

Electric Landscaping Equipment Pilot Program Grant in Environmental Justice Areas Request for Proposals (RFP) FY 2026

The applicant should check the [SWIFT Supplier Portal](#) for any updates, including questions and answers, and addendums.

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A grant application form and exhibits can be found at: [SWIFT Supplier Portal](#).

The MPCA will be hosting an informational webinar for this RFP on April 14th at 11:00AM. Login information will be posted on the [Electric Landscaping Equipment Pilot Program Grant in Environmental Justice Areas Grants webpage](#).

1. Project overview

The MPCA is seeking a contractor that will lead the effort to develop and implement a pilot project to provide financial assistance to individuals for electric or battery-powered lawn/snow equipment to reduce pollution as directed by the Minnesota Legislature. Contractors should have, and be willing to further develop, relationships with community members, retailers, equipment dealerships, etc., to offer financial assistance for electric landscaping equipment (e.g., lawn mowers, snow blowers, etc.) in [Environmental Justice \(EJ\) areas](#) with prioritization to the Twin Cities seven county metropolitan area (including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties), Duluth, and Rochester.

The intent of this RFP is to award funding to one applicant (single organization or team). Multiple organizations may work together, but one organization will need to submit as the lead applicant.

The applicant(s) must demonstrate the ability to:

- Provide financial assistance to residents, occupants, renters and/or homeowners in [environmental justice areas](#), with points given for areas within the Twin Cities seven county metropolitan area (including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties), Duluth, and Rochester.
- Manage and/or facilitate residency verification
- Manage and/or facilitate proof of purchases during the allowable project period
- Ensure financial assistance shall not exceed 75% of the purchase price of new or factory refurbished electric or battery- powered lawn and/or snow removal equipment
- Encourage or provide information for the destruction/recycling of the gas-powered equipment and the proper disposal of fluids
- Promote and drive participation in the program by engaging the community, such as, through multilingual efforts and processes, education, product demonstrations, participation events, etc.
- points will be awarded to organizations that can drive participation through outreach while maximizing funds for financial assistance

2. Funding

Approximately \$995,000 in funding is available to develop, administer, and fund a financial assistance program for electric landscaping and snow removal equipment. The MPCA may choose not to award all funding. MPCA has authority to administer this RFP pursuant to [Minn. Stat. § 116.03, subd.2](#) and [Minn. Stat. § 115D.04](#).

Funding is appropriated under [Minn. Stat 116, Sect 2, subd 12](#) to establish a pilot program providing financial assistance to eligible applicants for the purchase of landscaping and snow removal equipment powered exclusively by electricity. The MPCA selected 12 representatives from across the Twin Cities Metropolitan Area, Rochester, and Duluth to a workgroup to guide program development, as required by legislative mandate. This initiative is part of Minnesota's ongoing efforts to reduce air pollution and enhance environmental quality, particularly in communities disproportionately affected by environmental hazards.

Projects must be completed by May 31, 2027.

Reimbursement schedule

Reimbursements will be paid monthly to the grantee after they submit paid in full invoices for verified and qualified purchases, eligible expenses, and staff time.

The MPCA will pay submitted and approved invoices within 30 days of receipt, according to statute.

The MPCA shall reimburse the Grantee for only those expenditures incurred during the term of this grant. No funds shall be disbursed by the MPCA in the absence of adequate documentation of verified purchases.

3. Eligible and ineligible applicants

Eligible applicants

To be eligible you must be:

- A governmental entity, educational institution, or non-profit organization with any number of employees
- A Tribal government
- For-profit entities, such as utility companies and/or equipment manufacturers
- Combinations and collaborations of any organizations mentioned above

Ineligible applicants

- Individuals
- Entities that are currently suspended or debarred by the State of Minnesota and/or the federal government
- The MPCA may also deem an applicant ineligible because of, but not limited to enforcement issues, labor standards, tax status, or other such issues
- MPCA employees

4. Eligible and ineligible projects

Eligible projects

The selected contractor for this program will encourage community awareness of the program, encourage participation, and provide financial assistance for residential snow/landscaping equipment in Environmental Justice Areas in Minnesota <https://www.pca.state.mn.us/about-mPCA/mpca-and-environmental-justice>. Evaluation as defined by State Statute, with points given to the Twin Cities seven county metropolitan area (including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties), Duluth, and Rochester. Evaluation will be conducted using the most up to date environmental justice information available at the time of evaluation. They are responsible for forming the partnerships through which this work will be completed. The grantee will also be responsible for coordinating payment schedules, verifying participant eligibility, verifying purchases and eligible costs, reporting to the MPCA in a timely manner during the program, and submitting a final project summary report to the MPCA upon project completion.

The contractor will submit a work plan at the time of application that details the funding to be spent on equipment and outreach costs, as well as agreed upon administrative costs.

The contractor must demonstrate the following:

- Ability to perform outreach and drive participation in Environmental Justice areas in Minnesota, points given to those in the Twin Cities seven county metropolitan area (including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties), Duluth, and Rochester
- Ability to administer the financial assistance program for the purchase of electric lawn or snow equipment
- Ability to verify purchases and participant's residency in eligible areas

The program will provide financial assistance for the purchase of electric landscaping or snow removal equipment, batteries, and/or battery chargers within the following parameters:

- Individuals (renters, occupants, or homeowners) in Environmental Justice Areas with points given to those in the Twin Cities seven county metropolitan area (including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties), Rochester, and Duluth
- Financial assistance up to 75% of the total cost, max of two pieces of equipment per participant
 - Financial assistance may be stacked with other offers, not exceeding 100% of the total costs

Ineligible projects

Any project that does not fit the intention of the program as described above.

5. Eligible and ineligible costs

Eligible costs

Program eligible costs include all costs associated with providing financial assistance for the purchase of electric landscaping equipment and supporting accessories, including but not limited to:

- Outreach and driving participation up to 5% of the total grant, such as:
 - Advertising, working with the community, creating multilingual materials
 - Interacting with dealerships, vendors, utility companies, etc. for relationships/participation
 - Materials related to promotion, financial assistance forms, instructions, etc.
 - Providing examples, success stories, or demonstrations
- Administrative costs up to 10% of the total grant amount, such as:
 - Processing and verifying requests for financial assistance
 - Invoicing and reporting to MPCA
 - Final report including recommendations to the MPCA for program improvements
- Costs of financial assistance to the participant

Financial assistance eligible costs include:

- Up to 75% of the purchase cost of new or factory-reconditioned electric lawn/snow equipment purchased during the program period
- Batteries for the newly purchased equipment

Applicants that can minimize the administrative and outreach costs while still driving participation will receive higher scores.

Ineligible costs

Ineligible costs include costs that are not directly related to the project. The following costs, including but not limited to, even if they are directly related to the project, are ineligible:

- Contractor fees
- Administrative costs exceeding 10% of the total grant amount
- Outreach costs exceeding 5% of the total grant
- Costs of scrapage or recycling of existing equipment
- Any expenses incurred before the contract is fully executed including applicant's expense for preparing the eligibility and cost applications
- Any expenses incurred during work plan application and final work plan development
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Engineering/consultant fees
- Employee worksite parking
- Lobbying, lobbyists and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
- Activities associated with permit fees
- Activities addressing enforcement actions or that involve a financial penalty
- Memberships (including subscriptions and dues)
- Reimbursement to non-staff stakeholders for their attendance at stakeholder participation meetings
- Food (other than staff per diem)

- Alcoholic refreshments
- Entertainment, gifts, prizes, and decorations
- Merit awards and bonuses
- Donations and fundraising
- Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense
- Purchase or rental of mobile communication devices such as pagers, cell phones, and personal data assistants (PDAs), unless unique to the project and specifically approved by the MPCA

6. Environmental justice

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

The MPCA is committed to making sure pollution does not have a disproportionate impact on any group of people by prioritizing the principle of environmental justice. This means that all people regardless of their race, color, national origin, or income benefit from equal levels of environmental protection and have opportunities to participate in decisions that may affect their environment or health. It is MPCA's strategic plan to address environmental concerns in all programs.

To learn more, visit: <https://www.pca.state.mn.us/about-mpca/mpca-and-environmental-justice>.

Projects benefitting underserved communities and environmental justice areas will be rated higher. Minnesota Statute 116.065 defines "Environmental Justice areas" as census tracts:

- in which at least 40% of the population is people of color
- in which at least 35 percent of households have income at or below 200 percent of the federal poverty level
- in which at least 40 percent of the population has limited proficiency in English
- that are located within Indian Country, which is defined as federally recognized reservations and other Indigenous lands

Census tracts need to meet only one of these criteria to be considered an Environmental Justice area. This Grant Contract Agreement will prioritize projects that serve and improve communities with higher concentrations of low-income residents and people of color, including tribal communities. Click here to see if the project is located in an Environmental Justice area:

<https://experience.arcgis.com/experience/bff19459422443d0816b632be0c25228/>

Evaluation will be conducted using the most up-to-date environmental justice information available at the time of evaluation.

7. Application instructions

All applicants must complete and submit the Grant Application Form and exhibits.

A complete application will consist of the following documents:

- Application Form (submit in Word format)
- Exhibit C: Capacity Responses

- Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government
- Exhibit E: Evidence of Good Standing (For Profit and Non-Profit Entities Only)
- Exhibit H: Certification that no current principals have been convicted of a felony financial crime in the last ten years

8. Application submission instructions

All application materials must be received electronically by the MPCA no later than 4:00 p.m. Central Time on **Friday, May 8, 2026** through the [SWIFT Supplier Portal](#). Application submissions received after the deadline will not be accepted. The MPCA is not responsible for any errors or delays caused by technology-related issues, even if they are caused by the MPCA.

Applicants must submit the following application materials in their original file formats for the application to be considered complete and eligible:

- Application Form (submit in Word format)
- Exhibit C: Capacity Responses
- Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government
- Exhibit E: Evidence of Good Standing (For Profit and Non-Profit Entities Only)
- Exhibit H: Certification that no current principals have been convicted of a felony financial crime in the last ten years

Applicants do not need to log in to view the RFP and associated documents in the SWIFT system.

- Applicants interested in applying will need to register as a bidder in the system by clicking on the [SWIFT Supplier Portal](#), then Register for an Account and Register as a Bidder.
- Applicants should allow up to two business days to become registered as a Bidder. If an applicant is already registered in the SWIFT system as a Supplier (previously known as a vendor), then the applicant does not need to register as a bidder. The applicant will need their Supplier ID.

Questions regarding submitting an application can be directed to the Vendor Assistance Help Desk at 651-201-8100, option 1 or by clicking on Supplier Portal Help within the [SWIFT Supplier Portal](#).

Applications submitted via any other method, including but not limited to fax, mail, email, and in-person deliveries, will not be accepted.

All applications must be submitted to their original file format (Excel spreadsheet).

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

9. Application questions

The MPCA is obligated to be transparent in all aspects surrounding grant work. To meet this obligation, all questions must be submitted in the same manner, and answers are only provided via the [SWIFT Supplier Portal](#). It is the applicant's responsibility to check the [SWIFT Supplier Portal](#) and MPCA website for the most recent updates.

Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us, subject line: "**Electric Landscaping Grant Question**", no later than, Friday, April 24, 2026. Answers to questions will be posted frequently in the [SWIFT Supplier Portal](#).

MPCA personnel are not authorized to discuss this RFP with applicants outside of the question-and-answer forum. Contact regarding this RFP with any MPCA personnel may result in disqualification.

10. Application review process

Formal review of applications will be conducted by a team of MPCA staff. **Late proposals will not be considered for review.**

In addition to the ability to partially award projects, the MPCA reserves the right to withdraw the award offer or refrain from awarding a grant in the event program funding is made unavailable or none of the proposed projects meet the requirements of the grant. If the MPCA concludes that no project has sufficient potential to implement the desired environmental outcome in Minnesota, the MPCA may or may not reinstate the RFP process. In the event additional funding is made available, the MPCA reserves the right to award additional grant funds to eligible applicants who were not originally funded.

In the event two applicants are tied and there isn't sufficient funding to award both projects, the MPCA will select the applicant with the highest score in the following criteria, in descending order, until a winner is able to be determined.

- Environmental Justice (a combination of the proposed low-income program structure, relationship with tribal governments, business owner identification, and targeted group scoring criteria)
- Organization Type (in order of tribal government, non-profit, then for-profit business)

The review team will consider an applicant's past performance (pursuant to Minn. Stat. § 16B.97 and Grants Management, Policy Number 08-13) and may disqualify an applicant if it finds documented evidence of poor performance under a grant in the past five years.

Notification

The MPCA anticipates notifying applicants of award status within four to six weeks after closing of the application period.

11. Grantee responsibilities

Awardees are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign. To register, go to the Supplier Portal webpage [SWIFT](#) and click on the Vendor Registration Link.

Applicants should allow up to two business days to become registered as a Bidder. If an applicant is already registered in the SWIFT system as a Supplier (previously known as a vendor), then the applicant does not need to register as a bidder. The applicant will need their Supplier ID.

Questions regarding registering can be directed to the Vendor Assistance Help Desk at 651-201-8100, option 1 or by clicking on Supplier Portal Help within the [SWIFT Supplier Portal](#).

Grant contract agreement

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Right of Cancellation

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

Reporting requirements

The grantee will be required to submit a final report including the number of equipment pieces purchased with financial assistance through this program (and what the replacement device is: type, brand, etc.) and estimated emissions reductions. The final report must also include lessons learned about the pilot program and recommendations for future program success.

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

Public data

Per [Minnesota Statutes § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the Grant Contract Agreement contract agreements have been fully executed.
- All data created or maintained by MPCA as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the Grant Contract Agreement contract agreements have been fully executed.

Conflict of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

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

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.

- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined at a later date.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the MPCA has given the grantee a written extension.

Authorized Representatives

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

Preaward Risk Assessment and Financial Review Process

In accordance with [Minnesota Statutes §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including Exhibits C-H, as referenced in this RFP, as applicable.

In order to comply with this requirement, the following information and documents will need to be submitted before the Grant Contract Agreement contract agreement is fully executed:

I. Capacity Responses: All potential grantees: Exhibit C

- a) Please describe your history of performing the work that will be funded by the grant:
- b) This includes describing your organization's current staffing and current budget.

II. Certification: Certification that the entity is Not Suspended-Debarred by the State of Minnesota or federal government: Exhibit D

III., Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit E

For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State

IV.. Nonprofit grantees as applicable: Exhibit F

- Most recent Form 990 or Form 990-EZ
- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minnesota Statutes. § 309.53](#)
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

V. For-profit Certification Disclosure and required documents: Exhibit G

- Most recent federal and state tax returns (last two years):
 - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded

- Current balance sheet (last two years)
- Current income statement (last two years)
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

VI. Exhibit H: Certification: No current principals have been convicted of a felony financial crime in the last ten years. All potential Grantees

The submission of inaccurate or misleading information may be grounds for disqualification from the Grant Contract Agreement contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on [Minnesota Statutes §16B.981/Chapter 62 - MN Laws, Article 7, Section 11, Subd. 3-5](#) establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the Grant Contract Agreement.
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

Please note, only awarded applicants will be required to fill out and provide documentation related to Exhibit F and G.

Grantee Bidding Requirements

Non-governmental entities:

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- D. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)

- [Metropolitan Council Underutilized Business Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- E. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - F. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
 - G. Notwithstanding the above, the State may waive bidding process requirements when:
 - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - b. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
 - H. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
 - I. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

Municipalities:

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

- A. Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- B. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)
- D. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

Audits

Per [Minn. Stat. § 16B.98](#) Subdivision 8, the grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the 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:

- A. 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.

- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#).
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

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

Appendix 1: Application evaluation score sheet

Category and Point Assignment	Maximum points
Experience with grant, loan, rebate, or other financial assistance programs successfully completed <ul style="list-style-type: none"> ▪ 5 years or more = 15 points ▪ 2 – 4 years = up to 10 points ▪ 1-2 years = 5 points 	15
Proposed program structure including the ability to verify purchases and participant eligibility <ul style="list-style-type: none"> ▪ Detailed structure of delivery, maximizing equipment purchases, eligibility verification, fraud control, disbursements, recordkeeping, etc. = up to 25 points ▪ Partial structure of delivery, eligibility verification, fraud control, disbursements, recordkeeping, etc. = up to 15 points ▪ Detailed description of fraud control, but missing/incomplete description of program structure = up to 5 points ▪ Missing information about fraud control = 0 points 	25
Proposed outreach program for driving community participation in environmental justice areas <ul style="list-style-type: none"> ▪ Detailed description of promotion, application assistance, materials, etc. = up to 15 points ▪ Partial description of promotion, application assistance, materials, etc. = up to 10 points ▪ Missing detailed description of promotion, application assistance, materials, etc. = up to 5 points 	15
Established community relationships in targeted communities. Lead organization and partner organizations have established successful working relationships in targeted communities <ul style="list-style-type: none"> • Successful interactions in the seven-county Metro and at least two other targeted communities: Duluth, Rochester and other Environmental Justice areas = up to 15 points • Successful interactions in at least two targeted areas and demonstrated ability to partner with communities = up to 10 points • Successful interactions in one identified community and demonstrated ability to partner with communities = up to 5 points 	15
Relationship with Tribal Governments <ul style="list-style-type: none"> ▪ Has had or currently has working relationship(s) with at least one Minnesota Tribal community = 5 points 	5
Budget demonstrates the maximization of financial assistance over program costs <ul style="list-style-type: none"> • Efficient use of outreach and administration budget of 5% or less = 20 points • Outreach and administration budget between 6% and 10% = 15 points • Outreach and administration budget between 11% and 14% = 10 points • Outreach and administration budget at 15% = 5 points 	20
Businesses that are certified by the Office of Equity in Procurement (OEP) as a veteran-owned, economically disadvantaged, or targeted group businesses in Minnesota based on the business's ownership by a woman, a minority, a person with a substantial physical disability. Additional information is at https://mn.gov/admin/osp/government/professionatechnicalcontracts/targeted-group-preferences/	5
Total score	100

