

Minnesota Retiree Environmental Technical Assistance Program Grant

Request for proposals (RFP)

FY25-28

The RFP assists applicants in applying for and managing state grants. This document describes the Minnesota Retiree Environmental Technical Assistance Program (RETAP) Grant, including information on who may apply, experience and qualifications needed, the application process and criteria for selection, activities eligible for reimbursement, and other information that will help applicants plan and submit a competitive application. Applications will be accepted on a rolling basis until **4:00 p.m. Central Time on June 30, 2028**.

Applicants should check the Minnesota RETAP webpage (www.pca.state.mn.us/retap) for the most recent updates on this competitive grant, the positions currently accepting applications, addendums to this RFP, and answers to common questions.

Contents

1. Program overview	3
2. Funding	3
Payment schedule	3
3. Eligible and ineligible applicants; qualifications.....	3
Facility assessment applicants.....	3
Community sustainability assistance applicants	4
Post assessment lead	4
Assessment coordinator applicants	5
4. Position descriptions	5
Facility assessment consultants:	5
Community sustainability assistance consultants:.....	6
Post assessment lead:	6
Assessment coordinator:.....	6
5. Grantee responsibilities	7
Grant agreement	7
Reporting requirements	7
Public data	7
Conflict of interest	7
6. Eligible and ineligible costs	7

Eligible costs	7
Ineligible costs	8
7. Application instructions.....	8
8. Application questions	8
9. Application review process	8
Evaluation	8
Notification.....	9
Exhibit A: Application Evaluation Score Sheet.....	10

1. Program overview

RETAP consultants conduct facility assessments, provide community sustainability assistance, or serve as an Assessment Coordinator or Post Assessment Lead.

Facility Assessment Consultant: conduct facility assessments for businesses and public and private institutions to quantify methods to reduce pollution, waste, energy use, and operating costs. Consultants analyze utility bills, conduct site visits, prepare a written report with findings and recommendations, and review findings and recommendations with facilities. Assessments are non-regulatory and offered at no cost.

Community Sustainability Assistance Consultant: conduct community sustainability assistance and work directly with local tribes, schools, governments, and other types of communities to identify greenhouse gas and energy use reduction opportunities among other sustainability opportunities at the community level. Consultants working in this area are to work with the Minnesota GreenStep Cities and Tribal Nations. For information on GreenStep Cities and Tribal Nations see, www.pca.state.mn.us/business-with-us/greenstep-cities.

Post Assessment Lead: conduct timely post assessment surveys for facilities who received an assessment. Maintain, analyze, and share data collected from surveys with RETAP team and MPCA staff.

Assessment Coordinator: guides the work of Facility Assessment Consultants, helps find facility assessment clients, and supports Minnesota Pollution Control Agency (MPCA) staff in selecting RETAP consultants.

Statutory authority: The MPCA has authority to administer RETAP grants in Minnesota pursuant to Minn. Stat. §§ 116.03, subd. 2 and 115D.04.

2. Funding

Funding typically ranges from \$2,400 to \$7,200 per year for each RETAP consultant and Post Assessment Lead, and \$12,000 to \$21,400 for the Assessment Coordinator.

Initial RETAP grant agreements are for two years and can be renewed, dependent on the consultant's performance and program funding. RETAP grant agreements issued under this RFP expire no later than June 30, 2029.

Payment schedule

RETAP Facility Assessment Consultants, Community Sustainability Assistance Consultants, and Post Assessment Leads are paid an hourly rate of \$20.00. The Assessment Coordinator is paid an hourly rate of \$25.50.

3. Eligible and ineligible applicants; qualifications

Eligible applicants: Includes retired (withdrawn/left full-time position and no longer actively employed in that full-time role) engineers, scientists, managers, and other professionals from technical and non-technical fields. Applicants may apply as individuals or through a limited liability corporation (LLC), partnership, or other corporation established in their own name.

Ineligible applicants: Current State of Minnesota employees, non-retired professionals, and anyone not fitting the criteria listed above.

Qualifications: Applicants must have the skills and abilities listed below as "required" and at least one of the backgrounds or knowledge listed below as "desired" and must prevent individual and organizational conflicts of interest, per [Minn. Stat. § 16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Facility assessment applicants

Required:

- Skill explaining technical concepts to non-technical audiences.

- Good oral and written communication skills.
- Self-starter and independent worker.
- Familiarity and experience using Microsoft Office software such as Word, Excel, and Access.
- Reliable access to the internet and personal computer.
- Ability to travel locally and/or throughout the state.
- Have own transportation and ability to drive.
- Ability to work up to 30 hours per month.

Desired:

- Knowledge or experience with:
 - Heating, ventilation, and air conditioning systems and components, including evaluating efficiency and maintenance.
 - Efficient lighting principles, such as lighting controls, day-lighting, etc.
 - Energy and building system controls.
 - Waste minimization, recycling collection systems, and solid waste management in commercial or office settings.
 - Organic or low impact turf management, and alternatives to turf such as native plantings.
 - Stormwater management, including rain gardens.
 - Less-toxic cleaning products and regimens.
 - Applying green building principles to existing buildings.
 - Assessing fleets and fleet maintenance for efficiency and pollution prevention.
 - Evaluating refrigeration equipment.

Community sustainability assistance applicants

Required:

- Good knowledge of topics related to sustainability, energy, and climate change.
- Experience working in or with local tribes, schools, governments, and/or other types of communities.
- Good oral and written communications skills.
- Self-starter and independent worker.
- Familiarity and experience using Microsoft Office software such as Word and Excel.
- Reliable access to the internet and personal computer.
- Ability to work up to 30 hours per month.

Desired:

- Experience with community-based planning.
- Experience with sustainable building policy and design.
- Ability to travel locally and/or throughout the state.
- Have own transportation and ability to drive.

Post assessment lead

Required:

- Skill managing data sets.
- Strong written and oral communicator.
- Excellent attention to detail.
- Self-starter and independent worker.

- Familiarity and experience using Microsoft Office software such as Word, Excel, and Access.
- Experience working with government, private businesses, and public and private institutions.
- Reliable access to the internet and personal computer.
- Ability to work up to 30 hours per month.

Desired:

- Sales and marketing skills.
- Familiarity with a broad range of green building and sustainability concepts.
- Comfortable working with people from a variety of backgrounds.

Assessment coordinator applicants

Required:

- Skill managing multiple projects.
- Excellent attention to detail.
- Excellent interpersonal communication skills (both oral and written).
- Self-starter and independent worker.
- Familiarity and experience using Microsoft Office software such as Word, Excel, and Access.
- Reliable access to the internet and personal computer.
- Comfortable working with people from a variety of backgrounds.
- Have own transportation and ability to drive.
- Ability to work up to 70 hours per month.

Desired:

- Sales and marketing skills.
- Familiarity with a broad range of green building and sustainability concepts.
- Experience working with government, private businesses, and public and private institutions.
- Experience managing volunteers or working with employees.

4. Position descriptions

Facility assessment consultants:

- Perform energy, water, and waste assessments using established RETAP methods, databases, and analysis tools.
- Work collaboratively to complete facility assessment requests.
- Use a structured process for each assessment to review client facility operations and activities, analyze opportunities to minimize water use, reduce waste, improve energy efficiency and stormwater quality, and increase reuse and recycling.
- Compile specific recommendations, findings, and calculate expected environmental and cost savings for each assessment.
- Complete a written report and provide feedback to clients within six weeks of each assessment.
- Translate technical engineering concepts into language clients understand.
- Assist with follow-up with clients to track which recommendations were implemented.
- Participate in Minnesota RETAP trainings and meetings.
- Conduct other related technical projects as assigned.
- Assist with marketing and general promotion of the RETAP program.

- Track individual work hours to ensure RETAP funding is not exceeded and submit timely invoices.

Community sustainability assistance consultants:

- Work with local governments and communities in Minnesota to reduce carbon footprints and become more sustainable.
- Assist Minnesota GreenStep Cities and Tribal Nations community participants through the development of best practices, resources, and other tools to support communities across the state.
- Assist with Sustainable Building Policy initiatives including but not limited to reviewing project plans, conducting site visits as requested, and determining compliance/non-compliance with the local sustainable building policy.
- Research needed information independently.
- Compile written reports summarizing recommendations for reducing carbon emissions and increasing sustainability, as well as related cost and environmental savings.
- Make presentations to local government committees and boards on developed tools.
- Follow-up with clients to track their implementation of recommendations.
- Participate in Minnesota RETAP associated trainings and meetings.
- Conduct related technical projects as assigned.
- Assist with marketing and general promotion of the RETAP program.
- Track individual work hours to ensure RETAP funding is not exceeded and submit timely invoices.

Post assessment lead:

- Ensure follow-up with clients happens on a regular and timely basis.
- Conduct post assessment surveys for facility assessments conducted by RETAP consultants.
- Compile and maintain survey data and ensure dissemination with the RETAP team and MPCA RETAP Administrator.
- Participate in Minnesota RETAP trainings and meetings.
- Conduct other related technical projects as assigned.
- Work collaboratively with RETAP Assessment Coordinator as needed.
- Support MPCA RETAP Administrator with related RETAP tasks.
- Track individual work hours to ensure RETAP funding is not exceeded and submit timely invoices.

Assessment coordinator:

- Manage the workload of the RETAP consultants who conduct facility assessments (MPCA RETAP Administrator and GreenStep Cities and Tribal Nations staff coordinate the consultants providing community sustainability assistance).
- Act as the primary point of contact with clients and partners.
- Work collaboratively with RETAP Post Assessment Lead as needed.
- Work under the direction of and closely with the MPCA RETAP Administrator.
- Support MPCA RETAP Administrator with related RETAP tasks.
- Track progress of assessments and oversee the creation of report delivered to client.
- Work with the MPCA RETAP Administrator to organize necessary trainings and meetings.
- Ensure quality and thoroughness of RETAP members' work.
- Assist MPCA RETAP Administrator and staff in selecting new RETAP consultants.
- Track individual work hours to ensure RETAP funding is not exceeded and submit timely invoices.

5. Grantee responsibilities

Grant agreement

RETAP consultants must enter into a grant agreement. The agreement will address the conditions of the award. Once the agreement is signed, the recipient is required to comply with all conditions of the agreement.

A sample State of Minnesota RETAP Grant Agreement can be found here (www.pca.state.mn.us/retap). Much of the language in the agreement is required by statute.

Reporting requirements

RETAP consultants are expected to:

- Provide a written report to clients summarizing findings.
- Follow-up with clients to track their implementation of recommendations and add the results to RETAP's database.
- Track hours and submit invoices within one month of the work performed.
- Submit annual progress reports to the MPCA each year based on the effective date of the agreement.

Public data

Applications are private or nonpublic until opened. Once the applications are opened, the name and address of the applicant is public. All other data in an application is private or nonpublic data until completion of the evaluation process. After MPCA has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a grantee 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

We 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.
- A grantee's or applicant's objectivity in carrying out the grant 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 grant award or termination of the grant agreement.

6. Eligible and ineligible costs

Eligible costs

RETAP consultants are reimbursed for mileage, miscellaneous expenses, certain meals, and lodging if receipts are provided. Miscellaneous expenses include report copies (not to exceed \$0.20 per page when printed at home), postage for mailing reports, and parking at site visits.

Travel involving an overnight stay and lodging must be pre-approved by the RETAP Assessment Coordinator and/or the MPCA's RETAP Administrator.

Ineligible costs

Ineligible costs are costs not directly related to the project. In addition, the following costs, even if they are directly related to the project, are ineligible.

- Any expenses incurred before the grant agreement is fully executed.
- Attorney fees.
- Engineering/consultant fees.
- Administrative expenses not directly related to or necessary to complete the work.
- Mark-up on purchases and/or subcontracts.
- Taxes, except sales tax on eligible expenses.
- Memberships (including subscriptions and dues).
- Food (other than per diem).
- Alcoholic refreshments.
- Entertainment, gifts, prizes, and decorations.
- Merit awards and bonuses.
- Donations and fundraising.
- Computers, tablets, and software.
- Purchase or rental of mobile communication devices such as cell phones.
- Vehicles, including rental.

7. Application instructions

Applications must be electronically submitted to grants.pca@state.mn.us. Faxed or mailed applications are not accepted. Applications will be accepted until **4:00 p.m. Central Time on June 30, 2028**. This solicitation does not obligate the State to award a grant, and the State reserves the right to cancel this solicitation if it is in its best interest.

All responses must include the following documents:

1. Completed application.
2. Resume, including two professional references (name, organization, phone, and email).

8. Application questions

We are obligated to be transparent in all aspects of our work. To do this, all questions about this RFP and RETAP applications must be submitted in the same manner: emailing the question to grants.pca@state.mn.us. The answers will be posted in a timely manner on the MPCA website at www.pca.state.mn.us/retap. It is the applicant's responsibility to check the website for the most recent updates.

MPCA personnel are not authorized to discuss this RFP with applicants. Contact regarding this RFP with any MPCA personnel may result in disqualification.

9. Application review process

Evaluation

Applications will be evaluated on a rolling basis as they are received. The RETAP Assessment Coordinator, the MPCA's RETAP Administrator, and/or MPCA staff will evaluate applications using the evaluation criteria detailed in Exhibit A at the end of this document. A five-point scale will be used. Applicants with a total score of four or higher will be considered for a position with RETAP. In some instances, an interview may be part of the evaluation process.

The review team will consider an applicant's past performance (pursuant to Minn. Stat. § 16B.97 – Grants Management, Policy Number 08-13), and may disqualify an applicant if it finds documented evidence of poor performance under a grant in the past five years.

Notification

The MPCA anticipates notifying applicants of award status within 90 days of receiving their application.

Exhibit A: Application Evaluation Score Sheet

Applicants will be evaluated according to the following criteria. Applicants with a total score of four or higher will be considered for a position with RETAP. In some instances, an interview may be part of the evaluation process.

Criteria	Score (0–5)	Weight	Total points
Relevance of applicant’s skills, experience, and background to the listed desired skills.		30%	
Relevance of applicant’s skills, experience, background, and ability to meet the listed required skills.		70%	
Total Score			

	Score (0–5)
Missing / Can't Tell	0
Poor / Low	1
Fair	2
Satisfactory	3
Good	4
Excellent / High	5