal grant, another state grant, or another Clean Water Fund grant.

## Funding period

All grant funds awarded under this FY 2026 SWP Transient spring RFP, must be expended by August 31<sup>st</sup> 2027.

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

Grant Cycle Milestones	Timeline
Application period open	Friday, March 20 <sup>th</sup> , 2026
Application period close	Monday, April 20 <sup>th</sup> , 2026
* Funding decision notification	May 2026
*Grant agreements sent to recipients for signature	May-June 2026
*Grants executed	June-July 2026

Grant Cycle Milestones	Timeline
<i>After a grant has obtained all signatures and is fully executed, the grantee may begin work on their grant work item activities</i>	
Grant agreement end date (grant close-out)	August 31 <sup>st</sup> 2027

\*Estimated

## Termination for insufficient funding

MDH may immediately terminate this Grant Agreement if it does not obtain funding from the 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 SWP noncommunity transient grant is intended to support implementation of SWP measures. These SWP measures must address a potential source of contamination exhibiting a high risk that is recognized by MDH formal correspondence with the PWS (most recent sanitary survey; Notice of Violation (NOV) / Administrative Penalty Order (APO) with compliance agreement; or project evaluation form from MDH Drinking Water Protection staff).

A PWS must meet the following conditions in order to qualify under this notice:

- Be a noncommunity transient PWS and
- The PWS is not currently subject to administrative penalty action by MDH for violation of state or federal PWS regulations. A PWS that is subject to administrative penalty action from MDH for violating PWS regulations should not receive any type of grant until a compliance agreement is in place. The PWS may apply for a grant to implement the actions scheduled in the compliance agreement
- A prior SWP transient grant award must be closed prior to applying for a new transient grant

**A grant application will only apply to the grant notification (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 identified as a corrective action in a sanitary survey prepared by MDH or local delegated authorities, or
- Needs to correct an acute public health concern that has been identified by monitoring of the drinking water
- Fundable activities involve costs that are associated with implementing and completing the project. The work to be performed must meet applicable state regulations, particularly plan review and inspection requirements.

**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.**

Grant money can be used for:

- 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. Construction of a well must follow the MN prevailing wages requirements, 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

Activities not fundable include:

- Activities that are not protecting the source of drinking water.
- Indirect or administrative costs related to using a SWP transient grant
- Activities that are already completed.
- Routine maintenance/operation of infrastructure or public water supply system.
- Illegal activities (do not meet state/local construction requirements).
- Construction permits or fees; well sealing fees payable to MDH.

A complete grant application must include the following:

1. A description of the work that is to be performed
2. The entity responsible for completing the work
3. The cost of performing the work
4. The outcome or deliverable that will be achieved by conducting the work
5. A detailed budget
6. Supporting documentation

## Documentation

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. Sanitary survey
  - b. Project evaluation form: this form must be completed by the MDH, MRWA, or local delegated program assigned to the district the PWS is located.
  - c. Notice of Violation (NOV) with project evaluation form
  - d. 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 septic systems, the Septic System Worksheet is required. The septic system worksheet should be completed and uploaded into FLUXX by MDH, MRWA, or delegated program staff. It is recommended the applicant notify staff prior to submitting a grant application for septic system activities.
- 4) 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. Central Time, on **Monday, April 20<sup>th</sup>, 2026**. Applicants are strongly encouraged to use the online grants portal, Fluxx [Minnesota Department of Health | Sign in mdh.fluxx.io](https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf). If there are circumstances where this is not possible, please contact your sanitarian for assistance [Noncommunity Public Water Supply Unit Field Staff and Districts](https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf)

It is the applicant's sole responsibility to allow sufficient time to address all potential delays.

## Fluxx login instructions

New users need to create an account in order to submit an application. You will need to create an account and access the new application system by visiting [MDH.Fluxx.io](https://www.mdh.fluxx.io). 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 a profile in the system, you will need to create an account. Please click on “Create New Account” to complete the registration process and create your logon credentials.
- Existing users: If your organization has a grant with SWP, and you already have a user account, please enter your credentials and log-in. If you forgot your passwords, 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)  
<https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf>
- [How to register for Fluxx training video \(YouTube\)](https://www.youtube.com/watch?v=mDS3MzmSGeA)  
<https://www.youtube.com/watch?v=mDS3MzmSGeA>

## Application Submission Instructions

Applications must be submitted electronically through the [FLUXX SWP Grants Portal \(mdh.fluxx.io\)](https://www.mdh.fluxx.io). Please reference the following resources for additional instructions:

1. [SWP Grants Guide for Applicants](https://www.health.state.mn.us/communities/environment/water/docs/swp/grantsguide.pdf)  
<https://www.health.state.mn.us/communities/environment/water/docs/swp/grantsguide.pdf>
2. [SWP Grants Quick Start training video \(YouTube\)](https://www.youtube.com/watch?v=Tocz-5qxLKI)  
<https://www.youtube.com/watch?v=Tocz-5qxLKI>
3. [How to apply for Transient Grant training video \(YouTube\)](https://www.youtube.com/watch?v=NfCfWfGfERs)  
<https://www.youtube.com/watch?v=NfCfWfGfERs>
4. 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 SWP 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 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

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 20 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.*

3. Will the grant result in correcting an acute public health concern? Non-acute contaminants will be considered but at a lower priority. **0 to 35 points.**

**The 35 points will be awarded based on the following priorities:**

- A. Contaminant of public health concern (**0 to 15 points**):
  - a. Acute microbial:
    - i. Surface water, *E. coli*, treatment technique (turbidity, chlorine contact). **15 points**
    - ii. Groundwater Under the Direct Influence (GUDI), *E. coli*, or history of *E. coli*. **15 points**
    - iii. Public health exposure risk (failed subsurface sewage treatment system or sewer line). **15 points**
    - iv. Groundwater, total coliform. **10 points**
  - b. High microbial risk (Groundwater Rule assessment monitoring). **10 points**

- c. Acute chemical (nitrate/nitrite, fuel, agricultural chemicals, solvents). **10 points**
- d. Nonacute contaminants (arsenic, volatile organic compounds, etc.). **5 points**
- B. Method of correction (**0 to 10 points**):
  - a. Consolidation/connection to a community PWS. **10 points**
  - b. Alternative water supply, construction of a new well, repairing existing well. **10 points**
  - c. Treatment surface water or groundwater under the direct influence of a surface water source. **10 points**
  - d. Removal of potential contamination source. **10 points**
  - e. Management of potential contamination source. **5 points**
  - f. Treatment groundwater source. **5 points**
  - g. Sealing existing well(s). **5 point**
- C. Water Quantity (**0 to 10 points**):
  - a. Water quantity issues related to the source (not a growing business need).
  - b. Preventative actions to avoid water quantity issues.

## Scoring results

The minimum score required to be placed on the grant award list is **30 points**. The maximum score that can be awarded from questions 2 and 3 (A,B,C) is **55 points**. **56 points** are possible, when the additional Health Equity priority point is applicable.

**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 where all communities are thriving, and all people have what they need to be healthy. One determinant of community health is available financial resources. The SWP Grant program will use Median Household Income (MHI), aggregated by city or township, to assess financial need for transient systems. PWS operating at or below the MHI threshold shall be considered to meet the health equity criteria.

The SWP 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 SWP 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 an additional health equity priority point.
2. For rural water systems, a weighted average of the population and MHI of each city served by the water system will be used.
3. State or federally owned PWS are not eligible for a health equity priority point.

## 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, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives

as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

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

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

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

## 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 \(PDF\)](#) 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 applicants of the scoring results by the end of May, 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) the funding has been exhausted and they have been placed on a waitlist for funding. The award decisions of MDH are final and not subject to appeal. Successful applicants may be required to provide additional information necessary for the grant agreement. 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 noncommunity transient 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 Transient 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.

Once the grant agreement is fully signed, the grantee is expected to read and comply with all conditions of the grant agreement.

## Allocation of the grant award

The PWS will be reimbursed once all the project 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.

## 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 ([VMP Vendor List / Minnesota Office of State Procurement https://mn.gov/admin/osp/search/vmpvendors.jsp](https://mn.gov/admin/osp/search/vmpvendors.jsp))
  - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<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/>).

## 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. A PWS who receives a noncommunity transient 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 application.
- 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
- A summary of the contribution that a recipient makes to the award – referred to as cost share
- 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 Noncommunity Transient Grant Application should be directed to:  
Source Water Protection Grant Coordinator

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](#)
- Noncommunity Transient Grant ([Noncommunity Transient Grant](#)  
<https://www.health.state.mn.us/communities/environment/water/swp/transient.html>)
- Noncommunity Public Water Supply Unit Field Staff and Districts (PDF)  
(<https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf>)
- United States Census Bureau (<https://www.census.gov/en.html>)
- Minn. Stat. § 13.599 (<https://www.revisor.mn.gov/statutes/cite/13.599>)
- Minn. Stat. § 13.37 (<https://www.revisor.mn.gov/statutes/cite/13.37>)
- Ch. 13 MN Statutes (<https://www.revisor.mn.gov/statutes/cite/13>)
- Applicant/Recipient Conflict of Interest Disclosure (PDF)  
(<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>)
- Minn. Rules, part 5000.3550 (<https://www.revisor.mn.gov/rules/5000.3550/>)

## Attachments

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

<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>