

Response Summary:

2025 Invasive Aquatic Plant Management Grant Application with Assurances Form

This Application with Assurances will occur entirely within your Internet browser. If you click on a link, you will be directed to a new tab. Your application will remain open in the original tab, but you will need to navigate back to this original tab. For those completing this application on a mobile device, you may wish to review how to navigate between multiple tabs within your browser app.

Each time you click "next" at the bottom of a page, your responses are saved. If you close the survey and later reopen it in the same browser, the survey will start where you left off.

For an alternate way to complete the application, please contact [Angelique Dahlberg](#), Aquatic Invasive Species Research and Grants Coordinator.

Overview

The Minnesota Department of Natural Resources (DNR) has made up to \$400,000 available to all local entities such as lake associations, watershed districts, cities, and counties to receive state funding from the DNR for the management of [curly-leaf pondweed](#), [Eurasian watermilfoil](#), [flowering rush](#), and/or [starry stonewort](#).

Funding is for reimbursement of expenses incurred while conducting local aquatic invasive species (AIS) management projects under invasive aquatic plant management permits. Grantees will be reimbursed up to their grant amount for a pre-treatment delineation survey conducted by a third party and costs related to that. Only one application per waterbody (as defined by its unique Lake ID number) will be accepted. Applications will be selected by a random order until funds are spent, and grant award amounts will be determined by proposed and DNR-reviewed project acreage.

Additional information on funding availability, the review process, the award process, work plan requirements, reimbursable expenses, and resources for applicants is available on our main IAPM Grant website: [2025 Invasive Aquatic Plant Management Grant Program](#).

Application Instructions

In this application, we will ask for information on the following:

1. **The applying organization** (including the organization's SWIFT ID number).
2. **Contact information for the Official with Delegated Authority to Sign.** This is the person in your organization with delegated authority to sign the grant contract agreeing to the terms of the grant program. When they sign this Application with Assurances, they certify that they have read the application and will comply with the approved Application with Assurances and assurances in the Grant Award Notification (GAN) and all other applicable federal regulations, state statutes, and local policies.
3. **Contact information for a Primary and Secondary Contact.** A Primary Contact is required, and a Secondary Contact is suggested. The Primary Contact may be the same as the Official with Authority.
4. **Information on the lake**, including its Lake ID number. You can find your lake's eight-digit Lake ID by searching for it in the [DNR's Lake Finder](#).
5. **Which plant species** your organization plans to manage with these funds, if selected for an award.
6. **Which management methods** (e.g., mechanical, herbicidal) your organization plans to use with these funds, if selected for an award.
7. **An estimate of lake acreage** that your organization would manage with these funds, if selected for an award.
8. If you will be renewing a past IAPM permit to conduct this work, **the permit number(s)** that would allow this work.

Additional information

Application window and deadline

This grant program will begin accepting applications at 9:00 a.m. Monday, Nov. 4, 2024. Applications received before this time will not be accepted. The application deadline is 9:00 a.m. Wednesday, Dec. 4, 2024. All completed applications submitted within the one-month application period will be considered for funding. Grant awards will range from \$2,500 to \$12,500. *To be considered for a 2025 Invasive Aquatic Plant Management (IAPM) grant, please complete this entire application.* You will receive an email confirming receipt of your application. If you do not receive an email, we have not received your completed application.

How to submit

Review and fill out this Grant Application with Assurances form, only applying for one grant per unique waterbody ID. For an alternate way to complete the application, please contact [Angelique Dahlberg](#), Aquatic Invasive Species Research and Grants Coordinator.

Signature requirement

This application must include the signature of the person in your organization with delegated authority to sign the grant contract ("Official with Delegated Authority to Sign") agreeing to the terms of the grant program. *When you sign the Application with Assurances, you certify that you have read the application and that you will comply with the approved application with assurances and the assurances in the Grant Award Notification (GAN) and all other applicable federal regulations, state statutes and local policies.*

SWIFT Supplier ID requirement

In the application, you will be asked to provide your organization's SWIFT Supplier ID (sometimes also called Vendor ID). You can find helpful guides for tasks such as resetting your password or updating your supplier profile in the [SWIFT Vendor Reference Guides](#). If your organization does not have a supplier profile, this link also provides information for registering as a supplier. If you are unable to locate your organization's SWIFT Supplier ID number or create a supplier profile before the application deadline, you will be expected to find or obtain a SWIFT Supplier ID number if awarded an IAPM grant.

Data practices notice

The Minnesota Department of Natural Resources (DNR) is asking you to provide your email address and phone number for the grant application. In accordance with [Minn. Stat. 13.356 subd. a](#), your personal email address and phone number are private data. The DNR will only use the email address or phone number for purposes of contacting you about the grant application you submitted. You are not required to provide this information. If you do not provide contact information, the DNR will be unable to follow up on the application. Only DNR staff working on the Invasive Aquatic Plant Management Grant program will have access to the private data, and it will not be shared with anyone unless court ordered, or as otherwise provided by law.

Please note that the day after the grant application deadline, the name and address of all applicants and the amounts requested become public. All other data are nonpublic until the Grant Award Notice is completed. After the application review process is completed, all data (except trade secret data) becomes public.

2025 Updates to the Grant

Award amounts: Grants will range from \$2500 to \$12,500.

Previous grant funding: Waterbodies that did not receive program funding in 2024 or 2023 will have a higher chance of receiving a grant in 2025 to ensure that funds continue to support a wide range of waterbodies and organizations.

Starry stonewort: Applicants proposing management of starry stonewort at public accesses will receive higher priority for selection. Applicants proposing physical removal (e.g., via hand-pulling or DASH) management of starry stonewort at public accesses may be eligible for increased grant funding support. Starry stonewort management is a priority for this year's program due to its limited distribution and the potential for adverse effects on recreation and aquatic habitat that may occur with additional spread within and between lakes.

Regional distribution: All grants will be ordered randomly for award selection, but an equal proportion of all applications will be funded in every DNR Region (map).

General Guidance

Curly-leaf pondweed: All curly-leaf pondweed treatments must be completed early in the season before the permit expiration date, which is based on ice-out date and water temperature.

Delineations: Historically, these grants have supported projects that have completed delineation surveys in the same year as treatment. Some delineation surveys conducted in 2024 may be adequate to define treatment areas for 2025 based on species and treatment method. If you believe a delineation survey conducted in 2024 is adequate to establish treatment areas in 2025, it must be included with your permit application. Your DNR Regional Invasive Species Specialist will review your previous delineation with your permit application. If it is acceptable, the requirement for a new survey can be waived.

Permits: An invasive aquatic plant management permit application is not required at the time of grant application. Instead, invasive aquatic plant management permit applications will be a step in the grant work plan to be completed in late winter and early spring of 2025. Being awarded a grant does not guarantee an invasive aquatic plant management permit. Expenses incurred for a delineation survey will be eligible for reimbursement, even if an invasive aquatic plant management permit is not issued.

Signature-1. Thank you - you have entered all of the required information to complete your Grant Application with Assurances (except for a final signature).

In the next section, we will present the Assurances and Recitals. At the end, we will ask for a signature from the Official with Delegated Authority to Sign, agreeing to those terms. *Your application will not be complete and submitted until it is signed.*

Are you the Official with Delegated Authority to Sign?

- Yes.

Application

Information about the Applying Organization

Organization-2. Legal name of applicant organization

Isanti County Green Lake Improvement District

Organization-3. Organization's official address (number and street)

33193 Peridat St NW

Organization-4. City
PRINCETON

Organization-5. State
MN

Organization-6. Postal code
55371

Organization-7. Does the organization have a valid SWIFT ID number? *Note: this is sometimes called a Vendor ID number.*

- Yes

Organization-8. Organization's SWIFT Supplier ID number. Please enter only numbers; most numbers begin with 0s.
0001080530

Official with Delegated Authority to Sign

Please provide an Official with Delegated Authority to Sign. This is the person in your organization with delegated authority to sign the grant contract agreeing to the terms of the grant program. When they sign this Application with Assurances, they certify that they have read the Application with Assurances and will comply with the approved Application with Assurances and Assurances in the Grant Award Notification (GAN) and all other applicable federal regulations, state statutes, and local policies.

OfficialContact-1. Name of Official with Delegated Authority to Sign
Gordon J Haubenschild

OfficialContact-2. Title
CHAIRMAN OF GREEN LAKE IMPROVEMENT DISTRICT (GLID) BOARD

OfficialContact-3. Phone number
507-259-7097

OfficialContact-4. Email address
Question type "TEAUTO" is currently not supported.

Primary Contact

Please provide a Primary Contact. This is the person in your organization who will be the main contact between the organization and the State. The Primary Contact may be the same as the Official with Authority.

PrimaryContact-2. Name of Primary Contact
Gordon J Haubenschild

PrimaryContact-3. Phone number
507-259-7097

PrimaryContact-4. Email address
gordon_haubenschild@yahoo.com

SecondaryContact-1.

Secondary Contact

An Official with Authority and Primary Contact is required for this Application with Assurances; a secondary contact is not. However, a secondary contact can be helpful for communication purposes. Does your organization have a secondary contact to include on this Application with Assurances?

- Yes

SecondaryContact-2. Name of secondary contact

BARBARA PRINCE

SecondaryContact-3. Phone number

763-389-1690

SecondaryContact-4. Email address

prin0048@umn.edu

Lake Information

Which Minnesota lake is this Application with Assurances for?

LakeInfo-2. Lake name

GREEN LAKE

LakeInfo-3. Lake county

Isanti

LakeInfo-4. Nearest town to lake

CAMBRIDGE, MN

LakeInfo-5. Eight-digit lake ID number

Do not include dash marks. You can find your lake's eight-digit Lake ID by searching it in the DNR's [Lake Finder](#). Grant awards will be limited to one Invasive Aquatic Plant Management grant per waterbody as defined by the waterbody's unique eight-digit [Lake ID](#) number.

30013600

Project Information

Tell us about which invasive aquatic plant(s) you plan to manage, and how large you anticipate the project will be.

Plants-2. Target plant(s)

Check all the following that you plan to manage with this grant. To be considered for funding, a lake must be listed as infested with the species the project proposes to manage. If your project includes management efforts for two or more target species that would require separate treatments, include both here on one Application with Assurances.

- Curly-leaf pondweed
- Eurasian watermilfoil

Methods-1. Proposed control method(s)

Check all that apply.

- Herbicide application
- Mechanical harvesting

Acreage-1. Proposed project acreage

Enter the number of acres you plan to manage.

50.5

Permits-1. Permit(s)

Will you be renewing one or more past IAPM permits to conduct this management? Note: If you do not have a permit, obtaining one will be a part of your grant project process.

- Yes

Permits-3. Permit number

If you will be renewing a past IAPM permit, please list your permit number here. If you do not have a permit, obtaining one will be a part of your grant project process. Please list your permit number will in the following format: #####-#####.

2018-1015

Permits-4. Do you have a second permit you will conduct work under?

- Yes

Permits-5. Please list your additional permit number:

2021-0765

Permits-6. Do you have an additional permit you will conduct work under?

- No

Grant Assurances and Recitals

This section of the Application with Assurances includes all Grant Assurances and Recitals. The Official with Delegated Authority to Sign should read this and will be required to provide a signature agreeing to these terms at the end of the Application with Assurances.

Assurances

The applicant, by signing the coversheet to the application submitted to the state, certifies they have read all application documents including any revised documents and agree to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

Recitals

1. Under [Minn. Stat. 84.026](#) the State is empowered to enter into this grant.
2. Pursuant to [Minn. Stat. Section 84D.02](#), the Commissioner has the authority to coordinate programs to manage the growth of invasive species of aquatic plants with local units of government, special purpose districts, and lake associations. An infestation of at least one of Eurasian watermilfoil, curly-leaf pondweed, flowering rush, or starry stonewort exists in this lake as described in the Grant Application with Assurances (incorporated here as Exhibit A).
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn. Stat. 16B.98 Subd. 1](#), the Grantee agrees to minimize administrative costs as a condition of this grant.

Survival of Terms

The following clauses below survive the expiration or cancellation of this award: **Audits; Liability; Publicity; Government Data Practices; Data Disclosure; and Governing Law, Jurisdiction and Venue.**

Grantee's Duties

The Grantee, who is not a state employee, will:

I. Comply with required grants management policies and procedures set forth through [Minn. Stat. 16B.97, Subd. 4 \(a\) \(1\)](#).

II. Perform the duties outlined in the Grant Award Notification and Exhibit A (the Grant Application with Assurances), which include:

(a) Apply for an Invasive Aquatic Plant Management (IAPM) permit for treatment. Being awarded a grant does not guarantee an IAPM permit.

(b) Arrange for an aquatic plant surveyor, who is not the contractor listed in #4 below, to do a delineation survey of the areas of invasive aquatic plants to be treated in the waterbody listed in the application.

(c) Complete the IAPM permit application for treatment by submitting the delineation survey map and GPS coordinates into the MNDNR Permitting and Reporting System (MPARS). Notify the Regional Invasive Species Specialist for the waterbody listed in the application that the survey map has been added to the application.

(d) Arrange for a contractor to treat the invasive aquatic plants identified in the application and IAPM permit in the waterbody listed in the application and obtain an invoice from the contractor for the work undertaken.

(e) Provide to the State's Authorized Representative:

i. Bill the State by emailing to the State's Authorized Representative ([Angelique Dahlberg](#)) a letter or invoice requesting reimbursement for the appropriate portion of the costs of the survey and treatment.

ii. Provide the following supporting documentation for project expenses as email attachments with reimbursement request:

1. A copy of the original invoices from the survey and the treatment contractors.
2. The delineation map and any associated report produced by the surveyor.
3. The original pesticide application or harvesting record from the treatment. This should include a description of the methods used, a map showing the actual treated areas, the number of acres treated, the date(s) of treatment, and, if herbicides are used, the name of the herbicide applied, the rate of application and the total amount of herbicide applied.

(f) If Grantee's Duties **(a)** through **(e)** have been completed and grant funds remain, the following items can be added to the grant work plan, each requiring additional reporting alongside reimbursement requests:

i. Additional aquatic plant survey monitoring that adequately evaluates the efficacy and nontarget effects of the control project treatment or would aid in future invasive aquatic plant management. For reimbursement, grantees must provide:

1. Associated survey data and reports, using the reporting template for any point-intercept surveys conducted, and
2. The survey invoice.

ii. Genetic testing for hybrid watermilfoil in cases where the test would inform management (e.g., distinguish between native watermilfoil and invasive hybrid watermilfoil). For reimbursement, grantees must provide:

1. The results of the genetic screening and any associated report from the screening lab, and
2. The testing invoice.

Time

In the performance of this grant, time is of the essence. The grantee must comply with the time requirements described in the application and award, in the performance of this award, and inform the grantor of any potential long-term delays or changes affecting those timelines.

Consideration

The state will pay for all services performed by the Grantee under this grant contract as follows:

1. Compensation. The Grantee will be reimbursed up to the grant award amount in the Grant Award Notice for actual costs solely related to and necessary for the performance of the proposed invasive aquatic plant survey and treatment.

2. Travel expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of the grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

3. Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed the grant award amount in the Grant Award Notice.

4. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the state any unexpended funds not accounted for in the financial report due to the state at grant closeout.

5. The grantee shall present reports to the state's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.

Financial and Administrative Provisions

1. Allowability of Costs

The allowability of costs for funding incurred under this award shall be determined in accordance with the approved work plan, which will include expenses related to:

- The cost of a third-party delineation for the target invasive species.
- The costs directly related to and solely for invasive plant control according to an Invasive Aquatic Plant Management Permit, which may include the cost of treatment or harvest by a contractor, the cost of herbicide if purchased separately, or the cost of labor and other expenses related to maintaining and operating equipment if harvesting is done by staff of the grantee.

If all work plan items in Grantee's Duties have been completed, or the third-party delineation did not identify any areas suitable for the originally proposed treatment in the grant application:

- The cost of genetic testing for hybrid watermilfoil in cases where the test would inform management by distinguishing between native watermilfoil and invasive hybrid watermilfoil.
- Additional aquatic plant survey monitoring that adequately evaluates the efficacy and nontarget effects of the control project treatment or aids in future invasive aquatic plant management.

The purchase of durable equipment is not an eligible expense.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

2. Audits

Under [Minn. Stat. 16B.98, Subd. 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later.

3. State requirements

The grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. 16B.97, Subd. 4 \(a\) \(1\)](#).

Pursuant to [Minn. Stat. 16B.98 Subd.1](#), the grantee agrees to minimize administrative costs as a condition of this grant.

The grantee certifies they are not suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

The grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

Liability

Grantee agrees to indemnify and save and hold the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

Publicity and Endorsement

Any publicity regarding the subject matter of this grant must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant.

All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable. The Grantee must not claim that the State endorses its products or services.

Government Data Practices

The grantee and the state must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the state under the award, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of [Minn. Stat. 13.08](#) apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data are released. The Grantee's response to the request shall comply with applicable law.

Data Disclosure

Under [Minn. Stat. 270C.65 Subd. 3](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations.

These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Worker's Compensation

Grantee certifies that it is in compliance with [Minn. Stat. 176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility.

Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

Affirmative Action and Nondiscrimination

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 per [Minn. Stat. 363A.02](#).

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified.

The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship (Minnesota Rules, [Part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin, and no pre-award costs would be covered under this award, until all required signatures have been obtained; an official Grant Award Notification (GAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by DNR, the grantee would be informed in writing or email by the state's program authorized representative or designee.

Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the Grant Award Notification (GAN) or other award information. If the Program Contact Representative or Official with Delegated Authority to Sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

Cancellation

1. With or Without Cause:

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

2. Due to Discontinued or Insufficient Funding:

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

3. Due to Failure to Comply:

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

Termination

1. Termination by the State

Without Cause. The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

With Cause. The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

2. Termination by The Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

3. Termination for Insufficient Funding

The State may immediately terminate this grant contract agreement if:

- It does not obtain funding from the Minnesota Legislature.
- Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain. Grantees will maintain and implement written standards of conduct covering conflicts of interest.

Voter Registration

The grantee will comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Contracting Requirements

1. Per [Minn. Stat. 471.345](#), grantees that are municipalities as defined in Subd. 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for covered work of \$25,000 or more.

- Municipalities are encouraged to utilize [Minn. Stat. 471.345 Subd. 8](#) for targeted business procurement where available.
- Municipalities must not contract with [vendors who are suspended or debarred in MN](#).
- Support documentation for the procurement processes must be retained regardless of the source of funding.

2. Grantees that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:

(a) Grant-funded services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

(b) Grant-funded services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

(c) Grant-funded services or materials that are expected to cost 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.

(d) For grant-funded projects that include covered work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. 177.41 through 177.44. The bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(e) The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor](#)
- List Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

(f) Notwithstanding **2 (a) - (e)**, the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.

(g) 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.

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

Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.

Other Provisions

Grantees will submit reports and comply with the terms as outlined in the Grant Award Notification (GAN).

Invasive Species Prevention. The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The grantee (and their contractor) shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site. If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite. The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

Sign-1. Signature

I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

This signature needs to be from the Official with Delegated Authority to Sign (as specified previously in this application).

[\[Click here\]](#)

To submit this application, please click the "next" button. The Official with Delegated Authority to Sign and Primary Contact will receive confirmation emails containing a copy of this completed application. Only completed applications will be considered for funding. All applications are due by 9:00 am on Wednesday, December 18, 2024.

If you have any questions, please contact [Angelique Dahlberg](#), AIS Research and Grants Coordinator.

Embedded Data:

Retake	Custom Value
---------------	--------------