



Community Development Financial Institution Technical Assistance Grant 2024 Request for Proposals

Applications due by 11:59 p.m. on Thursday, September 5, 2024

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the **Community Development Financial Institution (CDFI) Technical Assistance Grant**.

The overall intention of this grant is to strengthen access to agriculture-focused financial services for the underserved communities targeted by CDFIs.

Funds are available for technical assistance grants to certified CDFIs that participate in at least one United States Department of Agriculture (USDA) loan or grant program.

This grant provides funding for two main areas of technical assistance:

- **Technical assistance provided by CDFIs to farmers**, for example assisting farmers with loan readiness or expanding outreach efforts towards farmer target groups with agriculture-focused financial services.
- **Technical assistance for CDFIs to increase their own capacity to serve farmers**, for example to develop their agriculture lending program or develop internal knowledge and processes as a foundation to provide financial services to farmers.

Funding availability

We expect to award approximately \$260,000 using a competitive review process. Applicants may request between \$10,000 and \$200,000. Once awarded, the deadline for grantees to spend their funds is June 30, 2026. There is not a matching funds requirement for this grant.

Funds available will cover expenses such as supplies, personnel, contracted services, and travel. See section on eligible and ineligible expenses for more information.

Eligibility to apply

Applicants must be certified CDFIs who serve or intend to serve farmers in Minnesota and participate in at least one USDA grant or loan program. A “certified CDFI” is a bank, credit union, microloan fund, or venture capital provider who completed a certification process with the U.S. Department of the Treasury’s CDFI Fund. Learn more [about CDFIs and how they are certified](#).

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grantmaking.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

How to apply

Apply for the CDFI Technical Assistance grant using our [online application system](#).

- If you're a new user, you need to create an account first.
- Once you're logged in, select "CDFI Technical Assistance Grant."
- Contact us if you need this information in a different format.

Applications are due by **11:59 p.m. Central Time (CT) on Thursday, September 5, 2024**.

- We will not accept late applications.
- Apply early so there is enough time to get help with the application process if you need it. It's best practice to submit your application at least 24 hours in advance.
- We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility to ensure we receive your application before the deadline.

Timeline and deadlines

Tuesday, September 3, 2024, 11:59 p.m. CT....Deadline to ask grant program questions.

Thursday, September 5, 2024, 11:59 p.m. CT...Applications due.

October 2024 (estimated).....Applicants notified of decisions; grant agreement negotiations begin.

January 2025.....Anticipated project start date (after the grant contract is fully signed).

Questions

For questions on the grant program or application, submit them in writing before **11:59 p.m. CT on Tuesday, September 3, 2024**, to Emily Toner at emily.toner@state.mn.us.

Note: MDA employees are not authorized to give advice or feedback on any application. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system, email Emily Toner or call her at 651-201-6034.

Application guidelines and tips

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document as it is used to score and compare the grant applications.
- Clearly explain the importance or potential impact of your project.
- Include clear objectives and don't overpromise. Simple projects with one or two clear objectives tend to work better.
- Make sure your budget is realistic and includes only eligible items. Include a detailed budget narrative that clearly explains how the money will be spent. More detail is better than less.
- Explain how the project will be evaluated or measured for success.

Grant Eligibility

Eligible applicants

Entities are eligible to apply if they:

- Are a certified CDFI, **and**
- Participate in at least one USDA loan or grant program. Participate in this case is defined as: “applied to, received, or have a formal agreement related to.” Applicants will need to provide proof of participation. (Contact Emily Toner if you have questions about whether your organization meets this requirement.)

Applicants should review the [conflicts of interest](#) section prior to applying. The selected grantee must agree to these rules as a part of signing the grant contract agreement.

Applicants must:

- Be in good standing with the State of Minnesota:
 - No back taxes owed.
 - No defaults on Minnesota state-backed financing for the last seven years.
 - Acceptable performance on past MDA grants.
 - Compliant with current state regulations.
- Not be an employee or spouse of an employee of the MDA.

Eligible activities

All activities funded through this grant must provide finance-related technical assistance to farmers or expand the capacity of one or more CDFIs to serve farmers.

In addition, activities funded through this grant must:

- Not start until the grant contract is signed by all parties and has reached its start date, estimated to be January 2025.
- Be completed by June 30, 2026.
- Be conducted in Minnesota and serve farms located in Minnesota.

Eligible expenses

The CDFI Technical Assistance Grant can cover personnel, contractors, supplies, transportation, and other costs that directly relate to the proposed activities.

Examples of eligible expenses

Eligible expenses include but are not limited to:

- Personnel or contractors to provide finance-related technical assistance to farmers.
- Travel expenses for finance-related technical assistance to farmers.
- Professional development for CDFI staff and/or board members who will be involved in providing services to farmers.
- Supplies and materials for delivering technical assistance.
- Outreach expenses for promoting technical assistance.
- Translation and interpretation services for technical assistance-specific materials and content.
- Up to 10% of the grant may fund an organization's indirect expenses, such as: office and utility expenses, accounting/bookkeeping services, legal fees, etc.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred before the grant agreement is signed by all parties.
- Donations and in-kind services or contributions, including property and services, made by the applicant (regardless of the recipient).
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or tribal nation laws and regulations.
- Entertainment, amusement, diversion, social activities, gifts, or any costs directly associated with such purchases (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol, and gratuities).
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used.
- Taxes, except sales tax on goods and services.
- Lobbyists, including costs of membership in organizations substantially engaged in lobbying, and political contributions.
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds.
- Parking or traffic violations.
- Out of state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state.

Matching funds

Applicants are not required to provide matching funds to the grant award. Up to 100% of the total project cost may be covered by the grant.

Application Review Policies

Review process

A review committee made up of MDA staff and external reviewers evaluates all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the committee recommendations and makes the award decisions. Both the review committee and commissioner may consider geographic distribution, services to prioritized populations, applicant's history as a state grantee, and capacity to perform the work in their decisions.

We will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grantmaking, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

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

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant or grantee 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.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN STAT 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Proposal Evaluation Profile

Yes / No Eligibility

- Applicant is a certified CDFI.
- Proposed activities serve farms located in Minnesota.
- Applicant has participated in at least one United States Department of Agriculture loan or grant.

CDFI Technical Assistance evaluation criteria	% of overall score
<p>Organization background</p> <ul style="list-style-type: none"> • Demonstrates the applicant’s experience and capability to carry out the proposed activities. • Explains applicant’s success in previously reaching underserved audiences, as defined by their CDFI certification-related community of focus. 	10
<p>Proposal design</p> <ul style="list-style-type: none"> • States clear objectives on the type of technical assistance that will be undertaken and how this serves farmers. • Describes a realistic plan for evaluating whether the objectives were achieved, and the evaluation process informs future technical assistance to farmers. • Demonstrates collaboration outside of applicant’s organization that will further strengthen farmer access to financial services. • Indicates how the funded work will have a sustained impact after the grant period. 	30
<p>Target audience focus and outreach</p> <ul style="list-style-type: none"> • Defines target farmer audiences to benefit from the technical assistance in line with the underserved community at the core of the organization’s CDFI certification. • Shows how the proposed technical assistance expands financial services for farmers. • Includes a thorough and culturally appropriate plan for a) reaching the defined audiences with technical assistance and/or b) developing a CDFI’s capacity to reach those audiences. 	30
<p>Work plan</p> <ul style="list-style-type: none"> • Describes detailed and realistic activities that result in specific finance-related benefits for farmers. • Timeline matches the funding window, starting around January 2025, and completed by June 30, 2026. 	15
<p>Budget</p> <ul style="list-style-type: none"> • Grant request, budget table and budget narrative are consistent. • Budget clearly and in detail explains all proposal costs. • Budget is cost-effective and amounts are backed by quotes or other sources. 	15
<p>Total</p>	100

Application Questions

Contact information

Applicant information

- Point of Contact name
- Title
- Organization name
- Organization mailing address
- Point of Contact phone number
- Point of Contact email

Authorized representative

- If awarded a grant, is the person authorized to sign contracts on behalf of the organization the same as the Point of Contact person listed above? (Yes/No)
- If no, please provide the following Authorized Representative information for signing any resulting grant contract agreement:
 - Name
 - Title
 - Authorized representative phone number
 - Authorized representative email

Eligibility

Confirm that the following statements apply to you and or your business/organization.

- My organization is a certified CDFI. (True)
 - Please upload documentation noting your organization's current certification as a CDFI. (File attachment)
- The proposed work serves farms located in the state of Minnesota, including tribal lands. (Yes)
- One of the requirements to receive this grant is that your organization participates in at least one USDA loan or grant program. Participate in this case is defined as: "applied to, received, or had a formal agreement related to." Is this true for your organization? (Yes)
 - Please explain how your organization specifically meet this requirement. (500 characters, including spaces)
- I/We do not owe the State of Minnesota any back taxes and have not defaulted on any State of Minnesota-backed financing in the last seven years. (True)
- My business/organization is compliant with current state regulations. (True)
- No one involved in the project or the application for the grant is an employee or spouse of an employee of the MDA. (True)
- I attest that I have the authority to apply on behalf of the business/organization and no other application is being submitted from this organization. (Yes)
- I attest that none of the organization's current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years. (Yes)
- I understand that if my application is successful, the MDA cannot reimburse for any project expenses incurred or work performed prior to the start date of the contract (expected to be January 2025). (Yes)

Previous grants

- Have you previously received any grants from any source for similar projects? (Yes/No)
- Have you previously received any grants from the Minnesota Department of Agriculture for similar projects? (Yes/No)
 - If yes, briefly describe your previous grant project(s), including date(s), amount(s) awarded, and funding source(s). (1,000 characters, including spaces)

Proposal summary

Grant request

- Proposal name.
- Location(s) where the proposed work will take place.
- Grant funds requested. (Minimum \$10,000, maximum of \$200,000.)
- Expected project start date. (No earlier than January 2025.)
- Expected project end date. (No later than June 30, 2026.)
 - Projects may begin after award contract is signed, which is estimated to be January 2025.
 - All items and services must be paid for by the end date of the contract which will be no later than June 30, 2026.
 - You will have up to three months after your contract end date to submit for a reimbursement.

Proposal overview

Provide a brief description of the proposed technical assistance. Outline your objectives, how you plan to use the grants funds, and why this is a benefit to farmers who are part of your CDFI target audience. Be concise. This proposal overview must be suitable for dissemination to the public. (1,200 characters, including spaces)

Organization background

Provide a summary of your organization's experience to carry out the proposed work. (2,500 characters, including spaces)

This summary should stand alone to describe:

- The mission of your organization.
- Your organization's history and certification as a CDFI.
- The services and products provided by your organization.
- Your organization's experience in agriculture-related financial services.
- Your organization's experience in reaching the target audience aligned with your CDFI certification.

Proposal design

Objectives and evaluation

Describe up to five specific objectives (goals) for your proposal with measurable outcomes which deliver technical assistance to strengthen farmer access to financial services. Make sure it is clear how the proposed objectives expand your organization's capacity to serve farmers who are part of your target audience as a CDFI.

Examples of measurable outcomes include the number of CDFI staff or partners trained, the number of policies or procedures updated to improve services to farmers, the number of farmers given technical assistance and the staff hours to provide the assistance, the monetary value or other quantification of ag-related financial services provided to farm businesses.

For each objective, describe your organization's plan to evaluate the impact of the proposed work. Explain how the effectiveness of the work will be assessed, and how the information gained through evaluation will be applied into future work to reach farmers with financial services. *These objectives should align with the work plan completed later in the application.* (2,500 characters, including spaces)

Farmer focus

Indicate the proposed technical assistance expand your organization's ability to provide agriculture-related financial services. Explain how the proposed objectives and activities expand financial services to farmers who are part of your target audience as a CDFI. (2,000 characters, including spaces)

Outreach

Describe how your organization will undertake thorough and culturally appropriate methods to reach farmers who are part of your target audience as a CDFI with technical assistance and/or how you will develop your organization's capacity to reach those audiences. (1,500 characters, including spaces)

Collaboration

Since the intention of this grant is to expand the overall financial services available to farmers, collaboration with other organizations is encouraged and will increase the score of an application. Describe how the proposed work will happen in collaboration with other organizations and how this will strengthen the wider landscape of support for farmers to access financial services. (1,500 characters, including spaces)

Sustained impact

Describe what sustained impact the proposed work will result in after the grant period ends. (1,000 characters, including spaces)

Work plan

Upload a work plan. The work plan table below is an example of how you could organize a work plan. The work plan you submit should describe the steps you will take to successfully achieve your proposed objectives. For example, you might include target dates for requesting quotes, hiring contractors, doing outreach activities, completing staff training, or launching specific technical assistance services.

Timeframe	Description of task or action item	Responsible party
Example: January 2025	Define contractor responsibilities for providing technical assistance	Financial services director

Submit your work plan as a PDF file via attachment upload in the application form.

- Work plan file, PDF format, File Size Limit: 2 MB.

Contractors and contracted services

If you will hire contractors or enlist contracted services, describe the services they will provide and the necessary qualifications. (1,500 characters, including spaces)

Budget

Complete a budget table using this [budget template](#). The budget table is an overview of how grant funds will be spent and should reflect the total grant funds requested.

Item	Quantity	Rate	Total amount	Source of estimate
Example: Mileage for farmer outreach	2,500	\$0.65	\$1,625	Organization milage policy

Budget narrative

Respond to the following prompts to give more detailed information about your proposed use of the funds. You can write your budget narrative in a text box in the application system or use the file attachment option to upload it as a PDF. If using the file attachment option, indicate that in the text box. (3,000 characters total, including spaces)

Budget narrative prompts:

- Detail how the funds will be used and explain how each expense listed in the budget table contributes to your objectives.
- Describe the necessity for grant funding to complete this project.
- Where applicable, note what other funds and resources besides this grant will be used. Matching funds are not required, but if other funds will be used to help complete the work, please note that in the budget narrative.

Advance funds

Are you requesting advance funds? (Yes/No)

If yes, how much?

Grantees can request up to 50% or \$25,000, whichever is less, of their award funds up-front. Advance funds must be reconciled within one year of the start of the grant contract. Additional payments will not be made until advanced payments have been accounted for. The MDA reserves the right to not honor requests for initial advanced payments. Note that any cash advance that violates the terms of the grant agreement or does not adequately support the approved project will need to be repaid. If you would like to request advance funds, please justify your need for upfront funding. (500 characters, including spaces)

Letters of support

Letters of support are not required but can be included. Letters could be written by collaborators, community partners, farmers, etc. who can speak to the value of the proposed work. The letters will help demonstrate support for your proposal and may boost your application's evaluation score.

- Letter of Support 1, File Size Limit: 2 MB.
- Letter of Support 2, File Size Limit: 2 MB.
- Letter of Support 3, File Size Limit: 2 MB.

Requirements for Grant Recipients

Pre-award risk assessment

During the 2023 legislative session, the Minnesota Legislature adopted new grant administration provisions (Laws of Minnesota 2023, chapter 62, article 7, section 11). The MDA reserves the right to adjust these pre-award financial review requirements as implementation details are being determined.

If the MDA determines that the awardee has substantial financial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Applicants will be required to comply with [Policy 08-06: Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#), and will be asked to submit documents relevant to their entity.

Nonprofit organizations

All nonprofit organizations applying for grants in the State of Minnesota must undergo a financial review prior to receiving a grant award of \$50,000 and higher.

To comply with Policy 08-06, applicants may be asked to submit the following documents:

- A copy of the nonprofit's most recent Form 990 or Form 990-EZ with the Internal Revenue Service. If the nonprofit has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then they must submit the following information:
 - Proof of its tax-exempt status
 - Most recent board-reviewed financial statements
 - Documentation of its internal controls
- Most recent certified financial audit if required to complete one under Section 309.53, Subd. 3.
- Confirmation that it is in good standing with the Office of the Secretary of State.
- Confirmation that it is registered with the Minnesota Attorney General's Office, unless otherwise exempt.
- Confirmation that none of its current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

Nonprofit grantees that are not in good standing with the Minnesota Secretary of State and appropriately registered with the Attorney General's Office are not eligible to receive grant contract agreements unless approved by the MDA.

For-profit businesses

All for-profit businesses selected for a grant award of \$50,000 must undergo a financial review prior to receiving a grant contract agreement.

To comply with Policy 08-06, applicants may be asked to submit the following documents:

- A copy of the business' most recent federal and state tax returns. If the business has not been in business long enough to have a tax return, then they must submit current financial statements and documentation of internal controls.
- Confirmation that the business entity is not under bankruptcy proceedings or have any liens on assets.
- Confirmation that the business is in good standing with the Office of the Secretary of State.
- Confirmation that none of its current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

Political sub-divisions

All political sub-divisions selected for a grant award must undergo a financial review prior to receiving a grant contract agreement.

To comply with Policy 08-06, applicants must confirm that none of its current public officials, board members, or staff with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Grant award agreement and payments

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application and before beginning work on the grant project and receiving reimbursements, the applicant must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit other required documentation within 30 days of award notification.
- Submit documentation to meet the pre-award financial review requirements.
- Sign a grant contract agreement showing their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. This agreement must be signed within 30 days of being sent to the grantee.

Eligible expenses may only be incurred after the contract has been signed by all parties. Grant contracts will have an end date no later than June 30, 2026, and cannot be extended.

Grant funds are dispersed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget. To receive grant payments, grantees must provide proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid.

Advance funds

Grantees can request an advanced payment of up to 50% of their total award amount or \$25,000, whichever is less at the start of the grant contract agreement. Advance funds will not be awarded to organizations with other open MDA grant agreements. These requests will be reviewed as a part of the grant contract agreement negotiation process. The MDA reserves the right to not honor requests for initial advanced payments or subsequent advances. Advance funds must be reconciled within one year of the start of the grant contract. Any cash advance that violates the terms of the grant agreement or does not adequately support the approved project will need to be repaid.

Note: You must indicate in the budget section of the application if you are requesting advance funds.

Accountability and reporting

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

All allowable expenses must be submitted with proof of purchase and proof of payment, unless otherwise specified. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the state.

The grantee must submit an annual report each year of the grant, the deadline for the report will be included in the award contract. A final report must be submitted prior to receiving final payment. Annual and final reports must include a summary of project results to-date, impact of the grant program, and three to five photos of the project. The MDA reserves the right to modify reporting requirements during the project. Information submitted in any report or survey will be a public record.

We conduct follow-up surveys to help us determine the long-term impacts of the grant. Grantees must respond to requests for follow-up information for three years beyond the term of the grant agreement. Failure to respond to these promptly may affect your ability to secure future funding from the MDA.

Bidding requirements

All funded applicants will be required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's [bidding requirements](#) for details.

Publicity

All projects funded must publicly credit Minnesota Department of Agriculture funding, including on the grantee's website when practical.

Affirmative action and non-discrimination policy

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 ([Minnesota Rules, part 5000.3500](#)).

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

Audits of project

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 ([MINN. STAT. 16B.98, subd. 8](#)). 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.

Voter registration requirement

If the grantee is a state agency, community-based public agency, or nonprofit corporation, they will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).