

PFAS Source Identification and Reduction Grant Program

Request for Proposals (RFP)

Proposals are requested from eligible applicants for Per- and polyfluoroalkyl substances (PFAS) Source Identification and Reduction Grants. This Request for Proposals (RFP) will remain open, and applications will be accepted on a rolling basis until all dedicated funds have been dispersed or until **4:00 pm Central Time on Wednesday, April 2, 2025**, whichever comes first.

Projects must be completed by Friday, December 18, 2026, to be eligible for reimbursement.

Applicants should check the [PFAS Source Identification and Reduction Grant webpage](#) for information on the rolling application, sample grant agreement, and other relevant documents.

Overview

PFAS are a group of more than 5,000 human-made chemicals that do not break down over time. Their extreme resistance to degradation in the environment and resistance to destruction in wastewater treatment plants, landfills, and incinerators has led to the nickname “forever chemicals.”

Many PFAS are known to be health hazards to humans. Several specific PFAS have been linked to increased risks for cancer, liver disease, immune system dysfunction, and other negative health impacts. PFAS can also negatively impact aquatic life and wildlife.

The Legislature has put aside \$4,000,000 (four million dollars) for private and public entities to identify sources of PFAS entering municipal wastewater treatment and/or waste management facilities and to develop and implement pollution prevention and reduction initiatives to reduce PFAS entering facilities, prevent releases, and monitor the effectiveness of these projects.

This rolling RFP dedicates \$2,000,000 (two million dollars) towards activities related to planning, development and implementation of PFAS source identification and reduction plans, product substitutions and system improvements.

Funding

Approximately \$2,000,000 in funding is available. This RFP will remain open, and applications will be accepted on a rolling, first come, first serve basis until all dedicated funds have been awarded or **4:00 pm Central Time on Wednesday, April 2, 2025**, whichever occurs first.

Maximum award: \$125,000 per applicant/organization.

Maximum award for plan development: No more than \$75,000 of the grant funding can be used for plan development and preparation. The remainder of the award must be applied towards execution of the plan and/or the other eligible costs.

Matching funds: A match of 10% of the grant amount is required. The match can be in-kind services provided by the applicant (i.e., staff time) or cash. Any match must clearly be accounted for. Other grants administered by the MPCA are not allowed as a match.

Applicants may consider, if eligible, loan funding such as [MPCA's Small Business Environmental Improvement Loan program](#). This program offers 0% interest loans to Minnesota small businesses for capital equipment purchases to help the companies meet or exceed environmental regulations. The loan interest rate is subject to change.

Reimbursement schedule: Grant funds will not be distributed up front. Grant funding for eligible costs will be paid on a reimbursement basis upon submission of approved invoices on an agreed-upon schedule between the grant recipient and MPCA.

3. Eligible and ineligible applicants

Eligible applicants

- Applicants must be one of the following:
 - Municipality;
 - Private or public solid waste management facility;
 - Industrial facility contributing PFAS to a municipal wastewater treatment systems or the environment; and/or
 - Industrial Stormwater facility contributing PFAS to a municipal wastewater treatment systems or the environment.
- Applicants must also have voluntarily participated in or have been sampled by an MPCA contractor as part of the MPCA PFAS Monitoring Plan.* This includes:
 - Municipal Wastewater PFAS Monitoring MOU participants;
 - Industrial facilities that participated in or were sampled as part of an MPCA PFAS Monitoring Plan; and/or
 - Solid waste management facilities that were part of or associated with an MPCA PFAS Monitoring Plan.

*Reference the list of [Facilities included in the PFAS monitoring plan](#).

Ineligible applicants

- Entities that manufacture PFAS.
- Entities or sites that are owned/managed by the MPCA.
- Entities that do not meet the eligibility criteria above. The MPCA may also deem an applicant ineligible because of, but not limited to, environmental enforcement issues or tax status.
- Entities that are currently suspended or debarred by the State of Minnesota and/or the federal government.

4. Eligible and ineligible projects

Eligible projects

- Projects must be located in or benefit an underserved community or an area that has been identified as a location of environmental justice* concern.
 - *Use the [MPCA's criteria and interactive mapping tool](#) (recently updated on the MPCA website) to identify if the proposed project, or the direct benefit from the project, is located in one or more of MPCA's identified environmental justice (EJ) areas of concern.
- Projects must clearly define objectives and tasks that describe how the objectives will be met, a timeframe and a detailed budget to the MPCA for evaluation.

- Project must meet one of the following:
 - Preparation and execution of PFAS Pollutant Management Plans;
 - Source identification work, including waste stream sampling, to identify sources of PFAS entering wastewater treatment systems or solid waste management facilities;
 - Identification of PFAS containing products and the implementation/use of products which are PFAS-free;
 - Identification of process equipment that may need to be replaced in the future due to historic PFAS use and/or PFAS contamination; and/or
 - Industrial Stormwater related projects that include source identification and reduction of PFAS at auto shredders, metal finishers, and/or airports.

Ineligible projects

- Design, planning, and construction of treatment systems and destruction technologies.
- Industries that do not discharge PFAS waste to a wastewater treatment system or bring PFAS containing waste to a solid waste landfill.
- Replacement of PFAS contaminated equipment.

5. Eligible and ineligible costs

Eligible costs

- Staff and/or consultant time for planning and development of source identification and reduction projects, including but not limited to, implementation and execution of the project;
- Staff and/or consultant time for sample collection, including necessary sampling equipment, and analysis of the samples; and
- Product substitution evaluations and actual replacement of PFAS containing products to PFAS-free products.

Ineligible costs

Ineligible costs include costs that are not directly related to the project. The following costs, including but not limited to, are ineligible even if they are directly related to the project:

- Any expenses incurred before the grant agreement is fully executed, including applicant's expense for preparing the eligibility and cost applications or any expenses incurred during work plan application and final work plan development.
- The cost of any of the following: fundraising; lobbying, lobbyists, and political contributions; entertainment, gifts; and bad debt, late payment fees and finance charges.
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees.
- Attorney fees.
- Employee worksite parking.
- Mark-up on purchases and/or subcontracts.
- Taxes, except sales tax on eligible equipment and expenses.
- Activities associated with permit fees.
- Activities addressing enforcement actions or that involve a financial penalty.
- Memberships (including subscriptions and dues).
- Food (other than staff per diem), alcoholic refreshments.
- Entertainment, gifts, prizes and decorations.
- Merit awards and bonuses.
- Donations and fundraising.

- Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense.
- Purchase or rental of mobile communication devices such as cell phones, unless unique to the project and specifically approved by the MPCA as a direct expense.

6. Application submission instructions

All applicants must submit the Rolling Application Form. Applications must be received electronically by the MPCA **no later than 4:00 pm Central Time on Wednesday, April 2, 2025**. The email properties header will reflect the date and time submissions are received. Application submissions received after the deadline will be ineligible. Email applications to grants.pca@state.mn.us with the subject line: **“PFAS Source Identification and Reduction Application.”** The MPCA is not responsible for any errors or delays caused by technology-related issues.

MPCA may choose not to award all funding. This RFP does not obligate the State to award a grant, and the State reserves the right to amend, modify, or cancel this solicitation if it is considered to be in its best interest.

7. Application questions

The MPCA is obligated to be transparent in all aspects surrounding grant work. To meet this obligation, all questions must be submitted in the same manner. Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us by **4:00 pm Central Time on Wednesday, March 26, 2025** using the subject line: **“PFAS Source Identification and Reduction Question.”**

Answers to questions will be posted frequently on the [PFAS Source Identification and Reduction Grant web page](#). It is the applicant’s responsibility to check the MPCA website for the most recent updates about an open RFP, including questions, answers, and addendums. Please do not contact MPCA staff directly with your questions as all questions and answers must be recorded within the posted Questions and Answers document.

8. Application review process

Applications received by the grant deadline will be reviewed by MPCA staff based upon the Application Eligibility Assessment sheet in Exhibit A. Applicants must meet all requirements to be considered for funding. Applications will be reviewed on a rolling basis as they are received and awarded on a first come, first served basis.

All applicants will be notified of their award status by MPCA staff within approximately 30 days of application submission. Applicants selected for funding will be contacted concerning the next steps in the award process, including execution of the grant agreement.

9. Grantee responsibilities

Awardees are required to be a registered vendor in SWIFT. To register, go to the Supplier Portal webpage of [SWIFT](#) and click on the *Register for an Account link and then Register as a Supplier*.

Grant agreement

Each grantee must enter into an agreement and will sign the grant agreement using DocuSign. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the recipient is expected to read and comply with all conditions of the agreement.

Grant funds will only be distributed for grantees after the date of the fully executed grant agreement.

A sample State of Minnesota agreement can be found on the [PFAS Source Identification and Reduction Grant web page](#). Much of the language reflected in the agreement is required by statute.

Reporting and invoice submittal requirements

Grantees will be required to submit a final report that includes, but is not limited to, a detailed summary of activities completed, estimated and actual concentrations of PFAS identified and/or removed, and overall results

of the project once completed. The final report is due by 180 days after completion of the activities. Invoices shall be submitted quarterly.

Public data

Applications are private or nonpublic until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or nonpublic data until all agreements are fully executed. After all agreements are fully executed, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement that the application is copyrighted or otherwise protected does not prevent public access to the application (Minn. Stat. § 13.599, subd. 3).

Conflict of interest

The MPCA will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the department due to competing duties or loyalties; and
- A grantee's or applicant's objectivity in carrying out the awarded project is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, 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 award or termination of the agreement.

Grant monitoring

[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher;
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher; and
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined after grant execution.

Grantee bidding requirements

Grantees that are non-governmental organizations (NGO's) must follow:

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

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

For grant-funded projects that include construction work and have a total project cost 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.

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](#); and
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts; and
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

<https://mn.gov/admin/osp/government/suspended-debarred/>.

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat. § 471.345;
- The requirements of prevailing wage for grant-funded projects that include construction work and have a total project cost of \$25,000 or more, per [Minn. Stat. §§ 177.41 to 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. A prevailing wage form should accompany these bid submittals.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

<https://mn.gov/admin/osp/government/suspended-debarred/>.

Pursuant to Minnesota Statutes [§§ 177.41](#) through [177.44](#) and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

Financial Review Process

All Non-Governmental Organizations (NGO’s) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In order to comply with [Policy 08-06](#), Financial Review of Nongovernmental Organizations the MPCA will ask applicants to submit one of the following documents, based on the following criteria:

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

Audits

Per [Minn. Stat. § 16B.98, subd. 8](#), the grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the award or transaction are subject to examination by the awarding agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the 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

- A. Race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minn. R., pt.5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter registration requirement

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

10. Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The MPCA is committed to ensuring environmental and human health risks do not have a disproportionate impact on any group of people, the principle of environmental justice. This means that all people regardless of their race, color, national origin, or income benefit from equal levels of environmental protection and have opportunities to participate in decisions that may affect their environment or health. To learn more, visit: <https://www.pca.state.mn.us/about-mpca/mpca-and-environmental-justice>.

This grant program prioritizes projects located in communities with higher concentrations of low-income residents and people of color, including tribal communities. MPCA's criteria and interactive mapping tool can be found at [Understanding environmental justice in Minnesota \(arcgis.com\)](#).

Exhibit A: Application assessment score sheet

Applicants must meet the following to be considered for funding:

Evaluation Category	Yes/No
<p>Eligible applicants</p> <ul style="list-style-type: none"> • Applicant must be one of the following: <ul style="list-style-type: none"> • Municipality; • Private or public solid waste management facility; • Industrial facility contributing PFAS to a municipal wastewater treatment system or the environment; and/or • Industrial Stormwater facility contributing PFAS to a municipal wastewater treatment system or the environment. • Applicants must also have voluntarily participated in or have been sampled by an MPCA contractor as part of the MPCA PFAS Monitoring Plan.* This includes: <ul style="list-style-type: none"> • Municipal Wastewater PFAS Monitoring MOU participants; • Industrial facilities that participated in or were sampled as part of an MPCA PFAS Monitoring Plan; and/or • Solid waste management facilities that were part of or associated with an MPCA PFAS Monitoring Plan. <p>*Reference the list of Facilities included in the PFAS monitoring plan.</p>	
<p>Eligible projects</p> <ul style="list-style-type: none"> • Projects must be located in or benefit an underserved community or an area that has been identified as a location of environmental justice** concern. <p>**Use the MPCA’s criteria and interactive mapping tool (recently updated on the MPCA website) to identify if the proposed project, or the direct benefit from the project, is located in one or more of MPCA’s identified environmental justice (EJ) areas of concern.</p> <ul style="list-style-type: none"> • Projects must meet one of the following: <ul style="list-style-type: none"> • Preparation and execution of PFAS Pollutant Management Plans; • Source identification work, including waste stream sampling, to identify sources of PFAS entering wastewater treatment systems or solids waste management facilities; • Identification of PFAS containing products and the implementation/use of products which are PFAS-free; • Identification of process equipment that may need to be replaced in the future due to historic PFAS use and/or PFAS contamination; and/or • Industrial Stormwater related projects that include source identification and reduction of PFAS at auto shredders, metal finishers and airports. 	
<p>Projects applications must have clearly defined objectives and tasks that describe how the objectives will be met, a timeframe for implementation, and a detailed budget to the MPCA for evaluation.</p>	
<p>Does this project meet the minimum criteria?</p>	