



## **Minnesota's Agricultural Fertilizer *Research & Education Council***

**a farmer-led program to advance soil fertility research,  
technology development, and education**

# **Agricultural Research and Education Council (AFREC)**

## **2024-2025 Request for Proposals**

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711.

## IMPORTANT DATES AND INFORMATION

- **Proposals Due: December 6, 2024** by 11:59 p.m. CST in the Minnesota Department of Agriculture (MDA) online application system
- Available AFREC Funding: Approximately \$1,200,000
- **AFREC reviews Request for Proposal (RFP) applications: January 6, 2025**

## GRANT OVERVIEW

The Minnesota Legislature established the Minnesota Agricultural Fertilizer Research and Education Program for identifying soil fertility priorities and providing funding for fertilizer research and outreach programs. Enabling legislation establishing the governing Agricultural Fertilizer Research and Education Council (referred to as “AFREC” or “Council”) and associated program are in MN Statute 18C.70, 18C.71, and 18C.80.

Additional information about AFREC, its membership, and funded projects is available at the following websites: [www.mda.state.mn.us/afrec](http://www.mda.state.mn.us/afrec) (Minnesota Department of Agriculture) and [mnsoilfertility.com](http://mnsoilfertility.com) (AFREC Agricultural Fertilizer Research & Education Council).

## FUNDING AVAILABILITY

The Minnesota Legislature also established the funding mechanism for the AFREC program. This year, approximately \$1,200,000 will be available from fertilizer sales sold from July 1, 2023 to June 30, 2024. Please note that there are two separate RFPs described within this document. In the first RFP, there will be approximately \$1,170,000 available for research and/or education and outreach projects. In the second RFP, a maximum of \$30,000 has been set aside for the Research and Outreach Coordinator position for a one-year duration. Only one award will be made for the Research and Outreach Coordinator position. For those considering submitting a new project proposal, the project must be highly specific to the priorities provided under PRIORITIES FOR RESEARCH AND EDUCATION/OUTREACH GRANTS. The vast majority of the available 2024-2025 funding will be used for "Continuations" (which is defined on the next page).

The Council will review, score, consider guidance regarding technical aspects of the proposed research design, then vote on funding allocation for each project. The Council’s goal is to have projects selected and grants executed prior to the 2025 cropping/planting season. Interested parties need to be aware of the timelines for the development of proposals, the review process, and the grant documentation process.

## MINIMUM REQUIREMENTS

Applicants must meet the minimum requirements as outlined in this RFP to be considered for this grant opportunity. **Grant applicants are required to submit proposals through our [online application system](https://www.grantinterface.com/Home/Logon?urlkey=statemn)** located at: <https://www.grantinterface.com/Home/Logon?urlkey=statemn>. Hand delivered; hard copies will not be accepted.

**All applications must be received online by 11:59 p.m. CST on December 6, 2024.** Late applications will not be considered. The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

See Tables 1, 2, and 3 for Application Selection Criteria and Weight.

See Tables 4 and 5 for additional dates and details regarding the application process.

## 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 grant-making. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. The grant program aims to provide near-term and long-term benefits for Minnesota agriculture, its producers, and associated industries.

Grant outcomes will include:

- Develop fertilizer research and management recommendations for crops and cropping systems from across Minnesota including multiple geographic regions.
- Measure how the grant serves a geographically diverse set of people to include historically underrepresented groups and Tribal nations.
- Provide transferrable and beneficial outcomes for groups other than the grantee.

## PRIORITIES FOR RESEARCH AND EDUCATION/OUTREACH GRANTS

**Continuation studies will have priority for 2024-2025 funding** for only the time/length and dollars stated in original RFP approved for funding. “Continuations” are defined in this RFP as projects that have been previously funded by AFREC for shorter durations than the length specified in the original proposal. Adjustments to the original budget due to inflation or other increased costs are acceptable and should be explained. If the current project has not completed goals, timetables and reporting, the project may not be considered for continuation status.

**RFP priorities for new research and education grants in 2024-2025 include:**

1. Short-term soil health/soil productivity projects (less than five years) that concentrate on interactions of soil and crop nutrients, crop production, cover crops, and soil health/productivity. Proposals should state their methods for measuring soil health.
2. Research to evaluate the impacts of climate change in Minnesota on the nitrogen cycle, fertilizer recommendations, impacts on the range of EONR (Economic Optimum Nitrogen Rate), and subsequent losses to the environment.
3. Research to reevaluate/revise current fertilizer recommendations for Minnesota’s secondary crops defined as those with acreage of less than 2% of MN’s cropland acres (e.g., dryland edible beans, sunflowers).
4. Irrigation research projects that provide any of the following elements: advancements in fertilizer and water use efficiency; advancements in variable rate technology; evapotranspiration (ET) values for modern hybrids; and irrigation impacts on environmental parameters such as nitrate leaching losses.
5. Precision ag research on sensing technology and tools for sulfur and other less studied nutrients.
6. Develop a scoping document outlining the required research and data analysis needed to develop or update manure management and fertilizer best management practices (BMPs) specifically for areas where surface water or groundwater are vulnerable to nitrate-nitrogen losses. This may include the adjustment of BMPs based on vulnerability such as coarse textured soils, soils with shallow bedrock, and karst geology. The scoping document should include an overview of a workplan, timeline and budget, and outline future work that when completed would result in a set of nitrogen management recommendations specific to vulnerable areas. The scoping document may specify BMP region-specific future work as needed.

7. Manure management project that updates the University of Minnesota guidance on availability of nitrogen by manure type and livestock species based on management. This may include research, data analysis, and/or development of educational materials and updated summaries of the best management practices (BMPs) to share with farmers.
8. Annual research project to gather statewide survey data from ag retailers on farming and conservation practices, including nitrogen and phosphorous applications, tillage practices, and manure utilization. This research should be designed to gather a statistically significant data set that can be utilized to determine trendline information related to the state's nutrient management goals and current fertilizer use and associated practices, comparable to similar data in other Midwest states such as Iowa and Illinois.
9. Continued AFREC Research Outreach Coordinator support to 1) Develop and implement a work plan for the annual research RFP, 2) Facilitate AFREC Council meetings and conference calls, 3) Assist with technical aspects of the RFP and assemble a peer review committee, 4) Coordinate various information outlets with AFREC 5) Formal reporting between the Council and the MDA, 6) Represent AFREC and the MDA at related soil fertility research meetings, and 7) Coordinate partnerships.

## **PRIORITIES FOR RESEARCH and OUTREACH COORDINATOR (ROC)**

The “Components” listed below are the fundamental elements that must be completed over the life of the project. All components listed below must be addressed in the proposal. Respondents are encouraged to consider additional components and/or propose additional tasks that are related and consistent with AFREC’s mission.

Component 1-Develop and implement a work plan for the annual research Request for Proposals

Component 2-Facilitate AFREC Council meetings and conference calls

Component 3-Assist with technical aspects of the RFP and assemble a peer review committee

Component 4-Coordinate various information outlets with AFREC

Component 5-Formal reporting between the Council and the MDA

Component 6-Represent AFREC and the MDA at related soil fertility research meetings

Component 7-Coordinate partnerships

Component 8-Additional related tasks developed by the respondent

## **RATING CRITERIA**

- Criteria used for rating Research Applications provided in Table 1.
- Criteria used for rating Education and Outreach Applications provided in Table 2.
- Criteria used for rating Research and Outreach Coordinator provided in Table 3.

## **ELIGIBILITY**

Representatives of the Minnesota Department of Agriculture (MDA) will evaluate all proposals received by the deadline. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation.

Responders shall be in good standing with the State of Minnesota (no back taxes or compliance issues).

Any organization, research entity, individual, or business with agricultural research capability is eligible to apply and receive funding. This includes individuals, farmers/farmer networks, institutions of higher education, research institutions, nonprofit organizations, agricultural cooperatives, and agricultural businesses with research capabilities.

**All costs incurred in responding to this Request for Proposal (RFP) will be borne by the responder(s).**

## SELECTION CRITERIA AND WEIGHT

The review committee will be reviewing each response on a 100-point scale. This year approximately \$1,200,000 is available for AFREC grant funding through this RFP.

A “Peer Review Team” will make technical recommendations to the AFREC council prior to completion of their initial scoring. AFREC reserves the right, based on the scores of the proposals, to create a short-listing of Responders who have received the highest scores to make an oral presentation. The 100-point scale used to create the final evaluation recommendation is as follows:

**Table 1. Scoring Criteria for Rating Research Proposals**

Criteria for RESEARCH Projects Only	Points
Relation to Council priorities	20
Technical soundness and scientific merit	15
Capabilities of investigator and collaborators	10
Economic impact on expected return	10
Outreach component and networking abilities	15
Overall rating relative to other projects	10
Relevance and transferability to Minnesota agriculture	10
Presentation and responses	10
<b>Total Points</b>	<b>100</b>
Preference for Targeted Group businesses, Economically Disadvantaged businesses, or Veteran Owned businesses	Possible 6 bonus points
<b>Total Possible Points</b>	<b>106</b>

**Table 2. Scoring Criteria for Rating Educational Proposals**

Criteria for EDUCATION AND OUTREACH Projects Only	Points
Innovation and approach	15
Likelihood of influencing a behavioral change	20
Relevance and transferability to Minnesota agriculture	15
Audience consideration and size	10
Capabilities of proposer and collaborators	10
Integration into existing outreach networks	10
Overall rating relative to other projects	10
Presentation and responses	10
<b>Total Points</b>	<b>100</b>

<b>Criteria for EDUCATION AND OUTREACH Projects Only</b>	<b>Points</b>
Preference for Targeting businesses, Economically Disadvantaged business, or Veteran Owned businesses	Possible 6 bonus points
<b>Total Possible Points</b>	<b>106</b>

**Table 3. Scoring Criteria for Research and Outreach Coordinator (ROC) Proposals**

<b>Criteria for RESEARCH AND OUTREACH COORDINATOR (ROC) Only</b>	<b>Points</b>
Does this responder clearly understand the mission and nature of the Agricultural Fertilizer Research and Education Council (AFREC)?	5
Does this responder have experience in facilitating discussion with a broad range of audiences to include geographic, cultural, language, cropping system, farming size/style and successfully extracting opinions and attitudes in a constructive and interactive fashion?	5
Does responder have a highly advanced understanding of the fertilizer industry, a network of state and national industry contacts, and an apparent high level of respect/trust?	5
Does responder have the ability to gather and synthesize a wide variety of opinions and visions into a structured set of recommendations?	5
Does responder have a highly advanced understanding of soil fertility research needs and technology advancements?	5
Does responder have a strong record of accomplishment in working cooperatively with land grant universities, private research firms, and other potential research partners?	5
Are the responses for Mandatory Components 1-5 reasonable, complete, and logical?	30
Are the responses to the Optional Components reasonable and do they add overall value to the program?	10
Project Cost	30
<b>Total Points</b>	<b>100</b>
Preference for Targeted Group business, Economically Disadvantaged business, or veteran owned businesses	Possible 6 bonus points
<b>Total Possible Points</b>	<b>106</b>

(c) 18C.71 required that ‘each project meeting the basic qualifications is subject to a “yes” or “no” vote by each Council member. Projects chosen to receive funding must achieve an affirmative vote from at least eight of the 12 Council members or two-thirds of the voting members present.

# REQUIRED FINANCIAL AND GRANTEE CAPACITY REVIEW

Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more. All grantees as defined in Minn. Stat. §16B.981 Subd. 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant 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:
- This includes describing your organization's current staffing, current budget and ability to perform this work

**II. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: 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 [Minn. Stat. §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:
  - 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 financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

The submission of inaccurate or misleading information may be grounds for disqualification from the grant 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 Minn. Stat. §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 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

## QUESTIONS

Questions must be submitted via email to [Margaret.Wagner@state.mn.us](mailto:Margaret.Wagner@state.mn.us) by 4:00 p.m. Central Standard Time, on November 26, 2024. Questions should not be submitted through other means. Answers will be posted on the "AFREC RFP Questions and Answers webpage", located at: <https://www.mda.state.mn.us/afrec-rfp-questions-answers>.

Responders should **NOT** contact unauthorized Minnesota Department of Agriculture personnel nor list them as a collaborator or partner anywhere within the proposal. Contact regarding this RFP with any MDA personnel not listed above could result in disqualification.

## APPLICATION CONTENT

Grant applicants are required to submit proposals through our [online application system](https://www.grantinterface.com/Home/Logon?urlkey=statemn) located at: <https://www.grantinterface.com/Home/Logon?urlkey=statemn>

Select and complete the appropriate forms which are available online:

- RFP 1: Research Education and Outreach Application form
- RFP 2: Research and Outreach Coordinator (ROC) Application form
- See list of financial and grantee capacity review forms C-G on previous page. These documents are not required as part of the application and will be requested before the grant contract agreement is fully executed.

\*\* When the successful grant applicants are a nongovernmental organization, applicable forms required in Required Financial and Grantee Capacity Review section will be requested before grant agreement documents are generated.

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

## APPLICATION SUBMISSION

All applications **must be received no later than 11:59 p.m. on December 6, 2024 to be considered**. Grant applications are to be submitted through our online system. The application is accessed through a link on the MDA's AFREC Request for Proposals webpage at [www.mda.state.mn.us/business-dev-loans-grants/afrec-request-proposals](http://www.mda.state.mn.us/business-dev-loans-grants/afrec-request-proposals)

## REVIEW PROCESS AND TIMELINE

The Evaluation Committee will review all eligible and complete applications received by the deadline. Minnesota Department of Agriculture (MDA) will review all committee recommendations and is responsible for award decisions. **The award decisions of AFREC are final and not subject to appeal. This Request for Proposals (RFP) does not obligate the State to award a grantee or complete the project.**



**Table 5. Timetable for the Application Process**

Order	Steps	Associated Date(s)
Step 1	RFP posted on the State Register and the MDA website	October, 14 2024

Order	Steps	Associated Date(s)
Step 2	Questions due no later than 4:00 p.m. Central Time deadline.	November 26, 2024
Step 3	Grant proposals submitted to the MDA no later than 11:59 p.m. Central Time deadline.	December 6, 2024
Step 4	MDA staff eliminates any “ineligible projects” using MN Statutes 18C.70 and 18C.71 as guidance and forwards all <b>eligible</b> projects to the Council.	December 9-10, 2024
Step 5	Technical Review committee completes reviews of applications	December 16, 2024- Dec. 20, 2024
Step 6	Each Council member completes the reviews for all projects making the first cut and does the initial ranking for projects using a standardized method.	December 16, 2024- January 3, 2025
Step 7	Council forwards initial rankings to the MDA. MDA staff combines the rankings from the entire Council.	January 3, 2025
Step 8	The Council finalizes their individual and group rankings. Council deliberates and conducts official vote on each project. Council selects projects until the available funding spent.	January 6, 2025
Step 10	Successful proposers contacted. Successful responder should go to Table 6.	January 13-17, 2025

**Table 6. Timetable for Successful Applicants**

(Specific dates for Quarterly Progress Reports and Annual Reports will be included in the actual grant/work plan)

Order	Proposed Steps	Associated Date(s)
Step 1	The MDA assists successful applicants in the development of the work plan and budget needed for the grant.	January 17, 2025
Step 2	All proposal and budget adjustments finalized. Grant paperwork begins.	February 3, 2025
Step 3	Work plans, associated budgets, and grants finalized with the MDA.	February 28, 2025 or sooner

<b>Order</b>	<b>Proposed Steps</b>	<b>Associated Date(s)</b>
Step 4	Projects from successful grant applications begin	April 1, 2025 or upon negotiated grant execution whichever is later
Step 5	Quarterly Progress Reports and Billings	July, Oct, Jan, and April during the life of the project
Step 6	Annual oral or written presentation to the Council	August or Early December
Step 7	Submission of annual written report	March 1st of each year or one month after negotiated end date of the grant agreement
Step 8	Final Report and budget Statements to MDA	Submission 30 days after the end of the grant period

## 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 per [Minn. Stat. §16B.98 Subd. 2-3](#) and [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 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 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.

## PUBLIC DATA

Per [Minn. Stat. § 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 agreements have been fully executed.
- All data created or maintained by the MDA 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 agreements have been fully executed

## GRANT PROVISIONS

The enabling legislation establishing AFREC are MN Statute 18C.70, 18C.71, and 18C.80.

Grant agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

Ineligible expenses include but are not limited to the following:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses, (Minnesota considered the home state for determining whether travel is out of state).

## ACCOUNTABILITY AND REPORTING

MDA staff will work with successful responders to schedule payments and deliverables. Prior to beginning work on the proposed project or receiving funding, grantees must provide an IRS W-9 form and sign a grant award agreement with the

MDA indicating their intention to complete the proposed tasks and authorizing the MDA to monitor the progress of the project.

Grant award agreements must be signed and returned to the MDA within 30 days of receipt. Failure to submit an executed copy of the grant award agreement within 30 days of receipt may jeopardize the award.

All information submitted becomes a public record. However, if the grant recipient considers any information to be trade secret protected, the grant recipient may request trade-secret information be kept confidential and must specifically label the information for which the claim is made. If a data requestor challenges a grant recipient's trade-secret designation, the grant recipient will be responsible for defending the trade-secret designation.

Successful grantees are required to respond to requests for follow-up information beyond the term of the grant agreement for evaluation purposes.

## GRANT PAYMENTS

MDA staff will work with successful respondent to generate project budget to include payment schedule and work plan that will include project deliverables. All grantee requests for reimbursement must correspond to the approved grant budget.

Per [Policy 08-08](#), reimbursement is the preferred method for making grant payments. To receive payments, grantees must provide written progress reports and clearly detailed expenditures on an invoice(s) submitted to the MDA as directed in the grant agreement. Grant payments shall not be made on grants with past due progress reports. **The final 10% of the award will be withheld until a final report or documentation is received and approved by the MDA.** The MDA reserves the right to require additional reporting during the project.

## GRANT MONITORING

[Minn. Stat. §16B.97](#) and [Policy 08-10](#) 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.

## GRANTEE BIDDING REQUIREMENTS: FOR NONGOVERNMENTAL ORGANIZATIONS

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- 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.

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's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

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.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Information](#)

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

## 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 Commissioner of Administration, the state 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 contract 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.

**Contact Information: For more information about this RFP, contact**

Margaret Wagner, Nonpoint Fertilizer Section Manager, Minnesota Department of Agriculture  
email: [margaret.wagner@state.mn.us](mailto:margaret.wagner@state.mn.us) phone: 651-201-6488

## AFREC Guidelines on use of products from U.S. Department of Commerce trade blacklist

### **Background:**

Concerns have increased on the need to protect U.S. intellectual properties and crop production technologies from misuse by foreign companies that appear on the U.S. Department of Commerce trade blacklist. Projects funded by AFREC are requested not to use products from these companies. The blacklist of companies appears on the commerce department web site. AFREC funded projects that do not follow these AFREC guidelines risk losing funding from AFREC.

### **AFREC GUIDELINE STATEMENT:**

AFREC funded projects or new projects requesting funding from AFREC are advised to follow AFREC guidelines when using various types of research tools. To protect U.S. intellectual properties and crop production technologies, project leaders should not use products/programs from companies that appear on U.S. Department of Commerce trade blacklist. Examples could include drones, software to interpret drone flight data, chips and semiconductors, software for data collection, field locations, interpretation of data and other tools that could be used by other countries to leverage U.S. agricultural information and technologies.