

# Industrial innovation in food systems technical assistance and planning grants

## Request for proposals

This request for proposals (RFP) assists applicants in applying for Industrial Innovation in Food Systems technical assistance and planning (TAP) grants, including information on who may apply for funding, activities eligible for funding, and other information that will help the applicants plan their project and submit a competitive application. The Industrial Innovation in Food Systems program is part of the [Minnesota Climate-Smart Food Systems](#) initiative funded by the Environmental Protection Agency (EPA).

The Minnesota Pollution Control Agency (MPCA) will accept and evaluate applications on a monthly “first-come, first-considered” basis. To be considered for review in any given month’s batch of applications, applicants should submit their applications by **5:00 p.m. Central Time on the 21<sup>st</sup> of each month of each year until June 21, 2028, or until funds are fully encumbered, whichever occurs first.**

Applicants should check the [Industrial Innovation TAP Grants](#) website for the most recent updates on this competitive grant. The application form, which includes the work plan template and Exhibits C, D, E, and H, as well as the budget template and can also be found on this website.

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# 1. Overview

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As greenhouse gas (GHG) emissions continue to rise within Minnesota, the Industrial Innovation in Food Systems program was created to support industrial food and beverage manufacturers and food system organic waste processors in reducing their climate pollution and improving their business competitiveness. These industries pose a unique opportunity with significant potential to reduce GHG emissions and operating costs through reducing waste.

**This RFP will issue \$7.2 million in grant funding for tailored technical assistance and planning services.** TAP grants will support eligible entities in evaluating and identifying facility-specific efficiency projects that will, if implemented, enable the entity to improve operational efficiency and reduce operating costs, while also lessening environmental impacts to communities through reducing GHG emissions, criteria air pollutants (CAP), hazardous air pollutants (HAP), and/or waste. This funding will help ensure that Minnesota's food and beverage industry remains competitive, operational, and located within Minnesota. It also provides opportunities for critical waste processing services to reduce grid reliance and/or produce energy from waste streams.

A separate, future RFP under this program will provide funding to eligible entities to implement eligible projects at their food or beverage manufacturing facility and/or food system organic waste management facility. Work conducted under a TAP grant can competitively position applicants to apply for an implementation grant (see Attachment B for more specifics). If an entity is awarded a TAP grant, they acknowledge that there is no guarantee of receiving an implementation grant if they apply. If an eligible entity is not awarded a TAP grant, they are still eligible for future implementation funding for an eligible project.

# 2. Funding

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The MPCA expects to award approximately \$7.2 million in funding under this RFP using a competitive review process. The minimum grant request is \$50,000.00 and the maximum request is \$200,000.00. Grants will be reimbursable, and grantees will be expected to provide documentation for all payments and match (see match requirements below).

Each proposal received prior to the application deadline will be scored by the MPCA for its quality of documentation against the scoring rubric in Attachment A. Awards are offered until funds are exhausted.

Projects must be completed no later than 12 months after the date upon a fully executed grant contract agreement, unless otherwise agreed upon with MPCA staff.

## Project match requirement

The Industrial Innovation in Food Systems program will provide up to 90% of the total project cost, with grant recipients providing the remaining 10% of the total cost. For example, if an applicant is applying for \$90,000.00 in funding, then the match requirement by the applicant is \$10,000.00, for a total project cost of \$100,000.00.

Matching funds include cash or in-kind contributions, loans, and other state or private grants that have been secured. Grantees will be expected to track and report all match provided for the project by kind and source. In-kind contributions are defined as the value of goods or services provided for the benefit of the grant project, where no funds transferred hands. Typically, in-kind contributions are in the form of the value of direct personnel, goods and services, and/or indirect costs. If you provide in-kind match, you will be required to track, document, and verify your in-kind contributions in a similar format as a cash match as part of your reporting and reimbursement requests. The MPCA reserves the right to impose additional tracking and documentation procedures for in-kind contributions to ensure the accuracy of your in-kind match to the project.

## Reimbursement schedule

Grant funding for eligible costs of the project will be reimbursed during and upon completion of the approved project with approved invoices. Invoices for expenses incurred will be submitted on a schedule agreed upon by the grantee and MPCA and may be submitted as frequently as monthly. Payment of the final 10% of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved. No funds shall be disbursed by the MPCA in the absence of adequate documentation of matching funds as determined by the MPCA.

## 3. Eligible and ineligible applicants

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### Eligible applicants

To be eligible, the applicant's target facility must be located within Minnesota boundaries or serves Minnesota, including Tribal lands.

The following entities are eligible:

- **Industrial food and beverage manufacturing facilities and related support facilities** as defined in Attachment D.
- **Food system organic waste processors**, including but not limited to solid waste landfill, wastewater treatment facility, anaerobic digestion facility, or source-separated organic material (SSOM) compost facility, as defined in Attachment D.

Both new construction and existing facilities are eligible if they meet the definition for food and beverage manufacturer or food system organic waste processor.

The following eligibility criteria are addressed in the Application Form. Failure to check yes/no boxes and provide adequate explanation for each of these items may result in disqualification. Applicant must attest:

1. **Good standing with the State of Minnesota:**

- No back taxes owed;
- No defaults on Minnesota state-backed financing for the last seven years;
- Acceptable performance on past MPCA grants, as applicable;
- Compliant with current local, state, and federal regulations; and
- No principals of the applicant organization or others involved in this project have been convicted of a felony financial crime such as theft, embezzlement, and forgery in the last 10 years.

2. **Unique Entity Identification (UEI):** Applicant currently has, or plans to apply for, a federal UEI. The information required for getting a UEI is minimal but must be completed before award. It only validates your organization's legal business name and address. [Start here to request a new UEI in SAM.gov.](#)

3. **Current licensing:** As applicable, applicant has current license(s) with Minnesota Department of Agriculture's Manufactured Food Program.

4. **Ownership responsibility:** As of the date of application submission, applicant holds title to the subject property, OR if applicant is a lessee, then the application includes a letter of owner concurrence that references this application.

If an entity has more than one facility, the applicant may apply for more than one grant. However, each facility will be treated as a separate project and will require a separate application to be submitted.

### Ineligible applicants

- Any other organization not listed above as an eligible applicant, including cottage food producers
- Businesses or other entities located outside of Minnesota that do not have a business located in Minnesota or do not serve Minnesota
- Individuals

- Entities that are currently suspended or debarred by the State of Minnesota or the federal government
- The MPCA may also deem an applicant ineligible because of, but not limited to enforcement issues, labor standards, tax status, past grant performance, or other such issues

## 4. Eligible and ineligible projects

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### Eligible projects

Eligible projects are those that support eligible entities to identify and/or evaluate facility-specific efficiency measure (EM) projects or decarbonization efforts that will, if implemented, enable the entity to improve their operational efficiency and reduce operating costs while also lessening environmental impacts to communities through reducing GHG emissions. Projects may also reduce CAP, HAP, and/or waste and result in other co-benefits, as defined in Attachment D. The findings from technical assistance and planning will be compiled into a “technical assistance and planning report” as the final grant deliverable.

An applicant is required to define the tailored technical assistance and/or planning services needed for their facility. An applicant must also identify the qualified assessor – i.e., person, organization, contractor, and/or other company – who will provide the technical assistance and planning service. Qualified assessors must meet criteria as defined in Attachment D of this RFP; MPCA reserves the right to determine if the qualified assessor fully meets criteria. A non-exhaustive list of qualified assessors and other technical assistance resources can be found in Attachment C of this RFP.

Note: A baseline energy assessment *or* baseline GHG inventory is **required** for those awarded a future implementation grant under the Industrial Innovation in Food Systems program.

Eligible technical assistance and planning services include but is not limited to:

- **Assessments, studies, or analyses:** To identify processes and/or equipment that could benefit from repair, upgrading, replacement, or other impactful changes, including:
  - Those related to specific processes and systems:
    - compressed air system
    - electrification of gas equipment
    - steam and boiler system
    - water and wastewater energy
    - process optimization
    - refrigeration
    - HVAC and building envelope
    - electrical systems
    - waste heat recovery
    - renewable energy
  - Heat mapping
  - Pinch analysis
  - Heat load sharing opportunities
  - Peak-shaving, load-shifting, or utilizing renewable curtailed energy
- **Implementation support:** To provide additional insight and data on feasibility of EMs, opportunities, costs, or other specifics related to successful implementation of EM projects, including:
  - Techno-economic analysis
  - Lifecycle analysis of energy feedstocks or products
  - Biomass combustion tests
  - Feasibility study

- Design reports or piping and instrumentation diagrams
- Construction plans and specifications
- Other feasibility, engineering, and design reports as approved by the MPCA
- **Identify recommended efficiency measure projects:** To provide detailed information on technically sound and commercially viable EMs that are no-cost, low-cost, and capex projects.  
Note: TAP grantees may use identified EMs as project ideas to apply for future implementation grants under this program.
- **Baseline energy assessment:** To identify where, how, and how much energy is used at the facility through utility bill analysis. If the applicant is proposing a new facility, baselines can be calculated using operational facilities of comparable size or through the range of equipment options available.
- **Baseline inventory of GHG emissions (Scope 1, 2, and/or 3), CAP, HAP, and/or organic waste produced and other co-benefits:** To enable the grantee to make smarter decisions about energy, cost savings, risk management, and sustainability performance.
- **Identify financial support for future project implementation:** To demonstrate project readiness, support project development, and reduce barriers to success. Sources of financial support could include, but is not limited to, non-federal grants or loans from the State of Minnesota and/or incentive programs or rebates from utility providers. A non-exhaustive list of financial support can be found in Attachment C of this RFP.

Note: Future implementation grant awardees under this program will be required to provide a cost match.

- **Develop a permitting plan:** To demonstrate future project readiness and help expedite navigating regulatory and permitting requirements of implementable projects, such as those requiring [Environmental Review by the MPCA](#).
- **Develop a community engagement plan:** To identify opportunities for meaningful engagement with the impacted community before, during, and/or after implementation of EM project.
- **Develop a measurement and verification (M&V) plan:** To define a strategy, framework, and budget to measure and verify the results and outcomes of identified EM(s).

Note: Those awarded an implementation grant in the future under this program will be required to conduct project-specific M&V for a minimum of three months post-installation.

## Ineligible projects

Projects outside the scope of technical assistance and planning services are ineligible, including those that are denied permit(s) or fail to meet regulatory compliance. Projects required for compliance with federal, state, or local laws are also ineligible.

Projects that have received an allocation from the [IRS Advanced Energy Project Credit](#) are ineligible. Applicants are required to self-attest they have not and/or do not intend to apply for the Advanced Energy Credit Program.

Ineligible projects include those in which the primary means of reducing GHG emissions of facilities are procuring renewable energy or environmental attributes associated with the generation of renewable energy (e.g., renewable energy credit programs, such as Renewable Energy Certificates and Renewable Thermal Certificates) to offset current GHG emissions.

## 5. Eligible and ineligible costs

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### Eligible costs

Costs directly related to conducting technical assistance and planning services and developing TAP reports are eligible expenses. This includes reasonable costs associated with planning, development, and design of reports, which can include consultants, instrumentation, feasibility and engineering studies, and report drafting. Billable hours for contractual labor and work directly related to work under this grant must be provided for invoicing to be reimbursed. Line items must be provided, along with service and invoicing dates, for all work completed.

### Ineligible costs

Ineligible costs include costs that are not directly related to conducting technical assistance and planning services and developing TAP reports. The following costs, including but not limited to, even if they are directly related to the project, are ineligible:

- Any expenses incurred before the grant agreement is fully executed, including applicant's expense for preparing the eligibility and cost applications
- Staff costs are not eligible for reimbursement but may be considered an eligible expense which can be counted towards the match requirement if staff time is directly related to the project and adequately documented (e.g., time sheets or equivalent records, staff hourly/salary rate, and work task summary)
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Costs associated with the purchasing of renewable energy, negotiating utility tariffs, or environmental attributes (e.g., renewable energy credit programs, such as Renewable Energy Certificates and Renewable Thermal Certificates)
- Attorney fees or legal fees, or fees associated with securing financing (e.g., application fees or other transactional fees)
- Employee worksite parking, land acquisition, permits, or landscaping
- Lobbying, lobbyists, and political contributions
- 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
- Maintenance contracts for equipment or costs associated with leased equipment
- Memberships (including subscriptions and dues)
- Stipends or reimbursement to non-staff stakeholders for their attendance at stakeholder participation meetings or their related expenses
- Alcoholic refreshments, entertainment, gifts, prizes and decorations
- Merit awards and bonuses
- Donations and fundraising
- Purchase of computer(s), tablets, software, or mobile communication devices such as pagers, cell phones, and personal data assistants, unless unique to the project and specifically approved by the MPCA as a direct expense
- Advertising, business start-up costs, and business operating or indirect costs, such as general administrative and overhead

## 6. Additional considerations

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### Environmental Justice (EJ)

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 making sure pollution does not have a disproportionate impact on any group of people by prioritizing 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. It is MPCA's strategic plan to address environmental concerns in all programs.

To learn more, visit: <https://www.pca.state.mn.us/about-mPCA/mpca-and-environmental-justice>.

Projects benefitting underserved communities and environmental justice areas will be rated higher.

Minn. Stat. § 116.065 defines “environmental justice areas” as census tracts:

- in which at least 40 percent of the population is people of color
- in which at least 35 percent of households have income at or below 200 percent of the federal poverty level
- in which at least 40 percent of the population has limited proficiency in English
- that are located within Indian Country, which is defined as federally recognized reservations and other Indigenous lands

Census tracts need to meet only one of these criteria to be considered an environmental justice area. This Grant Contract Agreement will prioritize projects that serve and improve communities with higher concentrations of low-income residents and people of color, including tribal communities. Click here to see if the project is located in an Environmental Justice area:

<https://experience.arcgis.com/experience/bff19459422443d0816b632be0c25228/>

Evaluation will be conducted using the most up-to-date environmental justice information available at the time of evaluation.

[Understanding environmental justice in Minnesota \(arcgis.com\)](#). Note: The map is subject to change. MPCA will use the most current map when evaluating proposals.

Use [the MPCA's criteria and interactive mapping tool](#) to determine if a project is located in or directly benefits an area for EJ. The map is subject to change. The MPCA will use the most current map when evaluating proposals.

### Community engagement

Applicants should consider the added vulnerabilities of these populations in EJ areas and the immediate communities they operate in and propose projects that specifically address them. Projects should include meaningful involvement from the community, which happens when:

- People have an opportunity to participate in decisions about activities that may affect their environment and/or health;
- The public's contribution can influence the regulatory agency's decision;
- Community concerns are considered in the decision-making process; and
- The decision makers seek out and facilitate the involvement of those potentially affected.

The State of Minnesota's [Environmental Justice Framework Report](#) further explains meaningful involvement.

## 7. Application instructions

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In completing the application, ensure that all sections are addressed and the application is submitted before the deadline. Pay close attention to any specific information that is requested and demonstrate connections to project eligibility.

All applicants must complete and submit all required materials to be eligible:

- **Application form**, which includes the work plan template (submit as Microsoft Word)
- **Exhibits C, D, E, and H**, which are attached to the application form (submit as Microsoft Word)
  - Exhibit C: Capacity responses
  - Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government
  - Exhibit E: Evidence of good standing (for non-profit entities only)
  - Exhibit H: Certification that no current principles have been convicted of a felony financial crime in the last ten years
- **Budget** template (submit as Microsoft Excel)
- **Proof of matching funds** (submit in any format)
- **Budget documentation** (vendor quotes for proposed TAP services, qualified assessor criteria, etc. (submit in any format)
- **Approval letter from property owner** if facility is leased (submit in any format)

Applicants are strongly encouraged to submit the application form and budget in the formats provided.

## 8. Application submission instructions

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Applications must be received electronically by the MPCA via emailing all application materials to [grants.pca@state.mn.us](mailto:grants.pca@state.mn.us), subject line: “**Application for Industrial Innovation TAP Grant.**” The MPCA is not responsible for any errors or delays caused by technology-related issues.

Applications submitted via any other method, including but not limited to fax, mail, or in-person deliveries, will not be accepted.

The MPCA will accept and evaluate applications on a monthly “first-come, first-considered” basis. To be considered for review in any given month’s batch of applications, applicants should submit their applications by **5:00 p.m. Central Time on the 21<sup>st</sup> of each month of each year until June 21, 2028, or until funds are fully encumbered, whichever occurs first.**

## 9. Application questions

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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, and answers are only provided via the Industrial Innovation TAP Grant website. It is the applicant’s responsibility to check the [Industrial Innovation TAP Grants](#) website for the most recent updates.

Applicants who have any questions regarding this RFP must email questions to [grants.pca@state.mn.us](mailto:grants.pca@state.mn.us), subject line: “**Questions for Industrial Innovation TAP Grants.**” Answers to questions will not be emailed back to you directly but will be posted on the [Industrial Innovation TAP Grants](#) website on a regular basis as they are received.

The MPCA will hold an **informational webinar** to provide attendees with an overview of the grant program, eligibility, and applicable requirements. The webinar will be hosted on Zoom on Tuesday, May 12, 2026, from 3:00 p.m. to 4:00 p.m. The webinar will close with a Q&A, in which applicants will be provided an opportunity to ask the MPCA questions concerning the RFP. Questions from the meeting will be posted for public access on the [Industrial Innovation TAP Grants](#) website.

MPCA employees are not authorized to discuss this RFP with applicants outside of the Q&A forum or the webinar, nor can MPCA employees give advice on any applications. Contact regarding this RFP with any MPCA employee may result in disqualification.

## 10. Application review process

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Applications will be evaluated on a monthly “first-come, first-considered” basis. Applicants are encouraged to review the Evaluation Scoresheet (Attachment A) before submitting their application and make sure they are providing all the relevant information. Formal review of applications will be conducted by a team of MPCA staff.

Applications will be reviewed by MPCA staff using a two-step process, as follows.

### Step 1: Eligibility review

The MPCA will determine if eligibility requirements are met. Any application found to be ineligible will be eliminated from further evaluation. Minimum requirements:

- Applicant is eligible as described in section 3 of this RFP
- Project is eligible as described in section 4 of this RFP
- All required forms are submitted

### Step 2: Application scoring

Only applications meeting the eligibility criteria under Step 1 will be considered for scoring in Step 2. Reviewers will evaluate applications per project using the weighted criteria listed in Attachment A.

In addition to the ability to partially award projects, the MPCA reserves the right to refrain from awarding any grants.

### Notification

All applicants will be notified by MPCA staff approximately 60 days following application submission. Applicants selected for funding will be contacted concerning the next steps in the award process, including the pre-award financial and grantee capacity review as applicable, and execution of the appropriate agreements, with follow-up by the grantee within a reasonable time frame.

### Timeline and deadlines

- **Public webinar:** Tuesday, May 12, 2026, from 3:00 p.m. to 4:00 p.m.
- **Deadline to submit grant program questions:** The MPCA will answer questions as they are received until the end of the RFP period or until funding is fully encumbered, whichever occurs first. As questions are received, answers will be regularly posted for public access on the [Industrial Innovation TAP Grants](#) website.
- **Applications due:** Applicants should submit applications by the 21<sup>st</sup> of each month to be considered in that month’s batch of applications for MPCA review
- **Applicants notified of decisions and grant agreement negotiations begin:** 60 days after application submission
- **Anticipated grant start date:** 60 days after award notification

# 11. Grantee responsibilities

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

## Grant agreement

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

## Reporting requirements

Email updates about the status of the project are required to be provided to the MPCA Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The MPCA Authorized Representative will not approve an invoice through the state system without this project update. A Grant Project Final Report, in a format provided to the grantee by the MPCA, is required to be submitted to the MPCA Authorized Representative at the same time as the final invoice is submitted to MPCA Accounts Payable. The final TAP report must also be submitted with the Grant Project Final Report.

## 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 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

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 [Minn. Stat. § 10A.07](#).

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.

## 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 \$50,000.00 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000.00 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000.00 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 at a later date.

## Prevailing wage requirements

For grant-funded projects that include construction work and have a total project cost of \$25,000.00 or more, prevailing wage rules apply, per [Minn. Stat. §§ 177.41](#) through [177.44](#). 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.

You can learn more about prevailing wage at [Prevailing-wage information | Minnesota Department of Labor and Industry](#).

## Grantee bidding requirements

### Grantees that are for or not-for-profit must follow:

Any grant-funded services and/or materials, not including equipment, that are expected to cost:

- \$100,000.00 or more must undergo a formal notice and bidding process
- Between \$25,000.00 and \$99,999.99 must be competitively awarded based on a minimum of three verbal quotes or bids
- Between \$10,000.00 and \$24,999.99 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor

The requirements of prevailing wage for grant-funded projects that include construction work of and have a total project cost of \$25,000.00 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). 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 ensure 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](#)

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

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

[Suspended/Debarred Vendors / Minnesota Office of State Procurement](#).

### 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 of and have a total project cost of \$25,000.00 or more, per [Minn. Stat. §§ 177.41](#) through [177.44](#). 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 not contract with vendors who are suspended or debarred in Minnesota:

[Suspended/Debarred Vendors / Minnesota Office of State Procurement](#).

## Pre-award risk assessment and financial review

In accordance with [Minnesota Statutes §16B.981 OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity

before awarding grants of \$50,000.00 or more. Granting agencies will request, review, and analyze information, including Exhibits C-H, as referenced in this RFP, as applicable.

In order to comply with this requirement, the following information and documents will need to be submitted before the Grant Contract Agreement is fully executed:

- I. Capacity Responses: All potential grantees: Exhibit C**
  - a) Please describe your history of performing the work that will be funded by the grant.
  - b) This includes describing your organization's current staffing and current budget.
- II. Certification: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government: Exhibit D**
- III. Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit E**

For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State
- IV. Nonprofit grantees as applicable: Exhibit F**
  - Most recent Form 990 or Form 990-EZ
  - Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000.00 for the 12 months of operations covered by the statement per [Minn. Stat. § 309.53](#)
  - Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption
- V. For-profit Certification Disclosure and required documents: Exhibit G**
  - Most recent federal and state tax returns:
    - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
  - Current financial statements (audited)
  - Certification that business is not under bankruptcy proceedings
  - Disclosure of any liens on assets
- VI. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Exhibit H**

The submission of inaccurate or misleading information may be grounds for disqualification from the Grant Contract Agreement and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on [Minn. Stat. § 16B.981/Chapter 62 - MN Laws, Article 7, Section 11, Subd. 3-5](#) establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the Grant Contract Agreement
  - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
  - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
  - The notice must include the following:
    - The reason for postponing/not awarding the grant
    - The timeline for the process for contesting the agency's decision

Please note, only awarded applicants will be required to fill out and provide documentation related to Exhibit F and G.

## Audits of project

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 grant or transaction are subject to examination by the MPCA and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Affirmative action and non-discrimination requirements for all grantees

- A. 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.
- 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, per [Minn. R. 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 ensure voter registration services for its employees and for the public served by the grantee ([Minn. Stat. § 201.162](#)).

## Funding acknowledgement

This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) under assistance agreement 66.046 to the Minnesota Pollution Control Agency. The contents of this document do not necessarily reflect the views and policies of the EPA, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the EPA.

## Attachment A: Application evaluation score sheet

### Evaluation factors

A 100-point scale will be used to evaluate eligible applications and develop final recommendations.

Application will be evaluated and ranked according to the following criteria:

Evaluation Category	Maximum Points
<b>Facility size:</b> 1. Facility employs less than 100 full-time equivalent (FTE) employees or makes less than \$5,000,000.00 in annual revenue after taxes.	10
<b>Project need:</b> 2. Identifies how technical assistance and planning services would support the applicant's sustainability goals or mission. 3. Demonstrates the need for funding to conduct technical assistance and planning.	10
<b>Future project implementation:</b> 4. The TAP report will provide results which position the applicant to take further action and/or pursue further funding for which technical assistance and planning was completed. 5. The applicant has preliminarily identified GHG reduction opportunities across areas of facility operation. 6. Consideration has been given to how an applicant would meaningfully involve the impacted community(s) before, during, and/or after future implementation of projects.	30
<b>Environmental justice areas:</b> 7. Facility is geographically located within, or serves, one or more <a href="#">MPCA EJ</a> area(s).	10
<b>Project work plan:</b> 8. Clearly describes each Objective and Task and who will complete them. 9. Work plan is technically sound and describes how Objectives relate to GHG reductions at the facility and other co-benefits as defined in Attachment D. 10. The people, organizations, contractors, and/or other companies providing technical assistance and planning services demonstrate relevant qualifications to complete respective tasks. 11. Estimated time periods for completing each task are reasonable and realistic.	20
<b>Project budget:</b> 12. Budget clearly details all project costs and their relevance to the project. 13. Project costs are reasonable and realistic. Vendor quotes are attached. 14. Demonstrates project readiness through secured matching contributions, and the matching contributions are verified.	20
<b>Total</b>	<b>100</b>

## Attachment B: Additional details on illustrative TAP services

The following section provides additional details on select illustrative technical assistance and planning services. This information is intended to provide applicants with detailed guidelines for services that they can tailor to suit their needs. All assessments conducted should relate to how a facility (existing or new construction) would reduce GHG emissions. For new construction, models to compare against different scenarios should be included within the assessments (e.g., annual energy consumption, GHG inventories, EM equipment options, etc.).

## Baseline energy assessment

The baseline energy assessment calculates utility consumption and spend for each utility used. The period covered includes 36-consecutive months of utility bills by supplier and distribution if separate (e.g., natural gas, propane, electricity, fire suppression, refrigerants, etc.) from the most recent calendar years. If facility operation is less than 36-consecutive months or data is not available, then use the total time of facility operations and data available. The assessment should be validated and signed by the contracting qualified assessor or their supervising assessor.

### *Required elements:*

- Utilities assessed must be within same 36-month window and use date of consumption (i.e., not date mailed or invoiced).
- Bills and data summary must include calendar year or beginning month and ending month.
- Do not include credits or late fee charges from total cost of energy.
- Provide a clear description of the facility's boundaries (i.e., where the work will occur).
  - This physical boundary may cover one, multiple, or all buildings within the property footprint. For more information, refer to the [GHG Protocol – Corporate Accounting and Reporting Standard](#).
  - Describe any specific exclusions and why.
  - If food/beverage processing or waste processing operations occur on adjacent properties under common control, include those buildings within the permit or fenced boundary, as applicable.
  - All assessments and inventories must accurately reflect the facility's current operations.
- Provide a summary by month, year, and cumulative 36-month period for actual utility consumption.
  - Include electricity, natural gas, fuel oil, steam, chilled or hot water, etc. (kWh, MMBtu, gallons, etc.).
  - Include total cost (including taxes and fees) for relevant utility on monthly and annual basis (\$ of sum kWh, \$ of sum MMBtu, \$ of sum gallons, etc.).
  - If distributed energy systems are utilized on-site, include within the assessment.
  - If fuel used on-site is no-cost, provide relevant consumption data with background summary.
  - If utilities consumption is offset via renewable process, such as a Renewable Energy Certificate or Renewable Thermal Certificate, include what consumption would be in absence of offset.
- Provide graph of utility consumption on monthly basis with cost trends over analysis period.
  - If utility is billed periodically (e.g., fuel billed), more data may be required to demonstrate trends (1 or 2 years).
  - If irregular patterns or unexpected fluctuations in monthly energy usage are present (abnormal building operation), present possible causes or considerations.
- Calculate average utilities on a per month and per year basis.
- Calculate projections for business-as-usual cumulative utility consumption for 2026-2030 and 2030-2050.
  - Use annual average from utility energy assessment.
- Provide energy use intensity (EUI) for analysis period.
  - Total annual building energy use for the building, divided by the gross floor area, for entire facility as determined by boundary. Expressed as MMBtu/ft<sup>2</sup>/year and kWh/ft<sup>2</sup>/year.
- Provide energy cost index (ECI) for analysis period.
  - Total annual energy cost for the building divided by the gross floor area, for entire facility as determined by boundary. Expressed as \$/ft<sup>2</sup>/year.
- Provide current annual baseline production ratio/activity index to produce products (energy used ÷ product units), as relevant.

- Using average annual utility consumption and a known volume of product produced, report production unit or activity index, as relevant (e.g., 10,000 kWh used ÷ 5,000 lbs of frozen fruit processed = 2 kWh per lb of frozen fruit per year)

## Identification of recommended efficiency measures (EMs)

### *Could include:*

- Provide a summary of the facility's current processing or manufacturing equipment, automation/control, and processes, including relevant information such as:
  - Specific equipment across process groups (e.g., compressed air, steam/boilers, refrigeration, HVAC, electrical systems, waste heat recovery, etc.)
  - Age of current equipment and estimated cost of maintenance of equipment
  - Current schematics, "as-built" drawings and equipment layout, or photographs of processes
  - Past issues with performance of processing or manufacturing system components
- List the EMs and describe the function of each. For example, fugitive emissions control such as a thermal oxidizer; a pelletizer for on-site food system organic waste to be used in a biomass boiler for process heat; or a heat pump for capturing waste heat to be reused as process heat/building heat, HVAC, lighting, etc.
- Define project category for each EM. If the category type spans multiple categories, define primary, secondary, and tertiary types, as applicable.
  - Advanced air conditioning and refrigerants
  - Anaerobic digesters
  - Boiler upgrades/economizers, condensate return, or steam traps
  - Carbon capture utilization and storage (CCUS) or carbon management
  - Combined heat and power
  - Distributed energy resources (solar, electric battery storage, thermal battery, other power generation)
  - Electrification of equipment (roasters, boilers, dryers, ovens, etc.)
  - Energy efficiency equipment (high-efficiency electric pumps, motors, compressors, and/or lighting)
  - Energy efficiency materials - Building Envelope or Infrastructure
  - Food waste valorization technologies or food waste recovery equipment
  - Fuel-switching (low carbon fuels - biomass, solar-thermal, renewable natural gas, etc.)
  - Fugitive emissions reduction
  - Hydrogen fueled stationary equipment
  - Industrial heat pumps
  - Mobile or stationary combustion emissions reduction
  - Process efficiency or process change
  - Process water usage reduction
  - Smart energy systems (building energy management systems, sensors and controls, automatic boiler blowdown, compressed air, etc.)
  - Utilizing peak-shaving, load-shifting, or curtailed renewable energy
  - Variable volume or load efficiency equipment
  - Waste heat recovery technology or systems
  - Waste reduction (organic, solid, water, or wastewater)
  - Other relevant category not listed
- Define if each EM is a retrofit of an existing facility, an expansion of an existing facility, or new construction.

- Provide the following information for recommended EM equipment, as applicable:
  - Vendors, manufacturers, and models
  - Cost estimates for equipment and installation, including delivery, testing, adjusting, balancing or recalibrating, materials, labor, design, construction, permitting/zoning, utility service upgrades, technology integration, facility downtime or shutdowns, etc.
  - Reference information, such as technical design, engineering, product specifications, efficiency ratings, and any technical specifications available from the manufacturer
  - Ranking of technology readiness level (TRL), as defined by the [U.S. Government Accountability Office](#)
  - Coefficient of Performance (COP) – useful heating or cooling provided to energy required
  - The equipment’s useful life, maintenance required, and lead-time estimates for EM implementation
- Document which equipment meets the [Build America, Buy America Act](#) requirements and identify which may require a waiver request through the EPA (required for Implementation grants – see Attachment E).
- Calculate expected annual change in production ratio/activity index, as relevant.
  - Using estimated change of annual utility consumption and/or an estimated change of volume of product produced (*energy used ÷ product units*), report production unit or activity index, as relevant (e.g., 7,500 kWh used ÷ 5,000 lbs of frozen fruit processed = 1.5 kWh per lb of frozen fruit per year).
- Calculate estimated savings from theoretically implementing EM(s), on an annual basis and on a cumulative basis for 2026–2030 and 2026–2050. Presume that EM(s) are operable to 2050.
  - Include utility energy and cost savings, such as gas or heat energy (MMBtu), electric energy (kWh), and liquid fuel (gallons) used on-site, as relevant. Report total volume(s) of energy and associated costs (\$). Include methodology and justification summary for methodology used.
  - An EM (process or equipment) change increases product production or reduces utility usage, a basic equation for estimating savings could be the following:
 

**Savings = Npost × (Eex – Eem)**

    - Ecu = annual energy (kWh or MMBtu) use per unit of product for current equipment
    - Eem = annual energy (kWh or MMBtu) use per unit of product for EM equipment
    - Npost = post EM-project production quantity (e.g., lbs/tons/gallons per year)

For example, 5,000 lbs of frozen fruit processed × (2 kWh - 1.5 kWh) = 2,500 kWh/year saved × average annual \$/kWh = Savings.
- Calculate service cost savings relevant to any reduction of service utilities on an annual basis (e.g., organic solid waste or other material disposal (\$/lbs), water usage or wastewater (\$/gallons), etc.), as relevant.
- Describe how expected outcomes will impact local environmental factors (air, water, soil, etc.), as applicable. Co-benefits, as defined in Attachment D.
- Provide annual and cumulative (2026 – 2030 and 2030 – 2050) estimates of reductions from EM implementation for GHG emissions as MTCO<sub>2</sub>e/year (metric tons CO<sub>2</sub> equivalent/year) as defined in Attachment D using [EPA’s Emission Factors Hub](#), and CAP and HAP as defined in Attachment D.
- Calculate simple payback period/ROI for each EM.
  - Payback period = initial cost ÷ average annual savings (i.e., utility energy and/or service cost savings).
- Calculate expected change in energy use intensity (EUI) from EM(s) to demonstrate improvement.
  - Report in MMBtu/ft<sup>2</sup>/year, kWh/ft<sup>2</sup>/year, etc.
- Calculate expected change in energy cost index (ECI) from EM(s) to demonstrate improvement.
  - Report in \$/ft<sup>2</sup>/year.
- Identify potential barriers and respective solutions to implementing EM(s), such as energy arbitrage or fuel-switch strike price (from spark gap/spark spread), etc.

- Categorize each EM as no-cost, low-cost, or a capex project and rank their priority (high, medium, or low).

## Inventory of baseline GHG emissions, CAPs, HAPs

The baseline must be validated and signed by the contracted qualified assessor or their supervising assessor.

*Required elements:*

- Include sufficient detail to understand the basis of the estimates, including methods, models, assumptions, outputs, sources used, and calculations. Use conversion tables found in the 2025 [EPA's Emission Factors Hub](#).
- Use the most current data available and cite specific references for all models and tools used. [Global Warming Potential \(GWP\)](#) values must align with the [IPCC AR5 \(2013\)](#) (GWP measures compare GHGs relative to CO<sub>2</sub>).
- Include data summary materials such as tables, charts, and data summaries.
- Baseline emissions must accurately reflect the facility's current operations.
- Include GHGs, as relevant: carbon dioxide (CO<sub>2</sub>), hydrofluorocarbons (HFC), perfluorocarbons (PFC), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), and sulfur hexafluoride (SF<sub>6</sub>).
- Include CAPs and HAPs, as relevant.
- Report emissions as MTCO<sub>2</sub>e/year (metric tons CO<sub>2</sub> equivalent/year).
- Report baseline GHG emissions, CAPs, HAPs during past 12-consecutive months (most recent calendar year).
- Estimate future business-as-usual cumulative GHG emissions CAPs, HAPs using baseline emissions data for 2026 – 2030 and 2030 – 2050.
- Summarize the methodology, tools, and emission factor source information.
  - Provide the source of the developer(s) for tools and models used.
  - Provide a summary statement justifying the relevant sources used and outlining any key assumptions utilized in assessments (e.g., emission rates, factors, etc.).

## Develop permitting plan

*Could include:*

- Summarize permits required for EM implementation:
  - Permit sources (relevant state agency, local government, local county, etc.) and types.
  - Estimated lead times and costs.
  - Other relevant information (e.g., major amendments, minor amendments, variance request, new permit, inspections, zoning, land use change, building permits, etc.).
- Describe your strategy to utilize the state of Minnesota's intra-agency groups to develop a permitting plan. Permitting can be a complex process, but the state of Minnesota has many resources such as the [Minnesota Business First Stop](#) (review the [Assistance Form](#) for next steps) and [MPCA's permittee assistance](#). Leverage agencies as needed to develop a permitting plan, including resources such as the [MPCA industry and process resources](#) page for industry relevant information.
- For anaerobic digester projects, complete and submit the [Environmental Review Pre-Screening Form](#).

## Develop community engagement plan

*Could include:*

- Summarize a plan consisting of meaningful engagement with the community(s) where facility is located or will impact.
- Using the State of Minnesota's [Environmental Justice Framework Report](#), develop an engagement plan which includes civic engagement, public participation, and outreach to understand concerns and identify priority projects for implementation. Engagement opportunities should be considered before, during, and/or after project implementation.

- Include specifics such as event type (in person or virtual), number of engagement events, and timeline of engagement events, as well as opportunities for public contribution to decision making.

## **Develop EM project-specific measurement and verification (M&V) plan(s)**

To summarize a strategy, framework, and budget to measure and verify the GHG reduction results and outcomes of identified EM(s). Applicants interested in applying for Implementation funding, if awarded, must conduct M&V to validate and verify post-installation performance at the equipment-, system-, or facility-level using a robust method of the applicant's choosing. Guidance for methods and assessments are provided by MPCA staff; however, applicants must choose the scope and need for establishing project baselines and post-installation M&V. This work will span a summary of the strategy, framework, and budget used to measure and verify the results of GHG emissions and any additional co-benefits of the project(s). M&V should be performed by an independent third party not affiliated with the technology provider; self-verification is allowed but not reimbursable.

Future Implementation grant awardees will be required to provide the commissioning log and report on measured and verified outcomes for a performance period of a minimum of three months post-installation (but still within the grant award period). If more time is required to accurately measure and verify the outcomes and results of the project, a summary detailing reason and proposed timeline must be submitted to the MPCA prior to submitting the request for final reimbursement and final report.

### *Required elements:*

- Identify if the three-month minimum requirement will be sufficient to measure and verify reduction of GHG emissions. The period to be evaluated for future implementation projects awarded from the Industrial Innovation program will be a minimum period of three months post-installation of EM(s).
- Provide outline of the plan with specific details on work tasks, who would complete them, what their qualifications are, and their capacity to develop an M&V report.
  - Outline should follow and use guidance for the M&V commissioning approach, plan, and report as outlined in Section 2. of the [U.S. Department of Energy's M&V Guidelines: Measurement and Verification for Performance-Based Contracts Version 4.0](#).
  - Outline should include the validation and verification of post-installation performance at the equipment-, system-, or facility-level using a robust method of the applicant's choosing. Guidance for methods and assessments are provided by MPCA staff; however, applicants must choose the scope and need for establishing baselines and post-installation M&V.
- Summarize equipment, calibration, and methods that would be used to measure and monitor each EM's energy consumption (utility) and GHG emissions (and co-pollutants, as relevant) reduction and performance.
  - Plan should include a summary to incorporate the same specific methods, tools, and emission factor(s) used as resources to generate estimates of GHG emissions of EM projects, including utility bills, as relevant.
  - Measurement plan to include data types and frequency of measurement activities related to EM project specifics, and any assumptions used for establishing comparison between baseline and post-installation of EM project.
  - Verification plan to include data storage/backup procedures and quality assurance/quality control protocols for measurement, calculation, and data collection.
  - Budget estimates to include costs directly associated with M&V services (e.g., labor, equipment, software, tools, etc.) after the completion of the project.
  - For projects using waste streams as energy, estimates on volumes of waste (lbs, gallons, tons, etc.) should be factored into M&V plan to include a monthly and annual summary, along with production volumes of energy (kWh, MMBtu, etc.) on a monthly and annual basis.
- Calculate post-installation and cumulative (2026 – 2030 and 2030 – 2050) reductions of GHG emissions, CAPs, HAPs relative to baseline emissions data.
- Provide post-installation energy use intensity (EUI) for analysis period.

- Total annual building energy use for the building, divided by the gross floor area, for entire facility as determined by boundary. Expressed as MMBtu/ft<sup>2</sup>/year and kWh/ft<sup>2</sup>/year.
- Provide post-installation energy cost index (ECI) for analysis period.
  - Total annual energy cost for the building divided by the gross floor area, for entire facility as determined by boundary. Expressed as \$/ft<sup>2</sup>/year.
- Calculate new annual baseline production ratio/activity index to produce products (energy used ÷ product units), as relevant.
  - Using average annual utility consumption and a known volume of product produced, report production unit or activity index, as relevant (e.g., 10,000 kWh used ÷ 5,000 lbs of frozen fruit processed = 2 kWh per lb of frozen fruit per year).
- Calculate post-installation annual baseline production ratio/activity index to produce products (energy used ÷ product units), as relevant.
  - Using post-installation utility consumption and/or increased volume of product produced, report production unit or activity index, as relevant (e.g., 8,000 kWh used ÷ 5,000 lbs of frozen fruit processed = 1.6 kWh per lb of frozen fruit per year).

## Attachment C: Technical assistance and resources

The following are resources for applicants proposing to develop a TAP report. These include service providers, resource centers/groups/organizations in Minnesota, additional funding sources, protocols, tools, and technical referential documents. This list is intended to provide applicants with resources which can be used to develop and produce consistent and quality reporting metrics. This list is not meant to be exhaustive; applicants are encouraged to reference or use any resource that is consistent with their planning proposal.

### Qualified assessors include but are not limited to:

[ITAC Qualified Assessors](#)

[Minnesota Technical Assistance Program \(MnTAP\)](#)

[Agriculture Research Utilization Institute \(AURI\)](#)

[LHB](#)

[LEIF](#)

[Barr Engineering Co.](#)

[Center for Energy and Environment](#)

[Cascade Energy](#)

[Frontier Energy](#)

[SE Advisory Services - innovation, expertise, and Impact | Schneider Electric](#) and [Industrial electrification consulting | Schneider Electric](#)

### Additional technical assistance, grant writing, and state permitting resource groups:

[Minnesota Technical Assistance Program \(MnTAP\)](#)

[Minnesota Association of Development Organizations](#)

[Agriculture Research Utilization Institute \(AURI\)](#)

[Minnesota Technical Assistance Collaborative](#)

[Center for Energy and Environment](#)

[U.S. DOE Industrial Training and Assessment Centers \(ITAC\)](#)

[Renewable Thermal Collaborative](#)

[B3 Benchmarking](#) – Free/no-cost for public entities, while private entities can subscribe for a \$2,400.00 annual fee.

[Environmental Initiative Organization](#)

[CERTs](#)

[MPCA Small Business Environmental Assistance Program](#) – If you have questions about how your project will affect existing permits or what environmental rules or permits may apply. SBEAP’s focus is on small businesses that are independently owned and operated, have fewer than 100 employees, and are not major sources of waste or emissions. Call 651-282-6143 or email [smallbizhelp.pca@state.mn.us](mailto:smallbizhelp.pca@state.mn.us)

[MPCA Small Business Ombudsman](#) – Technical and permitting assistance.

[MPCA Industry and Process Resources](#) – Information on environmental regulations by industry.

[MPCA Air Permit Types](#)

[MPCA Solid Waste Permits](#)

[MPCA Water Permits and Regulations](#)

[MPCA Waste and Recycling Permits and Regulations](#)

[MPCA Feedlot Permits and Regulations](#)

[MPCA Storage Tanks Permits and Regulations](#)

[MDA RFSI Technical Assistance](#) – Some food organizations and businesses may be eligible for consultation or support with their grant application the Minnesota Department of Agriculture's Resilient Food Systems Infrastructure Technical Assistance Program. Review the program webpage to find out if you qualify for assistance and connect with a service provider.

[DEED’s Minnesota Business First Stop – Assistance Form](#) – Project development and permitting assistance.

[NREL Energy to Communities Program: Expert Match](#)

[Minnesota Chamber of Commerce’s Environmental Sustainability Foundation](#)

### **Additional funding resources:**

[Minnesota Climate Innovation Finance Authority](#)

[Minnesota State Competitiveness Matching Funds](#) contributes to cost-share requirements for federal awards to support clean energy projects in Minnesota. The Minnesota legislature created this \$100 million program to provide matching funds for entities and organizations in Minnesota to reduce barriers to pursuing federal grants and awards.

[CERTs Pay-for-your-Project search tool](#)

[Minnesota Chamber of Commerce’s Environmental Sustainability Foundation](#)

## **Attachment D: Definitions**

**Boundary** – A defined physical area which encompasses where the assessments, evaluations, and all project activities will occur. A logical boundary may include the entire facility, such as the permit or fence line boundary, and can include adjacent property under common control which serves the manufacturing or processing operations directly.

**Business-as-Usual (BAU)** – The expected equipment replacement behavior sought in the absence of technical assistance and planning funding support.

**Co-Benefits** – For the purpose of this RFP, co-benefits include waste reduction within a process, such as water or other mitigation of waste; costs associated with waste removal services, renewable natural gas/biogas produced from waste; improved safety of facility employees; product consumers; jobs created; and workforce trained.

**Coefficient of Performance (COP)** – The measurement of efficiency of heating or cooling systems as the ratio of desired energy output to the required energy input.

**Combined Heat and Power (CHP)** – The concurrent production of electricity or mechanical power and useful thermal energy (heating and cooling) from a single source of energy. Also referred to as “co-generation”, this type of distributed energy system is located near the point of consumption and can use a variety of fuels to generate electricity or power.

**Criteria Air Pollutants (CAP)** – For the purpose of this RFP, criteria air pollutants include PM<sub>2.5</sub>, volatile organic compounds (VOCs), carbon monoxide (CO), sulfur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>), lead, and ozone.

**Distributed Energy System** – On-site production of electric power or heat by a variety of technologies, including energy storage technologies.

**Energy Assessment** – Assessment requirements within the TAP report were developed using guidance from [ASHRAE 211 Level II](#) and the [EPA’s Guide to Industrial Assessments](#). While not full facility audits per these standards, assessments within TAP reports meet industry best practices and include current baseline utility energy use, recommended improvements with costs, estimated equipment life, energy and cost savings, and prospective waste reductions or co-benefits provided, as well as simple payback period. The assessment must be validated and signed by the contracted qualified assessor or their supervising assessor.

**Energy Cost Index (ECI)** – The total annual cost for the building divided by the gross floor area. The ECI is expressed as a site or single facility (as defined by the boundary) and expressed as \$/ft<sup>2</sup>/year.

**Efficiency Measure (EM)** – A measure or action applied to a facility, operations, or equipment that facilitates decarbonization through reducing GHG emissions. An EM may also result in improved energy efficiency, a reduction in air pollutants, and/or co-benefits as defined in this RFP. EMs include concepts of energy conservation, co-generation of energy, distributed energy systems, fuel-switching, improvements in operations and maintenance, retrofit activities, and result in a reduction of energy consumption from production or maintenance, while maintaining or enhancing the facility’s safety, comfort, and functionality.

**Energy Use Intensity (EUI)** – As defined by boundary, the total annual facility energy use divided by the gross floor area. The EUI is expressed as a site or single facility (as defined by boundary) and expressed as MMBtu/ft<sup>2</sup>/year and kWh/ft<sup>2</sup>/year.

These facilities are inspected by the Manufactured Food Program within the Food and Feed Safety Division; those producing meat or dairy products may be regulated by the Dairy and Meat Inspection Division.

**Expansion** – A project involving construction at an existing facility which includes the installation of new equipment to either expand operational capacity/capability.

**Food System** – For the purpose of this RFP, a food system encompasses activities involved in the production, aggregation, processing, packaging, storage, distribution, consumption, and disposal of food products (for human or animal consumption) that originate from agricultural, forestry, or fisheries, as parts of the broader economic, societal, and natural environments in which they are embedded.

**Food System Organic Waste Processor** – For the purpose of this RFP, a food system organic waste processor can be public or private and includes but is not limited to a solid waste landfill, wastewater treatment facility, anaerobic digestion facility, or source-separated organic material (SSOM) compost facility. Dependent on their permit, these facilities may process and manage food system municipal or industrial waste. Solid waste landfills, SSOMs, and anaerobic digestion facilities typically accept and process food system materials such as wasted food, food scraps, and/or compostable food service ware products. Wastewater facilities may process food system materials such as liquid waste, biosolids, industrial byproducts, and wastewater. Anaerobic digestion facilities that process manure are also considered a food system organic waste processor.

**Greenhouse Gas Emissions** – GHG emissions include carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFC), and sulfur hexafluoride (SF<sub>6</sub>).

**Greenhouse Gas Emissions Inventory** – A list of emission sources and sinks along with the associated emissions quantified using standard methods. These include carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O),

hydrofluorocarbons (HFCs), perfluorocarbons (PFC), and sulfur hexafluoride (SF<sub>6</sub>). The assessment must be validated and signed by the qualified assessor or their supervising assessor.

**Gross Floor Area** – The sum of the floor areas of all spaces within the facility, as defined by the boundary (no deductions for floor penetrations other than atria). It is measured from the exterior faces of exterior walls or from the centerline of walls separating buildings, but excludes covered walkways, open roofed-over areas, porches and similar spaces, pipe trenches, exterior terraces or steps, roof overhangs, and parking garages, as well as surface parking.

**Hazardous Air Pollutants (HAP)** – A group of [188 specific pollutants](#) that cause or may cause cancer or other serious health effects or adverse environmental and ecological effects specific to the [Clean Air Act](#) amendments.

**Industrial Food and Beverage Manufacturing and Processing Facility** – For this RFP, an industrial facility that produces finished, packaged food or beverage products through mechanical, physical, or chemical methods using raw materials and bulk ingredients using standardized processes, specialized equipment, and controlled facility environments. These facilities typically operate continuously or in high-volume batches following strict quality, safety, and regulatory standards with the goal of producing consistent, safe, and commercially distributable products efficiently and at scale. The primary products are intended for human or animal consumption and are produced with the intention of wholesale, distribution, or retail sales.

**Innovation** – A project, in part or in whole, which involves introducing or applying new ideas, methods, or technologies that create meaningful change, improved outcomes, or new value for the facility which processes or produces or for the community where the facility is located.

**Improve Energy Efficiency** – An arrangement or action taken which results in reduced energy consumption or loss in system operation while allowing the same or better level of facility performance and/or that reduces use of conventional energy in a facility by substituting conventional energy fuels with distributed energy systems, fuel-switching, or electrification.

**Lifecycle Cost Effective** – The total costs of owning, operating, and maintaining a facility over its useful life.

**Low-Income and Disadvantaged Communities (LIDAC)** – Communities with residents that have low incomes, limited access to resources, and disproportionate exposure to environmental or climate burdens. Although the Inflation Reduction Act does not formally define LIDACs, EPA strongly recommends that grantees use the Climate and Economic Justice Screening Tool and the Environmental Justice Screening and Mapping Tool to identify LIDACs in their communities. These tools identify LIDACs by assessing indicators for categories of burden: air quality, climate change, energy, environmental hazards, health, housing, legacy pollution, transportation, water and wastewater, and workforce development.

**Match** – The percentage of the total project cost that the grantee is required to contribute. Match could include cash or in-kind contributions, loans, other state grants that have been secured, technical assessments conducted by qualified assessors not paid for through this grant, and liquid capital assets.

**Meaningful Engagement** – As described through the [State of Minnesota's Environmental Justice Framework](#), meaningful engagement occurs when there is consideration of the following: people have an opportunity to participate in decisions about activities that may affect their environment and/or health, the public's contribution can influence the regulatory agency's decision, community concerns are considered in the decision-making process, and the decision makers seek out and facilitate the involvement of those potentially affected.

Communities of color, indigenous communities, and low-income residents have a right to live in conditions that support a healthy and fulfilling life. The MPCA is committed to using its authority and influence to identify and support opportunities that improve environmental conditions and reverse generations of environmental inequities in areas of concern, enhancing environmental quality, and providing economic opportunities for future generations of Minnesotans.

**Municipality** – A city, town, borough, county, parish, district, or other public body created by or pursuant to State law. Consistent with section 137(d)(1) of the Clean Air Act, a group of municipalities, such as a council of governments, may also be considered an eligible entity under this program.

**New Construction** – A facility that is being fabricated for the first time, including existing facilities undergoing substantial rehabilitation involving the replacement of major mechanical system, or existing structures repurposed after at least one year of vacancy.

**Production Ratio/Activity Index** – For this RFP, in the context of food production, a production ratio or activity index is used to compare inputs (energy) to output (product or activity volume) and can be used to compare operations between years. If an efficiency measure enables a production increase, determining the baseline using the current existing equipment can allow for a savings comparison based on the original production levels.

**Qualified Assessor** – Qualified assessors include accredited third-party organizations, engineering firms, and consultants. Qualified assessors must submit documentation in the work plan, such as a work history summary, demonstrating one of the listed credentials and good standing. During grant implementation, grantees must provide assessor qualification summaries for all work performed.

A qualified assessor must meet one of the following criteria:

- An Association of Energy Engineers (AEE) Certified Energy Auditor (CEA)
- An Association of Energy Engineers (AEE) Certified Energy Manager (CEM)
- A National Association of Energy Service Companies (NAESCO) Accredited Energy Efficiency Contractor (EEC), Accredited Energy Service Company (ESCO), or Accredited Energy Service Provider (ESP)
- An American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Building Energy Assessment Professional Certification (BEAP) or another project-relevant certification
- A Minnesota Licensed Professional Engineer
- An individual from a third-party GHG emission, decarbonization, or carbon accounting consultant who has performed similar types of GHG emissions assessments for industrial facilities in accordance with the GHG Protocol or the intent of ISO 14064, ISO 14065 and/or ISO 14067, or equivalent.

**Retrofit** – Modification, upgrade, improvement, or replacement of existing equipment at an existing facility.

**Scope 1 Emissions** – *Direct* GHG emissions that occur from sources that are controlled or owned by an entity.

**Scope 2 Emissions** – *Indirect* GHG emissions associated with the purchase of electricity, heat, cooling, or steam.

**Scope 3 Emissions** – For the purpose of this RFP, Scope 3 emissions are defined as GHG emissions associated with food system waste produced on-site by an eligible facility that requires down-stream or off-site disposal, or management services purchased from a third party, as applicable. Food system waste treatment activities may include, but are not limited to:

- Disposal in a landfill
- Disposal in a landfill with landfill-gas-to-energy (LFGTE) – that is, combustion of landfill gas to generate electricity
- Recovery for recycling
- Incineration
- Recovery of edible food for donation at hunger relief programs for human consumption
- Recovery of source-separated organic material for organics recycling (e.g., composting or anaerobic digestion)
- Waste-to-energy (WTE) or energy-from-waste (EfW) – that is, combustion of municipal or industrial solid waste to generate electricity downstream
- Waste generated and sent to a wastewater treatment facility

**Technology Readiness Level (TRL)** – A scale that consists of nine levels ranging from one through nine—each one requiring the technology to be demonstrated in incrementally higher levels of fidelity in terms of its form, the level of integration with other parts of the system, and its operating environment than the previous, until at the final level the technology is described in terms of actual system performance in an operational environment. The scale is ordered according to the characteristics of the demonstration or testing environment under which a given technology was tested at defined points in time.

**Tribes** – Consistent with section 137(d)(1) of the Clean Air Act, groups of Tribes, including Tribal consortia and Tribal partnerships, are considered an eligible entity under this program. Tribes, Tribal partnerships, and Tribal consortia can also participate as collaborating partners in planning efforts managed by lead organizations for states or metropolitan areas.

**Upcycling Food** – For the purpose of this RFP, upcycling means capturing, processing, and remaking parts of food and food scraps into new food products for human or animal consumption when the parts of food and food scraps do not fit the conditions of adulteration under section [Minn. Stat. § 25.37](#) or [Minn. Stat. § 34A.02](#).

## Attachment E: Build America, Buy America (BABA)

All eligible energy-related projects are considered infrastructure and subject to BABA rules. A general guideline, which may not be all-inclusive, is fixtures that are permanent (e.g., hard wired) are required to follow BABA.

Limited projects under this RFP are subject to the Buy America Sourcing requirements under BABA provisions of the [Infrastructure Investment and Jobs Act \(IIJA\)](#) (P.L. 117-58, §§7091170917) when using Federal funds for the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States. The Buy America preference applies to all of the iron and steel, manufactured products, and construction materials used for the infrastructure project under an award for identified [EPA financial assistance funding programs](#).

All the iron, steel, manufactured products, and construction materials used in the project are produced in the United States. BABA requirements for iron and steel are the same as American Iron and Steel. BABA manufactured products require the final manufacturing in the United States.

[Project waivers](#) may be pursued after award; however, without an EPA-approved waiver, the BABA requirements must be met.

### **BABA – Required use of American iron, steel, manufactured products, and construction materials**

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for an infrastructure project unless:

- (1) All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and
- (3) All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

For legal definitions and sourcing requirements, consult the [EPA Build America, Buy America website, 2 CFR Part 184](#), and the [Office of Management and Budget's \(OMB\) Memorandum M-24-02 Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).