

# Main Street Economic Revitalization Program

Request for Proposals

## Important Dates

**RFP Release:** January 27, 2022 by 3:00 pm.

**Informational Webinar or Meeting Information:**

11:00 am – 12:00 pm, February 8, 2022. To join the meeting from your smartphone, tablet or computer click the Microsoft Teams meeting link [here](#) or use the audio only call in number +1 651-395-7448 (Phone Conference ID 289 689 5#)

All webinars will be recorded, and content will be made available online at <https://mn.gov/deed/about/contracts/open-rfp.jsp>.

**Proposals Due:** 4:00 pm, February 28, 2022

Proposals must be received via email by 4:00 pm on February 28, 2022. Proposals should be submitted by email to [MSERP.DEED@state.mn.us](mailto:MSERP.DEED@state.mn.us) in a single PDF file not to exceed 25mb in file size. Please avoid using a large number of image files, photos, and scanned documents in the proposal document as that greatly increases the file size.

The subject of the email line should be “MSERP – [Organization Name] – [Proposed Service Area]”

**Grant Decision Made:** March, 2022

**Grant Decision Communicated:** March, 2022

**Contract End Date:** December, 2026

Disclaimer: All costs incurred in responding to the Request for Proposal (RFP) will be borne by responder. This RFP does not obligate the State to award a contract or complete the project. The State also reserves the right to cancel the solicitation if it is considered to be in its best interests.

Alternative Format: Upon request, these materials will be made available in alternative formats.

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# Grant Request for Proposal

## INTRODUCTION

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The Minnesota Department of Employment and Economic Development (DEED) is committed to empowering the growth of the Minnesota economy for everyone. DEED facilitates an economic environment to produce jobs and improve the quality of the state's workforce.

### Objective of RFP

The Department of Employment and Economic Development, through its Economic Development Division is seeking proposals from qualified responders to establish economic revitalization programs that will provide leveraged grants and guaranteed loans to support economic development and redevelopment projects that deliver the most economic impact in communities with the greatest needs due to conditions that have arisen since March 15, 2020.

Successful efforts funded by this program will result in:

- the revitalization of corridors and main streets that have an outsized impact on businesses and surrounding communities,
- expanding the tax base of targeted communities,
- increasing the creation and retention of jobs relative to the local economy, and
- delivering a positive impact on diverse communities most severely harmed by the events of the last year.

In the proposals, organizations will define a service area that includes one or more commercial corridors and/or main streets within communities that have been impacted by conditions that have arisen since March 15, 2020. Proposals will demonstrate how these conditions have resulted in the need for these funds to spur investment and increase commercial activity within those identified commercial corridors or main streets.

Qualifying conditions include but are not limited to:

- Widespread property damage due to fire, flood, arson, civil unrest and/or natural disasters.
- One or more employer closures or multiple commercial space vacancies that have significant impact on the corridor or main street.
- COVID-19 impacts on travel, tourism, retail and accommodation.

### Funds Available

As authorized in 2021 Minnesota Laws, 1<sup>st</sup> Special Session, Chapter 10, Article 1, Sec. 2, Subd. 2 (u) and Minnesota Statutes 116J.8749 up to \$80,000,000 is available for grants to partner organizations under the Main Street Economic Revitalization Program. A total of up to \$40,000,000 was available in the first round through an RFP issued on August 3<sup>rd</sup>. This is the second round of funding and a total of up to \$41 million is available.

Program funds will be made available to partner organizations in proportion to eligible demand with no more than 65% of funds awarded in any one region over the life of the program. The regions are defined

as either the 7-county metropolitan area or the area outside the 7-county metropolitan area ('Greater Minnesota').

The first round of funding awarded approximately 75% of round 1 funds to programs in the Twin Cities Metropolitan Area. Therefore to meet statutory requirements, DEED expects approximately 50% of the round 2 funds will be awarded for programs based in Greater Minnesota.

## Technical Assistance

Technical assistance is available for interpreting instructions or preparing applications. Contact: [MSERP.DEED@state.mn.us](mailto:MSERP.DEED@state.mn.us). Please review all available materials and responses to frequently asked questions before emailing your inquiry.

Each week, DEED staff will post responses to frequently asked questions on DEED's website by way of the Competitive Grants and Contracts page: <https://mn.gov/deed/about/contracts/open-rfp.jsp> and on the Main Street Economic Revitalization program page: <https://mn.gov/deed/business/financing-business/deed-programs/emergency-programs/economic-revitalization/>

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## SCOPE OF WORK

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### Overview

#### Eligible Partner Organizations

The following types of organizations are eligible to submit a proposal for grant funding as a partner organization:

- Foundations engaged in economic development
- Community development financial institutions
- Non-profit organizations engaged in housing and commercial development

Partner organizations must demonstrate that they have the scale, experience, qualifications and capacity to successfully implement a program that will result in the successful completion of multiple development and redevelopment projects within one or more commercial corridors and main streets in their defined service area. In addition, regardless of state or national affiliation, organizations must have Minnesota-based operations, staff, and services.

Organizations seeking to serve as a partner organization must demonstrate in their proposal they have secured funds for the specific purposes of this program or will do so within 15 months of being awarded grant funds. Existing assets not committed to this program and state or federal funds may not be used to meet this requirement. Matching funds can be in the form of lending capital, charitable donations, grants, local government contributions, insurance proceeds and cash contributions from the eligible recipient.

Partner organizations cannot receive financial assistance from this program for facilities or properties they own or lease. Partner organizations must establish a process of ensuring there are no conflicts of interest in determining awards under the program.

Local governments cannot receive funding from this program.

## Eligible Uses

Partner organizations receiving grant funds from this program can use the funds to establish a program within one or more commercial corridors or main streets to provide assistance to eligible recipients and projects within a defined service area.

Leveraged grants and guaranteed loans can be used by eligible recipients for the following:

- Repair, or renovation of real property
- Building construction
- Landscaping and street scaping
- Demolition and site preparation
- Predesign and design
- Engineering
- Non-publicly owned infrastructure
- Related site amenities

Eligible project expenses do not include the purchase of real estate or business operations or business operating expenses, such as inventory, wages or working capital.

Per 2020 Minnesota Statutes 116J.871 prevailing wage requirements under Minnesota Statutes 177.41 through 177.44 apply to all recipients receiving more than \$200,000 in grants or \$500,000 in loan proceeds.

## Program Administration Cost

A portion of the grant to a partner organization may be used by the partner organization for administration and monitoring of the program. The amount of administrative funds made available to a partner organization is based on the following formula:

### Administrative Budget Formula

Total Leveraged Grants Allocation) X 4% = Program Administration Budget Allocation

Expenses directly related to implementing and running this program can include personnel, fringe benefits, travel, equipment, supplies and contractual. Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative costs.

Administrative costs may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, Fleet vehicles, etc.

## Leveraged Grants

Partner organizations can offer eligible recipients up to \$750,000 in state funded grants per project. A leveraged grant can cover up to 30% of the project cost and must be matched by an eligible recipient at 200% of the state's portion of the grant. Matching funds may include but are not limited to funds contributed by a partner organization, insurance proceeds from an eligible recipient, loan proceeds, private grants, cash contributions, donations, local government contributions, and the non-guaranteed

portion of a guaranteed loan from this program. The 200% matching portion of a leveraged grant cannot include state or federal funds.

The matching portion of a leveraged grant can be any combination of loans, grants, cash from the partner organization or from any other sources other than state or federal sources.

For a recipient to receive \$750,000 of state funds the total funding, including matching, will be equal to or greater than \$2.25 million with a total project cost of \$2.5 million. The additional \$250,000 matching minimum to reach the 70% minimum matching requirement does not have any source restrictions and can use state or federal funds.

If an eligible recipient is also receiving a guaranteed loan guaranteed by this program, the non-guaranteed portion of the loan can count towards the eligible recipient 200% minimum matching contribution.

Table 1. Example of a Leveraged Grant

<b>Funding Source</b>	<b>Amount</b>	<b>% of total project cost</b>
Leveraged Grant (State's contribution)	\$750,000	30%
200% minimum grant recipient's contribution (no state or federal funds)  A. Partner organization contributions B. Insurance proceeds C. Private grants and donations D. Loans E. Cash F. Local government contributions G. Non-guaranteed portion of a state guaranteed loan	\$1,500,000	60%
Additional matching minimum (can include state and/or federal funds)	\$250,000	10%
Total minimum project cost	\$2,500,000	100%

An eligible project must have secured commitments for all required matching funds and all required development approvals before a leveraged grant may be distributed.

#### Guaranteed Loans

Partner organizations can offer eligible recipients up to \$2,000,000 in guaranteed loans that are guaranteed by the state up to 80% of the value of the loan. Loan capital must be sourced from non-state or federal sources.

Loan guarantees are for a maximum period of 15 years from the origination of the loan. DEED will use state funds to reserve an equivalent of up to 25% of the value of the guarantee in a loan guarantee trust fund to pay out defaulted loans. If guarantee claims exceed fund levels, guarantees will be paid out on a pro rata basis. The guaranteed portion of the loan may be subordinate to other loans made by lenders in the overall financing package. The full terms and conditions of loan guarantees offered by this program can be found in [Form 2](#).

An eligible project must have all required development approvals before a guaranteed loan may be distributed.

As part of the proposal, organizations seeking a lending capacity allocation will complete a separate lender enrollment form and attach it to the proposal. The lender enrollment form is included as [Form 2](#) in the RFP.

#### Requesting a Guaranteed Loan Allocation

Proposals may include a request for the total amount of lending capacity their program will utilize. This in turn will determine the amount of loan guarantees that will be set aside for the partner organization and the expected amount of state funded contributions to the loan guarantee trust fund that will originate from loans made by partner organization.

The amount of loans made and the status of the trust fund will be updated on a quarterly basis and the information made available on DEED's website.

Table 2: Example of a Guaranteed Loan Lending Capacity Allocation

Requested Lending Capacity (max \$2m per loan)	\$10,000,000
Total Loan Guarantees (80%)	\$8,000,000
Loan Guarantee Trust Fund Set-Aside (25% of Loan)	\$2,500,000

Table 3: Example of A Guaranteed Loan

Guaranteed Loan	\$2,000,000
Guaranteed portion (80%)	\$1,600,000
Loan Guarantee Trust Fund Contribution (min 25%) – State Funds	\$200,000
Total Non-State Dollars	\$2,000,000



## Collaboration

Proposers are encouraged to establish programmatic and co-financing partnerships with organizations that will assist with community outreach, review, awarding and the financing of eligible projects while ensuring there are no conflicts of interest in the award decision and grant monitoring process.

Partner organizations cannot award grants or loans to projects owned by that partner organization or its Main Street program partners. Main Street program partners cannot request or receive funds from the partner organization they are collaborating with. This is considered a conflict of interest and is prohibited.

Partner organizations and their program partners can request and receive funds from a separate partner organization they are not affiliated with or directly collaborating with as long as the grantor partner organization meets all conflict of interest requirements when making award decisions.

Any organization affiliated with another Mainstreet Program funded revitalization program applying for grants or loans from another program will have to meet all the same requirements as any other eligible recipient.

## Matching Funds

Partner organizations must have matching funds secured or do so within the 15-month period following the awarding of grant funds. Matching funds may include but are not limited to funds contributed by a partner organization, funds contributed by a financing partner, local government funds, or cash contributions by eligible recipients including insurance proceeds from an eligible recipient. Matching funds cannot include state or federal funds.

Matching funds can take the form of cash contributions such as grants or the proceeds of loans offered by the partner organization or its financing partners, local governments, or the proceeds of loans or equity secured by eligible recipients. Leveraged grants can be matched with loan proceeds or cash.

An eligible project must have secured commitments for all required matching funds and all required development approvals before a leveraged grant or the proceeds of guaranteed loan may be distributed.

## Tasks/Deliverables

Partner organizations will be responsible for establishing and implementing a Main Street Economic Revitalization program within a defined service area that targets eligible recipients in one or more specific eligible commercial corridors identified in the proposal. Task and deliverables include:

- Establish an economic revitalization program targeting the service area. This includes but is not limited to developing forms, instructions, marketing material, review and award processes, monitoring, reporting and close out processes and forms.
- Conduct marketing and outreach of the program and partner with trusted community organizations to raise awareness of the opportunity. Partner organization will ensure marketing and application materials are available in multiple languages that reflect the communities which the program is targeting.
- Provide directly or partner with local organizations to provide technical assistance to potential eligible recipients who are seeking to request financial assistance from this program.

- Establish a process, including all needed forms and templates, by which eligible recipients can request financial assistance from this program.
- Establish a project application review and award process that ensures there is no conflict of interest in making award decisions and that provide opportunities for community review and input.
- Provide ongoing monitoring of funded projects to ensure eligible recipients are following all guidelines and requirements.
- Submit quarterly program and fiscal reports to DEED that report on grants and loans made, individual project status, projects completed, and other outputs and outcomes as required by DEED.
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.

## Target Population

This program seeks to spur investment that results in a positive and transformative impact in communities with the greatest needs having arisen since March 15, 2020.

The proposal should address how this program will serve diverse populations including racial and ethnic communities, including American Indians, LGBTQI communities, people with disabilities, veterans, low-income communities, and rural communities.

In addition, proposals should present a robust community engagement and equity plan as part of their program design and work plan that ensures individuals and diverse communities living and working in the service area have awareness of these efforts, what opportunities they will have to be included in the project review and funding decision process, and how the results of this work will be communicated back out to those individuals and communities.

## PROPOSALS

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Proposals must conform to all instructions, conditions and requirements included in the RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Responder's risk and may, at the discretion of the State, result in disqualification of the Proposal. Acceptable Proposals must offer all services identified in *Scope of Work* and agree to the contract conditions specified throughout the RFP.

## Narrative Format

The submitted narrative must address all sections in the [Evaluation Criteria](#) and must meet the following specifications:

- 11 point font (Calibri)
- No more than 15 single-sided, double spaced pages with 1" margin on all four sides
- Cover Letter and Proposal Summary (see [Form 1](#))
- Proposal Summary, required forms, and letter do NOT count toward the 15-page limit.

Proposers are encouraged to use the tables and worksheets provided in Form 1- Proposal Summary within the body of narrative sections as needed and where relevant.

**IMPORTANT:** Applicants may be required to supplement their proposals at the request of the Commissioner of DEED and/or the Governor's Office.

## Submission and Due Date

Proposals must be received via email by **4:00 pm (CST) on Monday February 28, 2022**. Two attachments, the proposal (narrative, forms 1-6, and letters) and the Pre-Award Risk Assessment, must be submitted in .PDF format to [MSERP.DEED@state.mn.us](mailto:MSERP.DEED@state.mn.us). Late proposals will not be considered.

Note that emails (including attachments) that exceed 25mb in file size may be rejected by the email system. DEED is not responsible for any issues related to technology.

## PROPOSAL EVALUATION AND SELECTION

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### Overview of Evaluation Methodology

The review committee will be reviewing each proposal on a 100 point scale. The scoring factors and weight that applications will be judged on:

- Project Summary – (0 points)
- Program Design and Work Plan (15 points)
- Service Area and Project Need (25 points)
- Economic Impact (25 points)
- Matching Funds and Leverage (20 points)
- Organizational Capacity (10 points)
- Community Support (5 points)

### Performance Measurement

Performance measurement is a **critical element of accountability for public resources**. During the funding period, DEED will enhance its review and evaluation of program performance by examining the multiple performance indicators reported to DEED.

Some key performance measurements will be:

- The total leverage of state to matching funds
- The increase in the tax base of communities served
- The number of jobs created and retained
- The average wage of jobs created and retained
- The demographics of individuals benefiting from these efforts with specific reference to diverse populations including racial and ethnic communities, including American Indians, LGBTQI communities, people with disabilities, veterans, low-income communities, and rural communities.

DEED believes that these five critical performance indicators, along with quality demographic data, will highlight the comprehensive work our partners perform, and it will provide reliable data on the effectiveness and efficiency of the funded programs, and thereafter help with making future program and funding decisions.

In accordance with Minnesota Department of Administration, Office of Grants Management (OGM) [Operating Policy and Procedure Number 08-13](#), past performance on awarded and closed grants will be considered when evaluating proposals for future grants. New Grantees will not be held to this policy, and former Grantees who have met outcomes as defined in the grant contract will be considered compliant.

**The Commissioner of DEED will review all committee recommendations and is responsible for award decisions. The award decisions of DEED are final and not subject to appeal.**

## EVALUATION CRITERIA

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### 1. Cover Letter and Program Summary – (0 points)

Using the included program summary template in [Form 1](#), provide a summary of your proposal that includes the following details:

- Partner Organization and Program Lead Contact
- Service Area
- Program Needs and Conditions
- Funding Request and Matching
- Program Impact
- Program Timetable

This section is required but is not scored separately from narrative sections 2 through 7. All information summarized in section 1 should be provided in the relevant narrative sections 2 through 7.

### 2. Program Design and Work Plan (15 points)

Provide a description of how the program will be implemented and outline a work plan to provide leveraged grants and guaranteed loans to eligible recipients for specific eligible projects that represent the greatest economic development and redevelopment needs in the surrounding community.

In the work plan, provide descriptions, tasks and timelines for the following categories of activities:

- Outreach and Communications
- Diversity, Equity and Inclusion Plan
- Application Process
- Review and Award Process
- Grant Making and Monitoring Processes
- Lending and Underwriting Processes (see [Form 2](#) “Lender Enrollment Form”)
- Performance Management and Reporting

### 3. Service Area and Project Need (25 points)

Describe the project area, the needs that have arisen in the community since March 15, 2020 and how those conditions negatively impacted commercial corridors in the project area and why this proposed project is needed to revitalize those corridors:

#### Qualifying Needs and Conditions

- What are qualifying conditions that have arisen in the surrounding community since March 15, 2020? Specific qualifying conditions cannot predate March 15, 2020. Conditions can include but are not limited to:
  - Widespread property damage due to fire, flood, natural disasters, arson, and/or civil unrest.
  - One or more employer closures or multiple commercial space vacancies that have significant impact on the corridor or main street.
  - Impact of COVID-19 and related Executive Orders on travel, tourism, retail and accommodation businesses.

- What impact have those conditions had on commercial activity and economic conditions in the project area?
  - Business closures
  - Jobs losses
  - Revenue losses
  - Number and percentage of residents at or below poverty level
  - Racial/ethnic disparities in employment outcomes (unemployment, wages, etc.)
- Describe any conditions in the surrounding community that pre-date March 15, 2020 that exacerbate the impacts of conditions that have arisen since March 15, 2020.
  - Racial/ethnic disparities in employment outcomes (unemployment, wages, etc.)
  - Housing conditions (number and percentage of cost burdened households, homelessness, etc.)
  - A shortage of essential services for residents (grocery, pharmacy, child care, etc.)

#### 4. Economic Impact (25 points)

Provide an analysis of the expected economic impact of this program within the service area defined in the proposal broken out by each commercial corridor and/or main street within the service area and summarized in total. Describe how this program will benefit residents and individuals working in and near the project areas identified in the proposal, with specific reference to diverse populations living and working in the project area. In the analysis, address the following items:

- Number of buildings proposed for development or redevelopment
- Proposed uses of the finished facility and any proposed or identified tenants
- The current vs expected increase in the tax base in the service area
- The number of residents in the surrounding area impacted by this program including demographic details of residents
- The number of new jobs created
- The number of jobs retained

Use the included tables as part of the analysis.

##### Increase in Local Tax Base

Describe how the project will increase the service area's tax base. Please include a total projected tax base increase and how long it will take to accomplish that growth. Provide evidence (for example: letters from city/county assessor, 3<sup>rd</sup> party consultants, etc.) and amounts and comparison from previous tax year. Tax base increase should be calculated with projected businesses in place and not with bare lots.<sup>1</sup>

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<sup>1</sup> Tax base increase is the difference between the previous property taxes collected prior to (re)development and the increased amount of taxes collected after (re)development. Please do not use the increased value of the property in the original base amount. Multiply that increased value by tax rate and subtract the previous property taxes collected. Do not subtract taxes abated or used for TIF from this calculation.

Table 4: Local Tax Base Increase Worksheet

<b>Commercial Corridor/Main Street</b>	<b>A. Current Tax Base</b>	<b>B. Projected Tax Base after Development</b>	<b>C. Projected Net Increase in Tax Base (B minus A)</b>
<b>Total</b>			

### Job Creation

Will the proposed program lead to private investment in job creation and/or job retention? Please explain. Provide a narrative and complete the table below projecting job creation, how many full-time equivalent jobs (FTEs), wages of the new jobs and timing of job creation. Explain how this program correlates and is essential to attracting new businesses or expanding/preserving jobs of existing businesses. What opportunities will be lost if the proposed program is not funded?

Table 5: Job Creation Worksheet

<b>Commercial Corridor/Main Street</b>	<b># of Jobs (FTEs) in 2022</b>	<b># of Jobs (FTEs) in by 2026</b>	<b># of Jobs (FTEs) long-term</b>	<b>Avg. Wages</b>
<b>TOTALS</b>				

### 5. Matching Funds and Leverage (20 points)

Proposals will identify the source of all matching funds, the uses proposed for those funds as either cash contributions or loans to eligible projects and whether or not those funds are secured at the time of the proposal or will be secured within 15 months of being selected for an award.

A higher proportion of funds currently secured vs non-committed will result in a higher score. If a proposer does not have any matching funds committed to this project or has not identified the source of matching funds that will be accessed within 15 months of being awarded, their proposal will be disqualified.

- What is the total amount of funds requested to provide leveraged grants to eligible recipients?
- What is the total amount of lending capital your organization or your financing partners have committed or will commit to lend to eligible projects through this program?<sup>2</sup>
- What is the total amount of cash matching funds your organization has raised and has committed to grant to eligible projects through this program?
- What is the estimated total amount of matching funds that eligible recipients are contributing to their projects?
- What is the source and amount of any additional matching funds your organization intends to raise within 15 months of being awarded? What is the likelihood of those funds being secured on time?

## 6. Organizational Capacity (10 points)

The proposer must demonstrate that they and their partners have the scale, experience, qualifications, and capacity to successfully implement a program that will result in the successful competition of multiple development and redevelopment projects within one or more commercial corridors in their defined service area. In the description address the following items:

1. What is your organization's average annual operating budget for the past three years?
2. How many full-time staff does your organization employ?
3. How many full-time staff (including contractors) will be assigned to running this program on your organization's behalf?
4. What are the qualifications of key executives who will be responsible for running this program?
5. What experience does your organization have in financing development and redevelopment projects?
6. What qualifications and experience does your organization have in working with BIPOC communities and communities that speak a language other than English?

## 7. Community Support (5 points)

Provide a narrative summary and a list of organizations that have issued a letter of support for your organization's proposed program. The list should include the name of the organization, the type of organization (local government, chamber, etc.), the address, the organization's lead and contact information. Any organizations or individuals listed must have a letter of support included as an attachment to the proposal.

Table 6: List of Community Supporters

Organization/Individual Name	Description/Type	Address	Organization Lead	Contact

<sup>2</sup> Only 20% or the non-guaranteed portion of a guaranteed loan can be considered as matching funds for leveraged grants.



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The highest scoring proposals will have a least one letter of support from a local government from each jurisdiction within the proposed service area, one or more letters of support from a community-based organization serving residents in the area, one or more letters of support from a local chamber of commerce, and one or more letters of support from economic development organizations in the area.

## Proposal Review

The review committee will evaluate all eligible and complete applications received by the deadline. The review committee will be composed of grant and subject matter experts at the Department of Employment and Economic Development. Please note that past performance with State funding will be taken into account in proposal evaluation.

The Commissioner of DEED will review all committee recommendations and is responsible for award decisions. The award decisions of DEED are final and not subject to appeal.

## Conflicts of Interest

DEED will take steps to prevent individual and organizational conflicts of interest, both in reference to organizations submitting proposals and reviewers, per Minn.Stat. [§16B.98](#) and Office of Grants Management Policy 08-01 Conflict of Interest Policy for State Grant-Making. When a conflict of interest concerning state grant making exists, transparency shall be the guiding principle in addressing it.

In cases where a conflict of interest is suspected, disclosed or discovered by DEED, applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award, or termination of the grant agreement. In cases where a potential or actual conflict of interest is discovered by the applicant, they must notify the state.

Applicants must complete a Conflict of Interest Disclosure (Form 5) and attach it to their proposal.

## 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, when all grant agreements have been fully executed).
- All data created or maintained by the Department 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, when all grant agreements have been fully executed).

## Selection and Notification of Successful Applicant(s)

Organizations that submit proposals selected to receive an award will be notified via email with a copy of an official award letter. Additional instructions on the contracting process will be included. At that

time your organization will be assigned a grant administrator who will be your single point of contact at DEED throughout your project.

## POST-SELECTION REQUIREMENTS

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### Tax Identification and DUNS Numbers

DEED grantees are required to have both state and federal tax identification numbers and a valid DUNS number issued by Dun & Bradstreet. A DUNS number is a unique, nine-digit identification number for each physical location of your business. DUNS numbers are free for all state vendors and can be obtained via the Dun & Bradstreet website, linked [here](#).

### Vendor Registration

Grant recipients new to DEED-funded grants must complete a grant agreement before DEED will disburse any funds. The State of Minnesota's accounting and procurement system is called State-Wide Integrated Financial Tools (SWIFT). Every organization or sub-grantee doing business with the state is considered a vendor. Vendors must be registered with the State of Minnesota. Vendors can interact with the state through the [Supplier Portal](#), which is part of SWIFT. The Supplier Portal allows vendors to login and view payment detail as well as maintain address and contact information related to their vendor record. For new prospective grantees (vendors), if you are awarded a grant, it will be necessary to register as vendor via the [Vendor Registration link](#).

### Minnesota Department of Human Rights Workforce Certificates

Any business that employs 40 or more employees in a state and that seeks to enter into a contract with the State of Minnesota that is over \$100,000 or is likely to exceed \$100,000 needs to obtain a workforce certificate of compliance from the Minnesota Department of Human Rights. Please check the Minnesota Department of Human Rights website at <https://mn.gov/mdhr/certificates/> or contact them directly at [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us) to determine if your organization needs to seek a workforce certificate of compliance.

### Prevailing Wage

Pursuant to 2020 Minnesota Statutes 116J.871 Any organization receiving more than \$200,000 in grants or \$500,000 in loans proceeds from or backed by the state must comply with prevailing wage requirements under Minnesota Statutes 177.41 through 177.44. More information can be found here: <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>

### Other State and Federal Requirements

DEED grantees must also comply with all state and federal requirements including, but not limited to:

- Worker's compensation;
- Affirmative action;
- Data privacy;
- Equal Employment Opportunity;
- The Americans with Disabilities Act (ADA);
- Voter Registration;
- Unemployment Insurance\*

\*A grantee's Unemployment Insurance account must be current. Please complete the [Unemployment Insurance Account Waiver](#) as part of your application.

## Financial Review

All Non-Governmental Organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to being offered a grant award of \$25,000 and higher. To comply with State Policy 08-06 on the Financial Review of Nongovernmental Organizations please submit one of the following documents with your proposal, based on the following criteria:

- NGOs with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- NGOs with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- NGOs with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

## Bidding Requirements

For Non-Governmental Organizations

Grantees are subject to bidding requirements for goods and services purchased under this grant. Goods and services that cost:

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

- [Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#) – State Department of Administration
- [Disadvantaged Business Enterprise Directory](#) – Minnesota Unified Certification Program
- [CERT Business List](#) – 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 justifying a single/sole source bid, if applicable.

The grantee **must not** contract with vendors who are suspended or debarred in MN listed [here](#).

## Nondiscrimination/EO Assurance

Grant recipients must comply with state and federal civil rights laws and ensure nondiscrimination in programs and services receiving federal and state financial assistance.

## Accountability and Reporting

Accountability and reporting information will be used to monitor grantee service delivery, confirm grant reimbursement requests and measure performance. Grantees are required to submit quarterly reports on the number of applications received, the number of projects awarded grants or loans, the number and total of grants and loans made, and additional outputs and outcomes measures as requested by DEED.

## Grant Monitoring

Minnesota Statutes [§16B.97](#) and State Policy on Grant Monitoring 08-10 require the following:

- One monitoring visit before final payment 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 before final payment on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be: once a year.

## Audits

Per [Minn. Stat. §16B.98](#), Subd. 8, the grantee's books, records, documents and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Checklist: Application Content and Instructions

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☐ **Application Narrative (11-point font, Calibri font, 15 single-sided page limit)**

☐ **Form 1: Cover Sheet and Proposal Summary**

Complete the name and address of the applicant agency and/or fiscal agent as well as the name and address of the contact person for the program and provide a 2-3 page overview of the proposed project. Use the included Form 1 as the template for completing the program summary. Be sure to include an authorized signature and date on the application.

☐ **Form 2: Loan Guarantee Program Lender Enrollment Form**

☐ **Form 3: Partnership Chart**

List all partner organizations that are contributing resources, staff and/or time and other entities who are partnering with your organization. Attach Letters of Commitment from those entities listed in the Partnership Chart as collaborating or cooperating with the project. Please note that these are Letters of Commitment and should spell out what the entity is providing towards the project you are proposing to have funded by DEED.

☐ **Form 4. Affidavit of non-collusion**

☐ **Form 5. Conflict of Interest Disclosure**

☐ **Letters of Support**

Provide a copy of a letter of support from all organizations and individuals listed in proposal narrative section G. When possible, use fully electronic forms and signatures since scanned images of physical letters may result in proposal file sizes exceeding the 25MB limit.

☐ **Partnership Conflict of Interest Disclosure Letters (If applicable)**

☐ **Pre-Award Risk Assessment and Financial Review**

As a separate attachment to the proposal include a completed Pre-Award Risk Assessment form and **one** the following documents below based on the characteristic of your organization:

☐ **Board-reviewed financial statements:** Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.

☐ **Most recent IRS Form 990.** Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.

☐ **Most recent certified financial audit.** Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

## General Definitions

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**Commercial corridor:** an area within a city or town or an area that crosses multiple cities or towns where there is concentration of commercial activity including retail, accommodations, services and employment.

**Community Development Corporations:** means a 501(c)3 nonprofit organization specializing in real estate development of commercial and/or housing facilities.

**Eligible project:** means the development, redevelopment, demolition, site preparation, predesign, design, engineering, repair or renovation of real property or capital improvements. Eligible projects must be designed to address the greatest economic development and redevelopment needs that have arisen in the community surrounding that real property since March 15, 2020. Eligible project includes but is not limited to the construction of buildings, infrastructure, and related site amenities, landscaping or street-scaping. Eligible project does not include the purchase of real estate or business operations or business operating expenses, such as inventory, wages or working capital.

**Eligible recipient:** means a: (1) business; (2) nonprofit organization; or (3) developer that is seeking funding to complete an eligible project. Eligible recipient does not include a partner organization or a local unit of government.

**Guaranteed loans:** means a loan guaranteed by the state for 80 percent of the loan amount for a maximum period of 15 years from the origination of the loan.

**Leveraged grant:** means a grant that is matched by the eligible recipient's commitment to the eligible project of nonstate funds at a level of 200 percent of the grant amount. The nonstate match may include but is not limited to funds contributed by a partner organization and insurance proceeds.

**Loan guarantee trust fund:** means a dedicated account established under this section for the purpose of compensation for defaulted loan guarantees.

**Main street:** the principal area within a single city or town where there is concentration of commercial activity including retail, accommodations, services and employment.

**Partner organizations:** means: (1) foundations engaged in economic development; (2) community development financial institutions; and (3) community development corporations.

**Qualifying conditions and needs:** includes but is not limited to conditions that have arisen since March 15 2020:

- Widespread property damage due to fire, flood, arson, civil unrest, and/or natural disasters.
- Major employer closures and commercial space vacancies
- COVID-19 impacts on travel, tourism, retail and accommodation

**Subordinated loan:** means a loan secured by a lien that is lower in priority than one or more specified other liens.

## Form 1: Coversheet and Proposal Summary

### Organization Information

<b>Organization Name</b>			
Organization Type	<input type="checkbox"/> Foundation	<input type="checkbox"/> CDFI	<input type="checkbox"/> CDC
Brief Description of Organization			
<b>Organization Lead</b> <i>Name and Title</i>			
Phone			
Email			
Address			
City, Zip			
<b>Program Lead Contact</b> <i>Name and Title</i>			
Phone			
Email			
State Vendor ID Number			
Minnesota Tax ID Number			
Federal Tax ID Number			
<b>Brief Description of the Proposal</b>			

### Funding Request Worksheet

Provide a summary of the total request for funds and list the total amount of matching funds. To calculate the amount of matching fund see the *Matching Sources and Type Worksheet* below.

#### Funding Request Worksheet

Funding Category	Calculation/Instructions	Amount
A. Leveraged Grant Allocation	Enter total dollar amount of state funds that are being requested for the purpose of awarding Leveraged Grants to eligible recipient.	
B. Administrative Funds – Grants	Multiply <b>A</b> by 4%	
C. Requested Guaranteed Loans Lending Capacity	Enter total amount of loans this program will issue that will be guaranteed by the state.	
D. Value of Loan Guarantees	Multiply <b>C</b> by 80%	
E. Value of Trust Fund Contributions	Multiply <b>D</b> by 25%	
F. Total State Funding Request	Add <b>A + B + E</b>	
G. Total Matching	See (see item K in Matching Sources and Type Worksheet)	

### Matching Sources and Type Worksheet

Provide a summary of the sources of matching funds and the total amount of non-state and non-federal funds that will be available for eligible recipients to complete their projects. Use additional rows as needed:

#### Cash Contributions

Identify the source and amount of cash contributions (non-loan capital) that will be made available to eligible recipients or contributed by eligible recipients receiving grants or loans from this program:

Matching Funds Source	Amount	Status (Committed, Non-Committed)
<b>H. Total</b>		

#### Loan Capital Contributions

Identify the source and the estimated amount of non-guaranteed portion of loan contributions that will be made available to eligible recipients or contributed by eligible recipients receiving grants or loans from this program:

Matching Funds Source	Amount	Status (Committed, Non-Committed)
<b>I. Total</b>		

#### Total Matching Contributions

J. Cash Grants and Cash Contributions	
K. Non-Guaranteed Portion of Loans	
L. Total Non-State Matching Contribution (J + k)	



## Service Area and Need

Provide a summary of one or more commercial corridors or main streets that make up the service area for your program and the expected amount of leveraged grants and guaranteed loans that will be provided to eligible recipients within that commercial corridor or main street. Two summary tables are provided. Add as many additional summary tables as needed.

### Commercial Corridor/Main Street #1

<b>Brief Description of Commercial Corridor/Main Street A</b>				
City				
Description of Boundaries				
Qualifying Needs and Conditions	<input type="checkbox"/> Widespread Property Damage	<input type="checkbox"/> Major closures and/or vacancies	<input type="checkbox"/> COVID-19 Impacts	<input type="checkbox"/> Other
When did the Needs or Conditions Arise? (month/year)				
Brief Narrative Description of Needs and Conditions				
Estimated Number of Projects to be Funded				
Projected tax base increase				
Projected net new jobs				
Total \$ Leveraged Grants				
Total \$ Guaranteed Loans				
Total \$ Matching Funds <sup>3</sup>				

### Commercial Corridor/Main Street #2

<b>Brief Description of Commercial Corridor/Main Street B</b>				
City				
Description of Boundaries				
Qualifying Needs and Conditions	<input type="checkbox"/> Widespread Property Damage	<input type="checkbox"/> Major closures and/or vacancies	<input type="checkbox"/> COVID-19 Impacts	<input type="checkbox"/> Other
When did the Needs or Conditions Arise? (month/year)				
Brief Narrative Description of Needs and Conditions				
Estimated Number of Projects to be Funded				
Projected tax base increase				
Projected net new jobs				
Total \$ Leveraged Grants				
Total \$ Guaranteed Loans				
Total \$ Matching Funds				

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<sup>3</sup> The non-guaranteed portion of guaranteed loans (20%) made through this program can count as contributions to matching funds for leveraged grants.

### Program Timetable

Please provide a project timetable which includes program conception planning, outreach, implementation and completion.

Activity	Start Date (month/year)	End Date (month/year)

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

Authorized Signature	Title	Date

## Form 2: Main Street Economic Revitalization Loan Guarantee Program Information and Lender Enrollment

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Organizations participating as partner organizations through the Main Street Economic Revitalization program can offer eligible recipients up to \$2,000,000 in guaranteed loans that are guaranteed by the state up to 80% of the value of the loan. Loan capital must be sourced from non-state or federal sources. Loan guarantees are for a maximum period of 15 years from the origination of the loan. DEED will use state funds to reserve an equivalent of 25% of the loan amount in a loan guarantee trust fund to pay out defaulted loans. If guarantee claims exceed fund levels, guarantees will be paid out on a pro rata basis. The guaranteed portion of the loan may be subordinate to other loans made by lenders in the overall financing package.

Organizations submitting a proposal requesting an allocation of loan guarantees are required to use this form to submit additional information to enroll themselves or their lending partner in the guarantee program should their proposal be selected. Once an organization has been approved to participate, the partner organization may submit loans to the department along with a completed loan enrollment application (a separate application submitted with each loan).

### Loan Guarantee Trust Fund Contributions

DEED is currently projecting that we will issue guarantees for no more than \$128 million in loan guarantee balances which equates to a leverage ratio of 4:1 (or a 25% default rate) as we expect to cap total payouts from the loan guarantee trust fund at \$40 million. We believe that level of guarantee should provide lenders assurance that we have adequate coverage. The amount on deposit in the loan guarantee trust fund may be adjusted higher if increased coverage is indicated.

### Additional Terms and Conditions

- If guarantee claims exceed the amount on deposit in the loan guarantee trust fund, claims will be paid in proportionate amount until exhausted. At no time shall total outstanding loan guarantees exceed four times the amount on deposit in the loan guarantee trust fund.
- Principal and interest payments made by the borrower under the terms of the loan are to reduce the guaranteed and nonguaranteed portion of the loan on a proportionate basis. The nonguaranteed portion shall not receive preferential treatment over the guaranteed portion.
- The partner organization shall not accelerate repayment of the loan or exercise other remedies if the borrower defaults, unless:
  - the borrower fails to make a required payment of principal or interest within 60 days of the due date; or
  - the commissioner consents in writing.
- In the event of a default, the partner organization may not make a demand for payment pursuant to the guarantee unless the commissioner agrees in writing that the default has materially affected the rights or security or such demand is in response to federal or state regulators' review of the partner's loan or financial condition of the parties.

- The partner organization must timely prepare and deliver to the commissioner, annually by the date specified in the loan guarantee, an audited or reviewed financial statement for the loan, prepared by a certified public accountant according to generally accepted accounting principles, if available, and documentation that the borrower used the loan proceeds solely for an eligible project.
- The commissioner shall have access to loan documents at any time subsequent to the loan documents being submitted to the partner organization.
- The partner organization must maintain adequate records and documents concerning the loan so that the commissioner may determine the borrower's financial condition and compliance with program requirements.
- Orderly liquidation of collateral securing the loan must be provided for in the event of default, pursuant to the loan guarantee.
- The guaranteed portion of the loan may be subordinate to other loans made by lenders in the overall financing package.

**For additional information please refer to the Frequently Asked Questions page on the DEED website for the Small Business Loan Guarantee Program.**

Please note:

- You must also submit required attachments on the following page.
- Non-Bank and non-credit union lenders selected to participate in the program may be required to submit additional enrollment information after their proposals have been selected for an award.

Application and attachments should be attached to main proposal document as a separate exhibit and submitted per instructions in the request for proposals.

## Lender Enrollment Application

Lender Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Lender: ☐ Credit Union ☐ Bank ☐ CDFI ☐ Other non-profit lender \_\_\_\_\_

The following entities are eligible to participate as lenders in the program: a bank, or other commercial lender, a public entity, or a private nonprofit economic development organization located in Minnesota. The following materials will be used to evaluate lenders. Please label each item with the number listed below.

### **All Applicants - Please submit materials that demonstrate:**

1. a lending staff with an average of 3 years business lending experience;
2. demonstrated capacity to service and manage a loan portfolio;
3. written lending procedures and criteria consistent with the Program requirements;

The undersigned:

- a. certifies that all representations made in this application or information provided herein are true and complete to the best of his or her knowledge,
- b. grants the State of Minnesota and its agents the right to contact individuals and organizations as the State may deem necessary to verify the accuracy and completeness of any and all applicant data,
- c. agrees to execute and deliver written authorizations for the release of data or for any data privacy waivers reasonably required by the State to verify the accuracy or completeness of applicant data, and
- d. acknowledges that it is aware that the act of providing false applicant data may subject it to penalties provided by State and Federal laws.

Signature of Authorized Lender Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Should your application be approved, please indicate what contact information you would like made available to borrowers if different than above. This information will be posted on DEED's website.**

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### **DATA PRIVACY ACKNOWLEDGEMENT**

**Tennessen Warning Notice:** per MN Statutes 13.04, Subd.2, this data is being requested from you to determine if you are eligible for assistance from the Minnesota Department of Employment and Economic Development. You are not required to provide the requested information, but failure to do so may result in the department's inability to determine your eligibility for assistance. The data you provide that is classified as private or non-public and will not be shared without your permission except as specified in state and federal laws.

**Data Privacy Notice:** per MN Statutes 13.591, Subdivision 1, certain data provided in this application is private or nonpublic data; this includes financial information about the business, including credit reports, financial statements, net worth calculations, business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds. Per MN Statutes 116J.401, Subd. 3., certain data provided in this application is private data; this includes data collected on individuals pursuant to the operation of business finance programs.

I have read the above statements and I agree to supply the information requested to the MN Department of Employment and Economic Development, Office of Business Finance with full knowledge of the information provided herein. I certify that all information provided herein is true and accurate and that the official signing this form has authorization to do so.

Typed Name Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### Form 3. Partnership Chart

If applicable, list all partner organizations that will contribute to the proposed program with/without compensation. Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations **are required for each partner**. *If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the applicant organization.* Add additional lines as necessary.

Partner Name and Address of Organization	Type of Organization (e.g. non-profit, etc.)	Key Contact Person and Telephone Number	Type of Commitment: (outreach and marketing, technical assistance to applicants, lending, technical planning, etc.)	Compensated or Uncompensated	Letter of Support or Intent Enclosed?	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from Grant
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Compensated <input type="checkbox"/> Uncompensated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Form 4: Affidavit of Non-collusion

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**Instructions:** Please return your completed form as part of the Response submittal.

**I swear (or affirm) under the penalty of perjury:**

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to Main Street Economic Revitalization Program Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

**Authorized Signature**

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Responder's firm name:

Print authorized representative name:

Title:

Authorized signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

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**Notary Public**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public signature

Commission expires (mm/dd/yyyy): \_\_\_\_\_



## Form 5: Conflict of Interest Disclosure

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This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization:

Date: