



# **Grain Storage Facility Safety Grant 2024-2025 Request for Proposals**

**Proposals due by 4 p.m. on May 15, 2025**

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# Grant Summary

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## Overview

The Minnesota Department of Agriculture (MDA) is making Grain Storage Facility Safety Grants available to help Minnesota farmers purchase and install eligible safety equipment for on-farm grain bins or silos.

## Funding availability

A total of \$75,000 is available for this program and the Rollover Protective Structures (ROPS) Rebate program in both fiscal year 2024 and 2025. The state fiscal year runs from July 1 to June 30 the following year.

Applicants may request up to 75% of eligible expenses up to \$400 per bin or silo with a limit of \$2,400 per farm per fiscal year.

- We will accept proposals until 4 p.m. Central Time (CT) on May 15, 2025, or until funds run out.
- Proposals that include eligible expenses will be considered on a first-come, first-served basis throughout the application period. We will notify applicants as they are approved.

Note: We issue payments on a reimbursement basis and not in advance. All purchases for eligible items must be made between July 1, 2023, and June 30, 2026. Project materials and services cannot be purchased until after a grant contract agreement has been signed by all parties and has reached its start date. The contract period will be for one year after the start date. Any expenses incurred outside of the contract period are not eligible for reimbursement.

## Eligible applicants

### Applicants must:

- Be the principal operator of a farm in Minnesota.
- Be a resident of the state of Minnesota or be a business entity authorized to farm in Minnesota (see below).
- 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.

### Who is a principal operator?

A principal operator is a person primarily responsible for the day-to-day operation of the farm. The principal operator could be an owner, hired manager, cash tenant, share tenant, or partner.

### What is a farm?

A farm is defined as any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the year.

## What business entities need authorization to farm in Minnesota?

The statute on farming by business organizations ([MINN. STAT. 500.24](#)) requires that all pension or investment funds, corporations (including nonprofit organizations), limited partnerships, limited liability companies, and irrevocable trusts must be certified by the MDA before engaging in farming or having an interest in agricultural land.

## How do business entities get authorization to farm in Minnesota?

Applications and additional information are available at [Minnesota's Corporate Farm Report](#).

## How to apply

Apply for the Grain Storage Facility Safety Grant using our [online application system](#):

- If you're a new user, first create an account.
- Once you're logged in to your account, select "Grain Storage Facility Safety Grant."
- If you can't use the online application system, contact [mda.agrigrants@state.mn.us](mailto:mda.agrigrants@state.mn.us) or 651-201-6500 to request other arrangements.

The application period is open until **4 p.m. CT on Thursday, May 15, 2025**, or until funds run out, whichever comes first.

- Only one application will be accepted per farm per fiscal year.
- Applications that include eligible expenses are reviewed on a first-come, first-served basis.
- Apply early so there is enough time to get help with the application process if you need it.
- 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.
- All applicants will be notified of grant status within 30 days after submission.
- Anticipated contract start date will begin 30 days after approved application.

## How to submit questions

For questions about the grant program, application, or online application system:

- Call 651-201-6500 or
- Email [allison.beauregard@state.mn.us](mailto:allison.beauregard@state.mn.us) and include "Grain Storage Facility Safety" in the subject line.

# Eligibility

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## Eligible expenses

- Equipment must be purchased and paid for between July 1, 2023, and June 30, 2026.
- We recommend that you use a reputable source for equipment and have systems installed by a qualified person such as a structural engineer or bin manufacturer.
- If we accept your proposal, we will reimburse eligible costs included in your project budget. You will have to submit documentation including invoices and proofs of payment.

## Projects must:

- Be completed between July 1, 2023, and June 30, 2026, **and** within the contract period.
- Be conducted in Minnesota.
- Include matching funds from personal or other non-State sources; see the Matching Funds section.

## Project examples include, but are not limited to:

- Fall protection systems
- Installing guardrail systems on existing ladders, roofs, and platforms
- Engineering controls to prevent contact with an auger or other moving parts
- Dust collection systems to minimize explosion hazards
- Personal protective equipment to increase survivability in the event of a grain-bin-related emergency
- Grain silo air quality monitoring equipment
- Grain bin level gauges/indicators to reduce the need to climb bins
- Appropriate personal protective equipment (PPE) for use in and around grain bins and silos, such as NIOSH-approved respirators and hearing protection
- Other grain storage facility safety equipment with prior approval from the MDA

## Ineligible expenses

The following items are examples of expenses that are **not** eligible for reimbursement:

- Expenditures incurred before July 1, 2023, or after June 30, 2026
- Grain condition monitors
- Aeration vents/roof vents
- Grain bin covers/lids
- Replacing worn-out electrical cords/outlets
- Truck stoppers and reflectors
- Camera systems
- Installing overhead electricity to bins
- Replacing entry doors

## Matching funds

The Grain Storage Facility Safety Grant reimburses up to 75% of the project cost, or up to \$400 per bin or silo, whichever is less. However, to receive your grant payment, you must provide documentation showing payment for the full cost of the project.

Sources of matching funds may include cash, loans, other grants, and liquid capital assets dedicated to the project. State grant funds cannot be used for the grantee portion of the project, but non-forgivable loans from the state may be used as a match.

## Collaboration

Eligible applicants may collaborate with other farms, but this is not required. If you are submitting a joint application, you must determine which business or organization will have the grant contract agreement with the MDA and will work directly with the MDA to meet grant reporting requirements. Note that this organization will receive a 1099 from the State of Minnesota for income tax purposes.

## Disclaimer

The MDA is merely the grantor of state funds for this program. Approval and reimbursement of funds by the MDA for equipment purchased by the grantee does not make the MDA liable or responsible for the use of such equipment or any injuries or claims that might arise from such use. The MDA is also not responsible or liable for the quality of or inability to use such equipment purchased under this program.

# Application Review Policies

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## Review process

A review committee made up of MDA staff evaluates all eligible applications. Proposals with eligible expenses will be reviewed and scored on a first-come, first-served basis until the application period closes. We will notify applicants within 30 days of submission.

The commissioner of agriculture considers the committee's recommendations and makes award decisions. Both the review committee and commissioner may consider geographic distribution, applicant's history as a previous grantee, and capacity to perform the work in their decisions.

## 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 Grant-Making, 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.

## Data Privacy

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### 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 the Grain Storage Facility Safety Grant 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 Government 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.



# Application Scoring Sheet

Evaluation criterion	Maximum score
<b>Applicant is a Minnesota resident and operates a farm or ranch located in Minnesota.</b>	Yes/No
<b>Project need</b> <ul style="list-style-type: none"> <li>• Applicant clearly and compellingly describes the need for the project.</li> </ul>	Yes/No
<b>Project impact</b> <ul style="list-style-type: none"> <li>• The project will likely increase safety while working near the grain bins and/or silos.</li> </ul>	Yes/No
<b>Budget narrative and match</b> <ul style="list-style-type: none"> <li>• Budget clearly details all project costs.</li> <li>• Budget is cost effective and planned purchases are backed by quotes or other sources.</li> </ul>	Yes/No
<b>Eligible expenses</b> <ul style="list-style-type: none"> <li>• Project request includes eligible expenses.</li> <li>• Equipment will be purchased and paid for between July 1, 2023, and June 30, 2026.</li> <li>• Equipment will be purchased during the contract period.</li> </ul>	Yes/No
<b>Recommend for funding</b>	Yes/No

# Requirements for Grant Recipients

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## Accountability and reporting

Grant recipients may be asked to complete surveys about the short- and long-term impacts of the project on their farm.

## Grant award agreement and payments

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

All grant recipients must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, and
- Submit other required documentation within two weeks of award notification; and
- Sign a grant contract agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. The grant award document must be signed within 30 days.

Note: Grant funds are disbursed on a reimbursement basis. All 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.

## Bidding requirements

All grantees must abide by the state's bidding requirements for items costing over \$10,000. See a detailed list of the state's [bidding requirements](#) for details.

## 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](#).

### **Project audits**

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 MDA, the legislative auditor or the state auditor, and the commissioner of administration, 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**

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

# Application Questions

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## Contact information

### Application information

- Applicant name
- Mailing address
- Applicant telephone
- Applicant email
- County
- Minnesota State House District (use the [District Finder](#) if you don't know your district.)

### Authorized representative

If awarded a grant, the person who will sign the Grain Storage Facility Safety Grant contract agreement for this organization. This is often you or other leadership on your farm.

- Name
- Telephone
- Email

### Farm operation

- Name of farm (if applicable)
- Farm address

## Eligibility

Confirm that the following statements apply to your organization.

- I 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 farming operation is compliant with current state regulations, or this project will help my operation become compliant. (True)
- I am a current Minnesota resident or my business is authorized to farm in Minnesota. (True)
- I am a principal operator and/or have the authority to apply on behalf of the farm. (True)
- I have not been convicted of a of criminal offense — such as theft, embezzlement, or forgery — in connection with a state grant agreement. (True)
- Have there been any other applications from this farm submitted to this program? (Yes/No)
  - If yes, please explain.
- Are any of the principals of the farm an employee of the MDA or part of an MDA employee's family or household? (Yes/No)
  - If yes, briefly describe the individual's role with the MDA and their relationship to the applicant/organization.
- I understand that if my application is successful, the MDA cannot reimburse for any project expenses incurred or work performed before July 1, 2023 or after June 30, 2026. (Yes)

## Project summary

### Project title

- Farm name and item(s) you're requesting; for example:
  - Peterson Farm, staircases on 2 grain bins
  - A1 Acres, silo air quality monitoring equipment

### Farm description

- Briefly describe your farming or ranching operation and include the total number of bins or silos on your farm. (500 characters, including spaces)

### Number of bins and silos

- How many bins and silos will receive or will benefit from the equipment?

### Project description

- Tell us what kind of equipment will be installed. How will this benefit your farming operation? (1,000 characters, including spaces)

### Total project cost

(number only)

### Total grant you are requesting

(number only)

- The grant requires a 25% match and reimburses 75% of eligible expenses up to \$400 per grain bin or silo with a maximum of \$2,400 per farm per fiscal year.

### Match confirmation

- I confirm that no other State of Minnesota funds will be used as a match for this project. (Yes)

### Project date

All items and services must be paid for and installed between July 1, 2023, and June 30, 2026. Note: Project materials and services cannot be purchased until after a grant contract agreement has been signed by all parties and has reached its start date. The contract period will be for one year after the start date. Any expenses incurred outside of the contract period are not eligible for reimbursement. You will have 30 days after your contract ends to submit your final invoices and reimbursement claim.

- When will you complete your project? (mm/dd/yyyy)

## Project budget

### Budget

- Create a budget using the example format below.
  - We prefer an uploaded Excel or Word file, but you may fill out the online table below if you prefer. Do not attach bid sheets or quotes from vendors instead of a budget table.
  - **Tip:** If you name the contractors or suppliers you plan to use in your budget, you won't need to use a formal bidding process. This can save you time and effort later.

Item	Quantity	Number of bins	Total estimate	Source of estimate
Spiral staircase	1	2	\$1,817.93	ABC Supply
Face and hearing protection	3	5	\$250	Pete's PPE

### Budget narrative

(2000 characters, including spaces)

- Describe the need for each item listed in your budget.
- Explain how you plan to pay for your project (financing, other grants, private investment, personal investment, organization funds, etc.). While other state grant funds cannot be used to pay for this project, non-forgivable loans from the state may be used as a match.

### (Optional) Quotes and other sources

- Submit quotes or estimates for equipment or services.