

Competitive Grant Request for Proposal (RFP)

SOURCE WATER PROTECTION

November 2025

Competitive Grant Request for Proposal (RFP)

Minnesota Department of Health
Drinking Water Protection
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To obtain this information in a different format, call: 651-201-4576.

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Notification of grant availability

Applications for this grant program are accepted between Tuesday, November 18th, 2025, at 8:00 a.m. and Thursday, December 18th, 2025, at 4:30 p.m.

***Please note that the Source Water Protection Grants program has started using a new online portal for grant applications. It is important that you register for a profile on this portal as soon as possible. Registration link is: [Minnesota Department of Health | Sign in \(https://mdh.fluxx.io/user_sessions/new\)](https://mdh.fluxx.io/user_sessions/new). Registering for an account can be done at any time. More information about this can be found in the Application section below.**

The Minnesota Department of Health (MDH) announces the availability of funding to support Source Water Protection Competitive Grants for community and nontransient noncommunity Public Water Systems (PWSs). Source water protection activities that are funded under this grant program must focus on managing or eliminating one or more potential sources of contamination that MDH has determined presents a risk to the PWS. Community PWSs serve at least 25 year-round residents or have at least 15 service connections that are used by year-round residents (e.g., a municipality, rural water supply system, subdivision, or mobile home park). Nontransient noncommunity PWS serve at least 25 of the same persons over six months per year (e.g., school, factory, industrial park, or office building). The funding for Source Water Protection Competitive Grants is provided under Chapter 36 - MN Laws, 2025.

Based upon availability of funds, Competitive Source Water Protection Grants are anticipated to be offered biannually, in November and May.

Introduction

Source water protection activities are funded by Clean Water Fund appropriations approved by the Legislature. MDH uses these funds, in part, to establish a Source Water Protection competitive grant program. This program is administered through the Drinking Water Protection Section. Additional grant availability notifications include the source water protection transient and plan implementation grant categories.

The fundamental goals of source water protection are to prevent contamination from entering sources of public drinking water at levels that present a risk to people; and to provide long term, sustainable management of drinking water sources. Source water protection applies to all types of PWSs and is based on requirements in the federal Safe Drinking Water Act and authorities granted to MDH by the state legislature. In Minnesota, source water protection is divided into wellhead protection that focuses on 1) groundwater that is used for PWSs and 2) intake protection that focuses on surface water that is used for PWSs.

These are competitive grants that will help implement source water protection measures regardless of whether a community or nontransient noncommunity PWS has a source water protection plan in place. Source water protection plans are either 1) wellhead protection plans that have been approved by MDH under requirements of Minnesota Rules Parts 4720.5100 to 4720.5590, 2) surface water intake protection plans that have been endorsed by MDH or 3) MDH-approved action plans. For qualifying PWSs without a source water protection plan, these measure(s) must address a public health risk related to the drinking water source that has been identified by MDH.

Grant awards

The total amount of funding that is available under this notice is \$170,000. The minimum amount for any grant is \$500 and the maximum amount is \$15,000 and requires an equal cost share. However, when more than one qualifying community or nontransient noncommunity PWS applies under the same grant request, the cap amount will be increased by as much as \$15,000 for each additional PWS up to a maximum grant amount of \$45,000 if three or more PWSs apply jointly. Joint applications must identify which applicant will serve as fiscal agent and include a letter of support from the other PWS(s).

This is a reimbursement grant. The PWS will be reimbursed once the project work item activities and the grant reporting requirements have been successfully met and MDH is satisfied that the project has been completed according to the terms of the grant agreement. See “Allocation of the grant award” and “Grantee reporting requirements” sections below for more information.

Matching funds

An equal cost share for each work item is required for receiving a grant. Cost share activities must be grant-eligible activities. Cost sharing is auditable and must be allowable under cost principles and verifiable to records. Cost share activities must be grant-eligible activities.

A PWS can use its own financial resources or funding obtained from a private or federal grant to meet the cost share requirement for a competitive grant. The following may not be used as cost share for a competitive grant: a source water protection plan implementation grant; Drinking Water Revolving Fund (DWRF) funding; another state grant; or another Clean Water Fund grant.

Funding period

All of the funds that are awarded under this FY 2026 Competitive Fall RFP, must be expended by February 26th, 2027. Based upon availability of funds, MDH anticipates offering Source Water Protection Competitive grants to PWSs biannually in May and November.

Termination for insufficient funding

MDH may immediately terminate this Grant Agreement if it does not obtain funding from the Minnesota Legislature or other funding sources or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Agreement. Termination must be by written notice to Grantee, i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

Eligibility

A Source Water Protection Competitive Grant is intended to support implementation of the drinking water protection measures that address a potential source of contamination exhibiting a high risk that is either 1) described in a source water protection plan or an extension or 2) recognized by MDH through formal correspondence with the PWS (most recent sanitary survey; Notice of Violation, Administrative Penalty Order with compliance agreement; or project evaluation form from MDH Drinking Water Protection staff). Although only qualifying PWSs may apply for a source water protection competitive grant, they may use this funding to support the work of other parties. A PWS must meet the following conditions in order to qualify for a grant:

- Be a community or a nontransient noncommunity PWS.
- The PWS is not currently subject to administrative penalty action by MDH for violation of state or federal PWS regulations. A PWS that is subject to administrative penalty action from MDH for violating PWS regulations should not receive any type of grant until a compliance agreement is in place. The PWS will apply for a grant to implement the actions scheduled in the compliance agreement.
- All prior source water protection competitive grant awards must be closed out.

Each eligible PWS can submit only one application per grant program announcement. However, eligible PWSs can have a plan implementation grant and apply for a competitive grant.

Required documentation

The Conflict of Interest form is required. At least one of the following supporting documentation options must be uploaded in Fluxx with the grant application. Without supporting documentation, the application will be disqualified.

- Project Evaluation form
- Pages including the management strategy from the approved Wellhead Protection Plan or Wellhead Protection Action Plan Management Strategies, or Surface Water Intake Plan
- Sanitary Survey (most recent)
- Notice of Violation with project evaluation form
- Administrative Penalty Order with compliance agreement and project evaluation form

*Please note, the Alternate Source Evaluation form is required for all treatment work items.

Scope of work

Grant funding is to be used solely to support work that is one of the following:

- Referenced to one or more measures contained in an MDH approved source water protection plan or extension to the plan.
- Identified by MDH through formal correspondence with the PWS (most recent sanitary survey)
- Notice of Violation or Administrative Penalty Order with compliance agreement
- Identified in a project evaluation form

Indirect or administrative costs related to using a Source Water Protection Competitive Grant are not eligible. Fundable activities involve costs that are associated with implementing and completing the project.

The work to be performed must meet applicable state regulations, particularly plan review and inspection requirements.

PWSs are not required to submit two bids or quotes with their grant application, but it is in their best interest to obtain a cost estimate whenever it is possible and practical.

A grant application must identify:

- A description of the work that is to be performed.
- The entity responsible for completing the work.
- The cost of performing the work.
- The outcome or deliverable that will be achieved by conducting the work.

- A detailed budget to include an estimated start date for the work to be performed.
- Demonstrated value in protecting the source of drinking water if the work is for infrastructure.

Examples of grant-eligible work item activities

- Potential Contaminant Source Inventory (PCSI) completion.
 - Note: grant funds will only pay for one PCSI per Wellhead Protection Plan duration (ten years) retroactive back to January 2015. Only one PCSI grant application may be approved for each ten-year plan.
- Construction of wells, which include water lines: service water lines are funded from the source to the pressure tank or to the building, or connection to the distribution system, whichever comes first.
- Locating and/or sealing of abandoned or unused wells.
- Work item activities removing contaminants or potential contaminants from any area within a DWSMA, such as removal of fuel or chemical tanks or removal or relocation of sanitary sewer lines.

Work item activities not fundable include:

- Activities that are already completed.
- Activities that are not protecting drinking water.
- Routine maintenance/operation of infrastructure or PWS.
- Illegal activities (do not meet state/local construction requirements).
- Construction permits or fees; well sealing fees payable to MDH.
- Indirect or administrative costs related to using a Source Water Protection Competitive Grant.

No equipment is to be purchased and no construction is to take place until 1) the construction plans have been reviewed and approved by MDH (if appropriate) and 2) a grant agreement is signed by MDH.

Application submittal and review process

All applications must be received by MDH no later than 4:30 p.m. CST, on **December 18th, 2025**. It is the applicant's sole responsibility to allow sufficient time to address all potential delays. Applicants are strongly encouraged to use the online grants portal, Fluxx ([Minnesota Department of Health | Sign in \(https://mdh.fluxx.io/user_sessions/new\)](https://mdh.fluxx.io/user_sessions/new)). If there are circumstances where this is not possible, the applicant should contact a staff member for assistance:

- [MDH Planner and Hydrologist Districts \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf>)

- [Community Public Water Supply Unit \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)
<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf>
- [Minnesota Rural Water Association Source Water Protection Staff Work Areas \(PDF\)](https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf)
<https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf>
- [Drinking Water Protection Contacts](https://www.health.state.mn.us/communities/environment/water/org/index.htm)
<https://www.health.state.mn.us/communities/environment/water/org/index.htm>

Fluxx Login Instructions

New users: If your organization does not already have an account in the system, you will need to create an account. Please click “Create New Account” to complete the registration process and create your login credentials. Please note that your account request may take up to two business days. Once approved, you can begin an application for submittal.

Existing users: If your organization has a grant with source water protection, and you already have a user account, please enter your credentials and log-in. If you forgot your password, please use the “Forgot your Password?” link to reset your password.

- [How to register with Fluxx \(video\)](https://www.youtube.com/watch?v=mDS3MzmSGeA) (<https://www.youtube.com/watch?v=mDS3MzmSGeA>)
- [Grantee's Login Guide \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf)
<https://www.health.state.mn.us/communities/environment/water/docs/swp/fluxxlogin.pdf>

Application Submission Instructions

Applications must be submitted electronically through the Fluxx source water protection grants portal ([Minnesota Department of Health | Sign in mdh.fluxx.io](https://mdh.fluxx.io/user_sessions/new) (https://mdh.fluxx.io/user_sessions/new)). The following resources are available for additional support:

- [Source Water Protection Grants Guide for Applicants \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/grantsguide.pdf)
<https://www.health.state.mn.us/communities/environment/water/docs/swp/grantsguide.pdf>
- [Source Water Protection Grants Quick Start \(video\)](https://www.youtube.com/watch?v=Tocz-5qxLKI)
<https://www.youtube.com/watch?v=Tocz-5qxLKI>
- [How to Apply for a Competitive Grant \(video\)](https://www.youtube.com/watch?v=DylxZTrkdfl)
<https://www.youtube.com/watch?v=DylxZTrkdfl>
- [SWP Grants-Request Collaboration \(video\)](https://youtu.be/ZW0UloJQKu0) (<https://youtu.be/ZW0UloJQKu0>)

Read the online guidance documents and watch the video tutorials for further instructions on how to address application questions outlined in the online portal. If you have any questions, please submit them to SWPGrantsHelp.MDH@state.mn.us.

Acknowledgement of application receipt

The Source Water Protection Grants Portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the

application status will change from “Draft” to “Submitted” on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application. If you do not receive an automated email confirming submission or encounter any other issues with the online application submission, please contact us promptly at SWPGrantsHelp.MDH@state.mn.us. The decision to honor an application in “draft” status that was not submitted at the end of the grant period will be solely at the discretion of MDH. We encourage you to submit in advance of the deadline to allow time to address any technical issues. MDH will not be responsible for delays caused by computer or technology problems.

Scoring grant applications

Grant applications are scored using a standard set of questions and associated point values.

The total score for each grant will be used to place it on a priority list providing that the total score meets or exceeds the minimum value. Once on the list, grants will be funded based upon:

- The score.
- Health equity criteria (see below).
- Date placed on the list.
- Availability of grant funds.

All awarded grant applicants that meet the health equity criteria shall be given a priority point.

Assigning points

MDH will assign points based upon the following grant review questions:

1. Is supporting documentation attached to the application? If not, the grant review cannot proceed further. Grantee must attach at least one of the following:
 - a. Sanitary survey.
 - b. MDH approved wellhead protection plan, MDH approved action plan, MDH endorsed surface water intake protection plan, or MDH approved extension.
 - c. Project evaluation form - This form will be filled out by MDH staff, Minnesota Rural Water Association staff, or local delegated program assigned to the district where the PWS is located. The applicant must contact the designated MDH staff before submitting the application and must include the completed evaluation form with the grant application.
 - d. Notice of violation with project evaluation form.
2. APO with compliance agreement and project evaluation form (APO contains more than one recommendation).
3. Are the work items described in enough detail with associated costs so that MDH can clearly communicate to the public how the money is being spent to protect the source of the drinking water? If not, the grant review cannot proceed further. (0 to 10 points)

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4. Is there sufficient documentation in the detailed budget and schedule to support the grant request amount and to indicate that the work can be completed within the time period that the grant is in effect? (0 to 10 points)
5. Will the grant result in the PWS eliminating or managing a potential contaminant source? If not, the grant process cannot proceed further. (0 to 40 points) The 40 points will be awarded based on the following priorities:
 - a. Public health risk (0 to 15 points):
 - i. Sensitive geologic setting; High vulnerability of the Drinking Water Supply Management Area (DWSMA); vulnerable well. (15 points)
 - ii. Moderate vulnerability of the DWSMA. (10 points)
 - iii. Potential contaminant source does not meet required isolation distance or includes well code violations of other types. (10 points)
 - iv. Install security, generators. (10 points)
 - v. Non-sensitive geological setting; non-vulnerable DWSMA; non-vulnerable well. (5 points)
 - vi. Potential contaminant source being eliminated or managed is targeted to the drinking water source. (5 points)
 - b. Method of correction (0 to 10 points):
 - i. Consolidation/connection to a community PWS. (10 points)
 - ii. Alternative water supply /construction of a new well/ intake, repairing existing well / intake. (10 points)
 - iii. Treatment surface water, or groundwater under the direct influence of a surface water source, or a conjunctive DWSMA. (10 points)
 - iv. Remove potential contamination source (including well sealing). (10 points)
 - v. Management potential contaminant source including management of non-point source. (5 points)
 - vi. Treatment groundwater source. (5 points)
 - vii. Improve security, generators. (5 points)
 - c. Water quality issues (0 to 15 points):
 - i. Maximum Contaminant Level (MCL) or Health Based Value (HBV) exceedance. (15 points)
 - ii. Regulated contaminant value at or beyond one half of the MCL or HBV. (10 points)
 - iii. Other water quality detections. (5 points)
 - iv. Preventative action to avoid water quality problems. (5 points)
 - v. DWSMA - There is an existing DWSMA, and the activity takes place outside the DWSMA 5 points

6. Water quantity issues (0 to 10 points):
 - a. Water quantity issues related to the source (e.g., impaired well capacity, source aquifer at risk of overuse, etc.). Additional production to satisfy business growth is not eligible.
 - b. Preventative actions to avoid water quantity issues.

Total scores

The minimum score to be placed on the grant award list is **25 points**.

The maximum score that can be achieved is 60 points with an additional potential maximum of 61 points when the health equity priority point is applicable.

Note: MDH reserves the right to consider the application incomplete and to assign zero points if the applicant has not provided enough documentation. Points are assigned on a scale basis and depend on how much detail is provided on the application form.

Health equity

The vision of MDH for health equity in Minnesota is where all communities are thriving and all people have what they need to be healthy. One determinant of community health is available financial resources. The Source Water Protection Grant Program will use median household income (MHI), aggregated by city or township, to assess financial need. PWSs operating at or below the MHI threshold shall be considered to meet the health equity criteria.

The Source Water Protection Grant Program will use the [United States Census Bureau \(https://www.census.gov/en.html\)](https://www.census.gov/en.html), American Community Survey 2019-2023 MHI economic characteristics for cities and townships.

Two MHI thresholds will be used; Metropolitan and Non-metropolitan:

- a. Cities or townships located in the 14 County Metropolitan Area with MHI at or below \$98,297. For the purposes of this MDH source water protection notification of grant availability, the 14 county Twin Cities Metropolitan counties are: Chisago, Isanti, Sherburne, Wright, Ramsey, Hennepin, Carver, Anoka, Washington, Dakota, Le Sueur, Mille Lacs, Sibley, and Scott.
- b. Cities or townships located in non-metropolitan counties with MHI incomes at or below \$73,386. Nonmetropolitan counties are the other 73 Minnesota counties not listed above.

Examples:

1. City or township MHI would be used for PWSs located within that city or township. If the MHI is less than or equal to the metropolitan or non-metropolitan MHI (dependent upon location as noted above), they would be eligible for a health equity priority point.
2. For rural water systems, a weighted average of the population and MHI of each city served by the water system will be used.

State or federally owned PWSs are not eligible for health equity priority.

Public data and trade secret materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant, the work item activity, and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Sec. 13.37 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret and indemnify and hold harmless MDH and the State of Minnesota, its agents, and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](https://www.revisor.mn.gov/statutes/cite/13)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Conflicts of interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](https://www.revisor.mn.gov/statutes/cite/16B.98) (<https://www.revisor.mn.gov/statutes/cite/16B.98>) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the [Applicant/Recipient Conflict of Interest Disclosure \(PDF\)](#) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- a grantees or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- a grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- an applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- an applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- an applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the 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.

Audits

Per [Minn. Stat. § 16B.98](https://www.revisor.mn.gov/statutes/cite/16B.98) (<https://www.revisor.mn.gov/statutes/cite/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.

Affirmative Action and Non-Discrimination requirements for all grantees

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 \(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. ([Minn. Rules, part 5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/)).

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.

Notification process

MDH expects to inform grant applicants of the scoring results by the end of January 2026. Successful applicants will be informed that either 1) they will receive a grant using the amount that has been budgeted for this application period or 2) they are being given priority for funding in the next application period using the score and the time and date that was assigned to their application when it was received by MDH. The award decisions of MDH are final and not subject to appeal. Successful applicants may be required to provide additional information necessary for the grant agreement.

Grant management responsibilities

If awarded a grant, no work can begin until all required signatures have been obtained on the grant agreement, and the grantee receives an executed and signed copy of the grant agreement. Any costs associated with work conducted prior to a fully executed grant agreement will not be reimbursed.

Each grantee must formally enter into a grant agreement.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Grant agreement

The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is fully signed, the grantee is expected to read and comply with all conditions of the grant agreement.

A sample grant agreement is available for review online at [Grant Resources \(https://www.health.state.mn.us/about/grants/resources.html\)](https://www.health.state.mn.us/about/grants/resources.html). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If there are exceptions to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Allocation of the grant award

The PWS will be reimbursed once all the project activities and the grant reporting requirements have been successfully met and MDH is satisfied that the project has been completed according to the terms of the grant agreement. All work will meet plan review and inspection requirements, and will be done in accordance with all local, state and federal regulations.

The PWS has the obligation to pay any third party (contractor) at prevailing wages hired for the purpose of completing the work before receiving payment from MDH.

Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that work item activities assigned to Grantee are to be subcontracted out to a third party:

Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or awarded to a targeted vendor.

Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.

Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:

- [Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List \(https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tged-vo-directory/\)](https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tged-vo-directory/)

- [Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](https://mnucp.metc.state.mn.us/)
- [Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program \(https://cert.smwbe.com/\).](https://cert.smwbe.com/)

Grantee reporting requirements

Final reporting will be done in Fluxx. A notification will be sent via email that the report and invoice template documents are available to view in the Fluxx grants portal. In order to receive reimbursement, a PWS who receives a plan implementation grant must report the results of each work item that is funded by providing all of the following information:

- The results of performing the work that is described in the grant agreement.
- The total amount of grant funds that were expended to perform each work item.
- A summary of the costs that are attributed to performing each work item.
- Invoice and narrative report.
- Additional requirements will be listed in the grant agreement, based upon the nature of the project.

Source Water Protection Application Questions

Questions regarding the Competitive Grant Application should be directed to the Source Water Protection Grant Coordinator at 651-201-4576.

For questions about existing awarded grants (e.g. forms, closing out) please contact health.swpgrants@state.mn.us.

For questions specific to the Fluxx (e.g. technical issues) please contact swpgrantshelp.mdh@state.mn.us.

Resources

- [Chapter 36 - MN Laws](https://www.revisor.mn.gov/laws/2025/0/Session+Law/Chapter/36/)
(<https://www.revisor.mn.gov/laws/2025/0/Session+Law/Chapter/36/>)
- [Source Water Protection Competitive Grant](https://www.health.state.mn.us/communities/environment/water/swp/competitive.html)
(<https://www.health.state.mn.us/communities/environment/water/swp/competitive.html>)
- [MDH Planner and Hydrologist Districts \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf>)
- [Community Public Water Supply Unit \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf>)
- [Noncommunity Public Water Supply Unit Field Staff and Districts \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf)
(<https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf>)
- [Source Water Technical Assistance – Minnesota Rural Water Association \(mrwa.com\)](https://www.mrwa.com/technical-assistance/source-water-resources/)
(<https://www.mrwa.com/technical-assistance/source-water-resources/>)
- [Drinking Water Protection Contacts](https://www.health.state.mn.us/communities/environment/water/org/index.htm)
(<https://www.health.state.mn.us/communities/environment/water/org/index.htm>)
- [United States Census Bureau](https://www.census.gov/en.html) (<https://www.census.gov/en.html>)
- [American Community Survey \(ACS\)](https://www.census.gov/programs-surveys/acs) (<https://www.census.gov/programs-surveys/acs>)
- [Minn. Stat. § 13.599](https://www.revisor.mn.gov/statutes/cite/13.599) (<https://www.revisor.mn.gov/statutes/cite/13.599>)
- [Minn. Stat. § 13.37](https://www.revisor.mn.gov/statutes/cite/13.37) (<https://www.revisor.mn.gov/statutes/cite/13.37>)
- [Ch. 13 MN Statutes](https://www.revisor.mn.gov/statutes/cite/13) (<https://www.revisor.mn.gov/statutes/cite/13>)
- [Applicant/Recipient Conflict of Interest Disclosure \(PDF\)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf)
(<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>)
- [Minn. Rules, part 5000.3550](https://www.revisor.mn.gov/rules/5000.3550/) (<https://www.revisor.mn.gov/rules/5000.3550/>)

Attachments

- [Applicant/Recipient Conflict of Interest Disclosure form \(PDF\)](#)