**Innovative Business Development
Public Infrastructure
Application**

Minnesota Statute 116J.435

Revised 6/6/24

# Innovative Business Development Public InfrastructureProgram Concept and Application Instructions

## BACKGROUND/PURPOSE

The Minnesota Department of Employment and Economic Development (DEED) has the authority under Minnesota Statute 116J.435 to award grants to assist Eligible Applicants with the development of costly public infrastructure to keep or enhance jobs in the area, increase the tax base, or to expand or create new economic development through the growth of new innovative businesses.

## ELIGIBLE APPLICANTS

Eligible Applicants for the Innovative Business Development Public Infrastructure (IBDPI) Grant Program include counties, cities, towns, special districts, public higher education institutions, or other political subdivisions or public corporations.

## TYPES OF FUNDING AVAILABLE

DEED provides funds as a grant.

## APPLICATION DEADLINE

The Department of Employment and Economic Development (DEED) will accept applications on an open application, (pipeline) basis until all funds are committed. DEED reserves the right to modify or withdraw this application at any time and is not responsible to reimburse an applicant for costs incurred in the preparation or submittal of their application.

## FUNDS AVAILABLE

Call DEED if interested and a current amount funds available will be provided.

## MAXIMUM AWARD

There are no funding limits for proposals requesting funds from the IBDPI Program. Larger levels of funding may be requested if there is significant leverage, job creation, tax base increase and other factors that warrant the increased funding amount.

Based on the number of eligible applications, funding availability and award amounts will be determined solely by DEED.

## MATCH REQUIREMENT

The amount of a grant may not exceed the lesser of the cost of the public infrastructure or 50 percent of the sum of the cost of the Public Infrastructure plus the cost of the completed Eligible Project.

A Local Governmental Unit’s resolution certifying that the required match is being provided must be included with the application. A sample resolution is attached.

## ELIGIBLE PROJECTS

An Eligible Project means an innovative business development capital improvement project in this state, including manufacturing; technology; warehousing and distribution; research and development; innovative business incubator; agricultural processing; or industrial, office, or research park development that would be used by an innovative business.

**Public Infrastructure** means publicly owned physical infrastructure, including, but not limited to, wastewater collection and treatment systems, drinking water systems, storm sewers, utility extensions, telecommunications infrastructure, streets, roads, bridges, parking ramps, facilities that support basic science technology and clinical research, and research infrastructure. Funds may also be used to acquire and prepare land on which public infrastructure required to support an eligible project will be located, including demolition of structures and remediation of any hazardous conditions on the land, or to predesign, design, acquire, construct, furnish, and equip public infrastructure required to support an eligible project.

**Capital Costs** are defined as an expenditure associated with the improvements to the land, (land costs can be capital costs) made as part of the activities for which application funds are being requested. Capital Costs cannot include feasibility studies, platting, or project administration.

**Innovative Business** means a business that is engaged in, or is committed to engage in, innovation in Minnesota in one of the following: using proprietary technology to add value to a product, process, or service in a high technology field; researching or developing a proprietary product, process, or service in a high technology field; researching, developing, or producing a new proprietary technology for use in the fields of tourism, forestry, mining, transportation, or green manufacturing.

**Proprietary Technology** means the technical innovations that are unique and legally owned or licensed by a business and includes, without limitation, those innovations that are patented, patent pending, a subject of trade secrets, or copyrighted.

**Note:** If your project does not meet one of the above criteria, but you still feel it is a viable grant program project, please contact DEED for clarification prior to submission of an application.

## SELECTION CRITERIA

Innovative BDPI Grant Program applications will be evaluated on the following criteria:

1. The project has well documented interest by a business(es) to justify the need for the infrastructure.
2. The project will have substantial economic benefit to the community in which the project will be located.
3. The project is not relocating substantially the same operation from another location in the state, unless DEED determines the project cannot be reasonably accommodated within the city or county in which the business is currently located, or the business would otherwise relocate to another state. Such evidence must be included in the application.
4. The number of and salaries of full-time jobs created and/or retained.
5. The amount of tax base increase expected from the project and the businesses started in the development.
6. The amount of leverage committed to the public project.
7. The timeliness of project completion and businesses opening.

Additionally, the IBDPI Grant Program shall prioritize projects that provide the highest return in public benefits for public costs incurred. “Public Benefits” include job creation, environmental benefits to the state and region, efficient use of public transportation, efficient use of existing infrastructure, provision of affordable housing, multiuse development that constitutes community rebuilding rather than single-use development, crime reduction, blight reduction, community stabilization, and property tax maintenance or improvement. In making this judgment, DEED shall give priority to eligible projects with one or more of the following characteristics:

* Potential of the local government to attract viable innovative businesses
* Proximity to public transit if located in a metropolitan county[[1]](#footnote-1)
* Multijurisdictional eligible projects that take into account the need for affordable housing, transportation, and environmental impact.

The most competitive applications are those that can demonstrate within their request the following:

* A strong, well-documented need and an effective solution This would include documented financial costs, reasonable budgets, secured leverage resources.
* How the proposal addresses the goal of the application.
* Committed business(es), number of full-time jobs created and their salaries.
* Project Readiness – will the project be started within 6 months after DEED approval.
* Evidence that the Eligible Applicant and/or their partner are able to perform and complete the tasks stated within the application.

## DEED DISBURSEMENT REQUIREMENTS

Supporting documentation (including invoices and canceled checks) for all incurred costs (including the required match) must be included with each pay request in order for DEED to process payment. DEED will only reimburse for completed work that has been paid for by the grantee. Grantee staff time is not and eligible cost for the grant or required match. Only costs incurred after the grant agreement is fully executed are eligible reimbursement and match costs.

## TIMETABLE FOR COMPLETION OF AWARDS

Projects should be completed within three (3) years of execution of the funding agreement unless an extension is requested by the awarded community in writing and approved by DEED. If the project has not proceeded in a timely manner (i.e., within six (6) months of scheduled construction start date), DEED has the authority to cancel the award. Projects must be occupied by an Innovative Business within 5 years of the last grant payment, or the grant recipient must repay the amount of the grant received.

## APPLICATION REQUIREMENTS/TIMETABLE

Applications will be accepted and awarded on an open application basis (pipeline) until all funds are committed. Eligible applicants must email their application to jeremy.lacroix@state.mn.us. Application format should meet the following requirements:

* One PDF file for application and attachments
* All pages in application should be 8.5” x 11”
* Maximum file size of under 5MB

## REPORTING REQUIRMENTS

DEED will provide each grantee with the necessary reporting documents. Reports must be provided to DEED upon request.

## CONTACT

Jeremy LaCroix

651-259-7457

jeremy.lacroix@state.mn.us

## APPLICATION INSTRUCTIONS

Eligible Applicants may apply for assistance from the IBDPI Grant Program using the IBDPI Application if they have an Eligible Activity.

DEED shall analyze all applications and base their funding decision on the information provided within each application. There may be instances when staff will require additional information prior to making a funding decision.

Please do not submit Program Concept and Application Instructions with your application.

Please answer all questions. Failure to do so will affect application scoring.

**If the proposal submitted is not eligible for DEED’s funding, DEED may recommend alternative funding resources.**

# Innovative Business Development Public Infrastructure Application Cover Sheet

**The Cover Sheet must be completed by all applicants requesting financial assistance.**

Project Name:

Project Address or Location:

DEED Request: Total Project Costs:

MN House District: MN Congressional District:

Applicant:

Address: City: MN, Zip Code:

Minnesota Tax Identification Number: Federal Tax Identification Number:

Project Contact Person: Title:

Phone: Email:

# Innovative Business Development Public Infrastructure (IBDPI)Application

## Project Summary

Provide a brief Project Summary that, at a minimum, includes the following:

* Describe the proposed project and justification for the need for funding. Please indicate how your project meets the Innovative Business definition and requirements.
* If the project has current DEED funding, describe the program those funds are from and the amount of funds.
* Provide the type of funding will the city (or other type of grantee) will be contributing towards the project. If none, an explanation must be provided.
* Provide maps showing city boundaries, the location of the proposed development, the location of the proposed public infrastructure improvements, including types of improvements, etc.
* Provide evidence that all permit approvals and/or status from necessary agencies (i.e., MN Pollution Control, Department of Health, Dept. of Natural Resources, etc.,) have been obtained.
* Provide status of engineering documents.
* Construction start and end dates of the project;
* If site is not owned at time of application, provide date of acquisition or annexation. Provide letters of commitments to acquire and/or annex the site.
* Letters of commitment from the new or expanding business.
* Contact information for the business and/or businesses: (name, title, address, and phone/fax number, etc.). If there is a parent company, provide evidence that they support the expansion.
* Provide the current number, type, and salaries of jobs per business? Also include documentation as to the number and what type of jobs will be created within 12 months of completion of the project. This would include anticipated pay scales for each respective job category.
* Information on any current operations the business has in Minnesota. Including a brief history of the business.
* Provide existing building dimensions and/or dimension of proposed expansion of the business.

## Provide Evidence of Community Support/Permitting

* This would include, but is not limited to, neighborhood meetings, planning commission approval and city council approval.
* Provide documentation indicating the project is consistent with all applicable comprehensive plans, zoning ordinances, etc.

## Project Financial Information

Provide a detailed budget listing, at a minimum, project activities, amount, and source of funds for each activity, total project cost, amount of IBDPI funds requested for each activity. The budget should include only eligible costs. Program funds cannot be used for previously paid costs. See Attachments for a sample budget.

For all leveraged resources, the following information must be included:

* The source of funds and signed financial commitments from the other funding partners.
* The terms and conditions of the funds being leveraged (i.e., loan, interest rate, grant, term, etc.).

The name of the contact person for each source of leveraged funding (address, phone number, email, etc.)

Applicants must also complete Attachment #3 – Source and Use Document

## Increase in Tax Base

Describe how the project will increase the community’s tax base. Provide evidence (letters from city/county assessor) and amounts and comparison from previous tax year. Tax base increase should be calculated with projected businesses in place and not with improved bare lots.

## Relocation of an Existing Minnesota Based Business

If the primary purpose of this project is relocating an existing business currently located in the state of Minnesota, you must provide information within the application that indicates:

* The project cannot be reasonably accommodated within the city in which the business is currently located, or;
* The business would otherwise relocate to another state.

## Additional Required Program Information

* **Resolutions:** A resolution indicating city’s approval and the commitment of local matching funds from the governing body of the municipality in which the site is located. (A blank resolution has been attached for your convenience). You may choose to re-format this resolution but make sure to include all of the statements that appear in the resolution.

**NOTE:** Statutory Cities must authorize the mayor and clerk to execute all contracts on the resolution. (Attachment 1).

* **Legal Description:** A legal description of where the public infrastructure will be placed may be needed in the grant agreement and potentially a legal declaration recorded on the property, however a legal description is not needed with the application.
* **Declaration:** A declaration is typically recorded on state funded capital grants. Many public infrastructure grants request a waiver from the declaration requirement and complete a Certification in its place. The declaration is included in this application; however, you do not need to complete it or provide the legal description as part of the application. Do not apply for a waiver until after the grant has been awarded.
* **State Prevailing Wages:** As per Minnesota Statute 116J.871, Subdivision 4, “**Notification:** A state agency shall notify any person applying for financial assistance from the state agency of the requirements under subdivision 2 and of the penalties under subdivision 3.”

Subdivision 2 reads, “**Prevailing wage required.** A state agency may provide financial assistance to a person only if the person receiving or benefiting from the financial assistance certifies to the commissioner of labor and industry that laborers and mechanics at the project site during construction, installation, remodeling, and repairs for which the financial assistance was provided will be paid the prevailing wage rate as defined in section 177.42, subdivision 6.”

Subdivision 3 reads, “**Prevailing wage; penalty**. It is a misdemeanor for a person who has certified that prevailing wages will be paid to laborers and mechanics under subdivision 2 to subsequently fail to pay the prevailing wage. Each day a violation of this subdivision continues is a separate offense.”

Budget Example

Sample Resolution

Attachments I, II, III

## IBDPI Sample Project Budget

Use the following format for the project budget. The budget should include only eligible costs. Note: Eligible costs are Capital Costs only. See definition of Capital Costs under the Eligible Projects section of the Program Concept. IBDPI funds cannot be used for previously paid capital costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Activities | DEED | City/County | Other | Total |
| Sanitary Sewer | $125,000 | -- | -- | $125,000 |
| Storm Sewer | -- | -- | $100,000 | $100,000 |
| Water | $125,000 | -- | -- | $125,000 |
| Streets | -- | $100,000 | -- | $100,000 |
| Sidewalks | -- | -- | -- | -- |
| Engineering (during construction, not planning)  | -- | $50,000 | -- | $50,000 |
| Other Infrastructure | -- | -- | -- | -- |
| Total Costs | $250,000 | $150,000 | $100,000 | $500,000 |

The City of Frostbite Falls has committed $50,000 of general funds to the project (commitment resolution attached). The funds will be provided as a grant to the city for the project. The remaining $100,000 will be assessed to the business owners benefiting from the project.

The Federal Economic Development Authority has given preliminary indication that they will provide a $100,000 grant to the project. Final approval is expected in October 2010. Attached is a preliminary approval letter from the EDA with a contact person.

Timetable-please feel free to include any additional activities you deem necessary.

|  |  |  |
| --- | --- | --- |
| Activity | Start mm/yy | Finish mm/yy |
| Initial Engineering | 3/16 | 6/16 |
| Easements Acquired | 3/16 | 6/16 |
| Resolution Approved | 3/16 | 3/16 |
| Declaration for public property | 3/16 | 3/16 |
| Permits Acquired | 7/16 | 7/16 |
| Project Specifications | 5/16 | 8/16 |
| Out for Bid | 8/16 | 12/16 |
| Bid Close | 12/16 | 12/16 |
| Award Contract/Notice to Proceed | 12/16 | 12/16 |
| Project Construction | 4/17 | 9/17 |

# LOCAL GOVERNMENT RESOLUTIONINNOVATIVE BUSINESS DEVELOPMENT INFRASTRUCTURE APPLICATION

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that (Applicant) act as the legal sponsor for project(s) contained in the

Innovative Business Development Infrastructure Application to be submitted on and that

 (Title of First Authorized Official) and (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this

project on behalf of (Applicant).

BE IT FURTHER RESOLVED that (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that (Applicant) has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, , (Applicant) may enter into an agreement with the State of Minnesota for the above‑referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that, , (Applicant) has committed $ towards the local match requirement.

BE IT FURTHER RESOLVED that the sources of the Applicant’s matching funds shall be the fund which has adequate funding to cover the commitment.

BE IT FURTHER RESOLVED that (Applicant) will the repay the grant if milestones are not realized by the completion date identified in the Application.

 (Applicant) certifies that it will comply with all applicable laws, regulations, and rules of the Application.

BE IT FURTHER RESOLVED that the sources and uses, private investors, equity, and other financing commitments represented in the attached document are accurate.

NOW, THEREFORE BE IT RESOLVED that (Title of First Authorized Official) and
 (Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the (City Council) of

 (Applicant) on (Date).

**SIGNED:**

(Authorized Official)

(Title) (Date)

**WITNESSED:**

(Signature)

(Title) (Date)

# Attachment I to Grant Agreement

**State of Minnesota
Innovative Business Development Public Infrastructure Program
General Obligation Bond Financed**

## DECLARATION

The undersigned has the following interest in the real property located in the County of , State of Minnesota that is legally described in **Exhibit A** attached and all facilities situated thereon (collectively referred to as the “Restricted Property”):

(Check the appropriate box.)

a fee simple title,

a lease, or

an easement,

and as owner of such fee title, lease, or easement, does hereby declare that such interest in the Restricted Property is hereby made subject to the following restrictions and encumbrances:

* 1. The Restricted Property is bond financed property within the meaning of Minn. Stat. § 16A.695 that exists as of the effective date of the grant agreement identified in paragraph B below, is subject to the encumbrance created and requirements imposed by such statutory provision, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget, or its successor, which approval must be evidenced by a written statement signed by said commissioner and attached to DEED, mortgage, encumbrance or instrument used to sell or otherwise dispose of the Restricted Property; and
	2. The Restricted Property is subject to all the terms, conditions, provisions, and limitations contained in that certain Project between the City of and the Minnesota Department of Employment and Economic Development (DEED), dated (the “G.O. Grant Agreement”).

The Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for as long as the G.O. Grant Agreement is in force and effect; at which time it shall be released therefrom by way of a written release in recordable form signed by both the Commissioner of Minnesota Department of Employment and Economic Development and the Commissioner of Minnesota of Management and Budget, or their successors, and such written release is recorded in the real estate records relating to the Restricted Property. This Declaration may not be terminated, amended, or in any way modified without the specific written consent of the Commissioner of Minnesota of Management and Budget, or its successor.

## PUBLIC ENTITY:

City of \_\_\_\_, a statutory city

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_\_

And: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executed on the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_\_

STATE OF MINNESOTA )

) ss.

COUNTY OF )

This Department of Employment and Economic Development Declaration was executed and acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on behalf of said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Notary Public

This Declaration was drafted by:

Office of Attorney General

Suite 300

400 Sibley Street

St. Paul, MN 55101-1996

# Attachment IILEGAL DESCRIPTION

**(only the public land in which the infrastructure is located)**

# Attachment III to Grant AgreementSOURCE AND USE OF FUNDS FOR THE PROJECT

|  |  |  |
| --- | --- | --- |
| **Source of Funds** |  | **Use of Funds** |
|  |  |  |  |  |
| **Identify Source of Funds** | **Amount** |  | **Identify Items** | **Amount** |
|  |  |  |  |  |
| **State GO Funds** |  |  | **Ownership Acquisition**  |  |
|  IBDPI/Program Grant | $\_\_\_\_\_\_\_\_\_\_ |  | **and Other Items Paid for** |  |
|  |  |  | **with Program Grant Funds**  |  |
| **Other State Funds** |  |  | Purchase of Ownership | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | Interest |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | Other Items of a Capital |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | Nature |  |
| Sub-Total | $\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| **Matching Funds** |  |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | Sub Total | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Sub Total | $\_\_\_\_\_\_\_\_\_\_ |  | **Items Paid for with** |  |
|  |  |  | **Non- Program Grant Funds** |  |
| **Other Public Entity Funds** |  |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Sub-Total | $\_\_\_\_\_\_\_\_\_\_ |  | Sub Total | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| **Loans** |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Sub-Total | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **Other Funds** |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Sub-Total | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **Prepaid Project Expenses** |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Sub-Total | $\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **TOTAL FUNDS** | $\_\_\_\_\_\_\_\_\_\_ |  | **TOTAL PROJECT COSTS** | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |

 Conflict of Interest Disclosure

State of Minnesota

 Request for Proposals

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

# Conflict of Interest Disclosure Form

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 (August 2020 Effective Date 1/1/21)](https://mn.gov/admin/assets/grants_policy_08-01%20August%202020%20Effective%20date%20January%201%202021_tcm36-442645.pdf) 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: Organization:

Signature: Date:

1. As defined in section 473.121, subdivision 4. [↑](#footnote-ref-1)