

**NASHWAUK  
CITY COUNCIL  
REGULAR AGENDA**



*City of*  
**NASHWAUK**  
**FROM TIMBER TO TACONITE**

301 Central Avenue, Nashwauk, Minnesota 55769

p: 218-885-1210

**City Council**

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**TUESDAY, AUGUST 26, 2025**

**CITY COUNCIL MEETING WORK SESSION**

**FOLLOWING THE REGULAR CITY COUNCIL MEETING**

**Greg Heyblom**

*Mayor*

**Sheila Jensen**

*Councilor*

**Tom Martire**

*Councilor*

**Terry Sullivan**

*Councilor*

**David Bruns**

*Councilor*

**Sellman, Borland, &**

**Simon**

*City Attorney*

**Lee Longoria**

*Police Chief*

**April Kurtock**

*City Administrator/Clerk*

*Deputy Clerk*

**Jason Martire**

*PW & Utility Lead,  
WW/WW Operator*

**Joe Martire**

*Fire Chief*

**1. CALL TO ORDER**

a. **PROJECT DISCUSSION**

**2. Adjourn**

**3<sup>RD</sup> STREET PROJECT** - PUC

**Complete Project Quote - \$2,931,000**

**EMERGENCY SERVICES BUILDING**

**Option #1 – Precast Bldg \$6,000,000**  
**Option #2 – Wood Frame/Larger 2 Story \$6,949,520**  
**Option #3 – Wood Frame/Mid-size 2 Story \$6,213,278**  
**\$6 to \$7 Million**

**PUBLIC WORKS BUILDING**

**80' x 120' \$3 to \$3.5 Million**

**HIGHSCHOOL GYM**

**Keeping the gym & Office portion \$980,000**

**WATER TOWER** - PUC **\$500,000+-**

## April Kurtock

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**From:** April Kurtock  
**Sent:** Wednesday, April 16, 2025 9:58 AM  
**To:** April Kurtock  
**Subject:** FW: Public Works Building  
**Attachments:** 120x80 Garage (1).pdf; 120x80 Garage in Aerial.pdf

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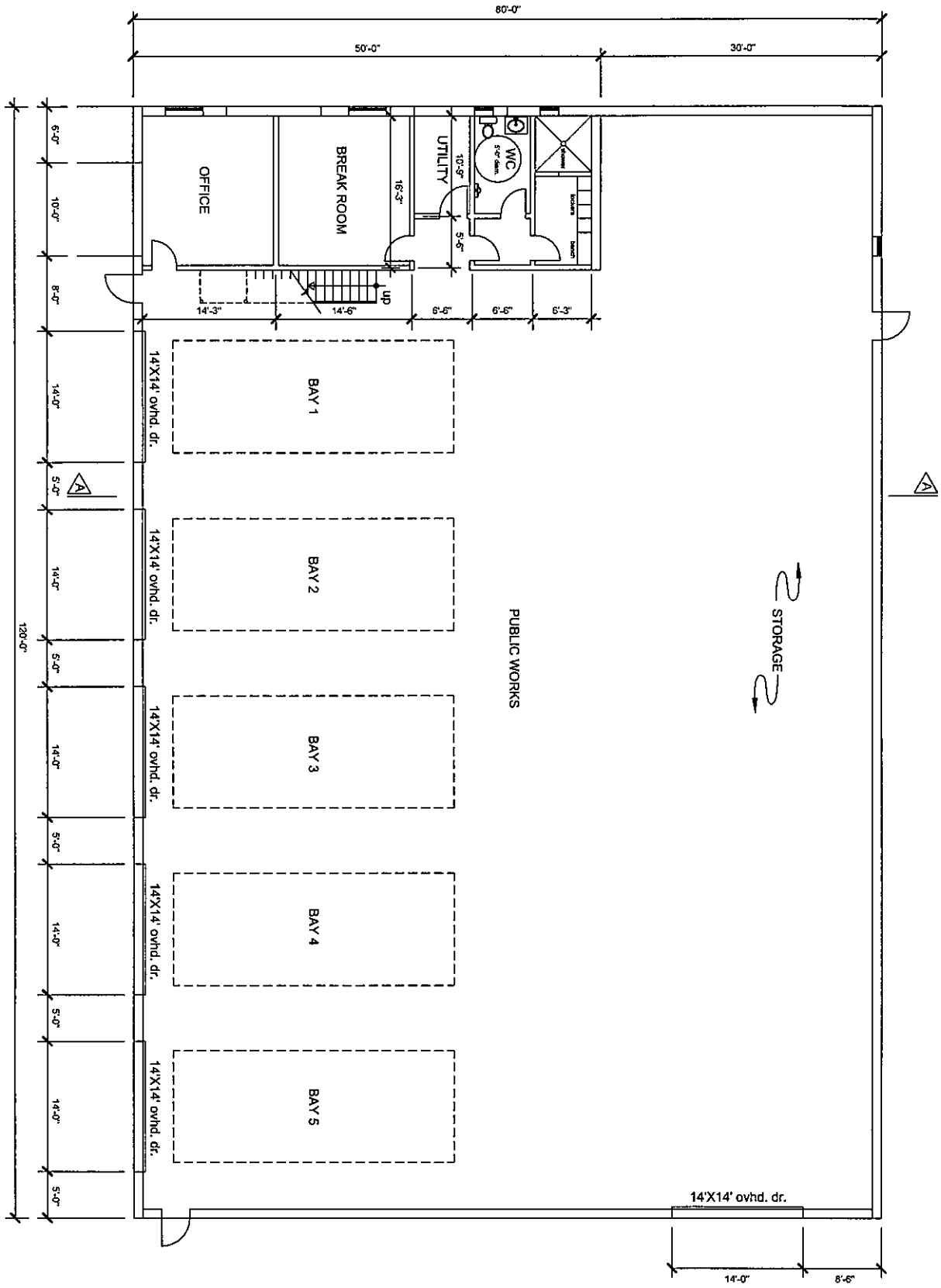
**From:** John Jamnick <[jjamnick@jpieng.com](mailto:jjamnick@jpieng.com)>  
**Sent:** Thursday, February 8, 2024 2:24 PM  
**To:** April Kurtock <[akurtock@NashwaukMN.gov](mailto:akurtock@NashwaukMN.gov)>; Jason Martire <[jmartire80@outlook.com](mailto:jmartire80@outlook.com)>  
**Subject:** Public Works Building

Hi April and Jason ...we briefly talked about a budget for a new public works building..here is a rough layout of an 80 x 120 building...along with a general location map east of the 4th street alley, Larue access road area.

The building footprint is 9,600 sf and recent similar budget construction costs that I have spoken with a local Architect would be in the \$300 to \$350 per foot. or \$2,900,000 to \$3,400,000 range. We can meet with you and the council to discuss options on moving forward on size, location, amenities and other items to get a closer budget.

Thank you

# PUBLIC WORKS FLOOR PLAN



OWNER: City of Nashwauk  
 PROJECT: Safety Services Facility  
 LOCATION: 23 Park Dr, Nashwauk, MN 55769  
 PREP BY: ICS  
 DATE: 4/21/2025



A LEGENCE Company



City of  
**NASHWAUK**  
 FROM TIMBER TO TACONITE  
 301 Central Avenue, Nashwauk, Minnesota 55769

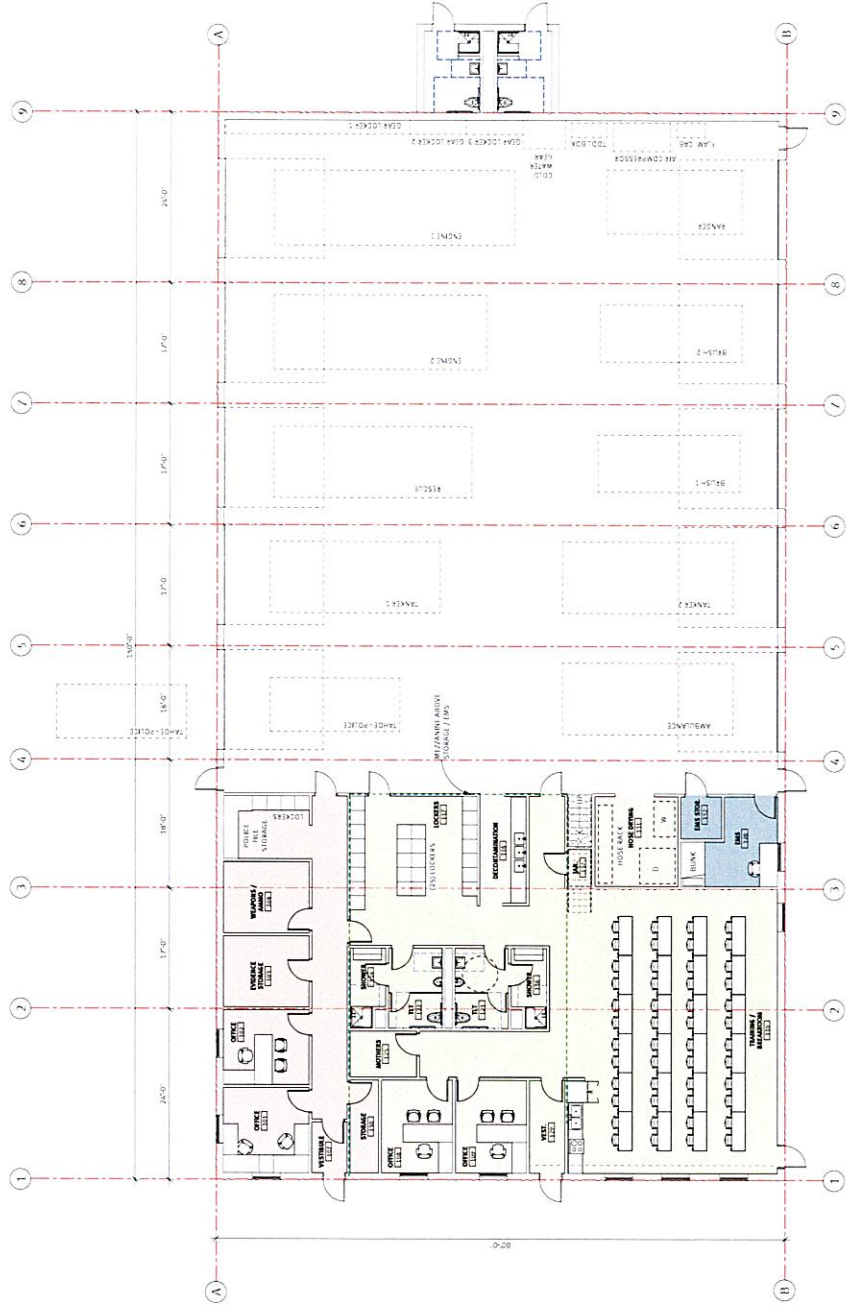
ITEM / ITEM DESCRIPTION	Option 1 (Smaller, Precast, Single-story)	Option 2 (Larger, Wood Framed Admin, 2-Story)	Option 3 (Mid Size, Wood Framed More Bumpouts, Storage/Mech Only on 2nd Floor)
<b>BUILDING</b>			
Demo	\$20,000	\$20,000	\$20,000
New Construction	\$3,926,605	\$4,666,583	\$4,099,707
<b>SITE IMPROVEMENTS</b>			
<b>SPECIFIC SITE AREA</b>			
Sitework	\$283,750	\$283,750	\$283,750
<b>FFE/TECHNOLOGY</b>			
Furniture, Fixtures and Equipment (FFE)	\$0	\$0	\$0
Technology (TV.s, PCs, ect...)	\$0	\$0	\$0
Security (Cameras & Card Readers)	\$0	\$0	\$0
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$4,230,355</b>	<b>\$4,970,333</b>	<b>\$4,403,457</b>
<b>SOFT COSTS</b>			
<b>Fees/Permitting/Testing</b>	\$1,408,370	\$1,581,560	\$1,457,544
<b>Property Acquisition</b>	\$0	\$0	\$0
<b>Bond Costs</b>			\$0
<b>SUBTOTAL</b>	<b>\$1,408,370</b>	<b>\$1,581,560</b>	<b>\$1,457,544</b>
<b>CONTINGENCY</b>	\$338,428	\$397,627	\$352,277
<b>SUBTOTAL</b>	<b>\$338,428</b>	<b>\$397,627</b>	<b>\$352,277</b>
<b>TOTAL</b>	<b>\$5,977,153</b>	<b>\$6,949,520</b>	<b>\$6,213,278</b>

\*Construction values reflect estimated inflation through 2026

Cost/SF	SF	Construction Only/SF	
Option 1 - Precast, smaller size	12,250.00	\$ 372.96	-
Option 2 - Wood Framed, larger, 2nd floor	16,600.00	\$ 323.37	-
Option 3 - Wood Framed, Mid-Size, More bumpouts, 2nd Floor only storage/MEP	16,400.00	\$ 289.98	
<b>For reference</b>			
JPJ Estimate Construction Only 10/2024	\$ 10,500.00	\$ 400.00	-
For Reference - 2020 GR Fire Hall projection to 2025	\$ 17,309.00	\$ 397.54	-

DEPARTMENT LEGEND

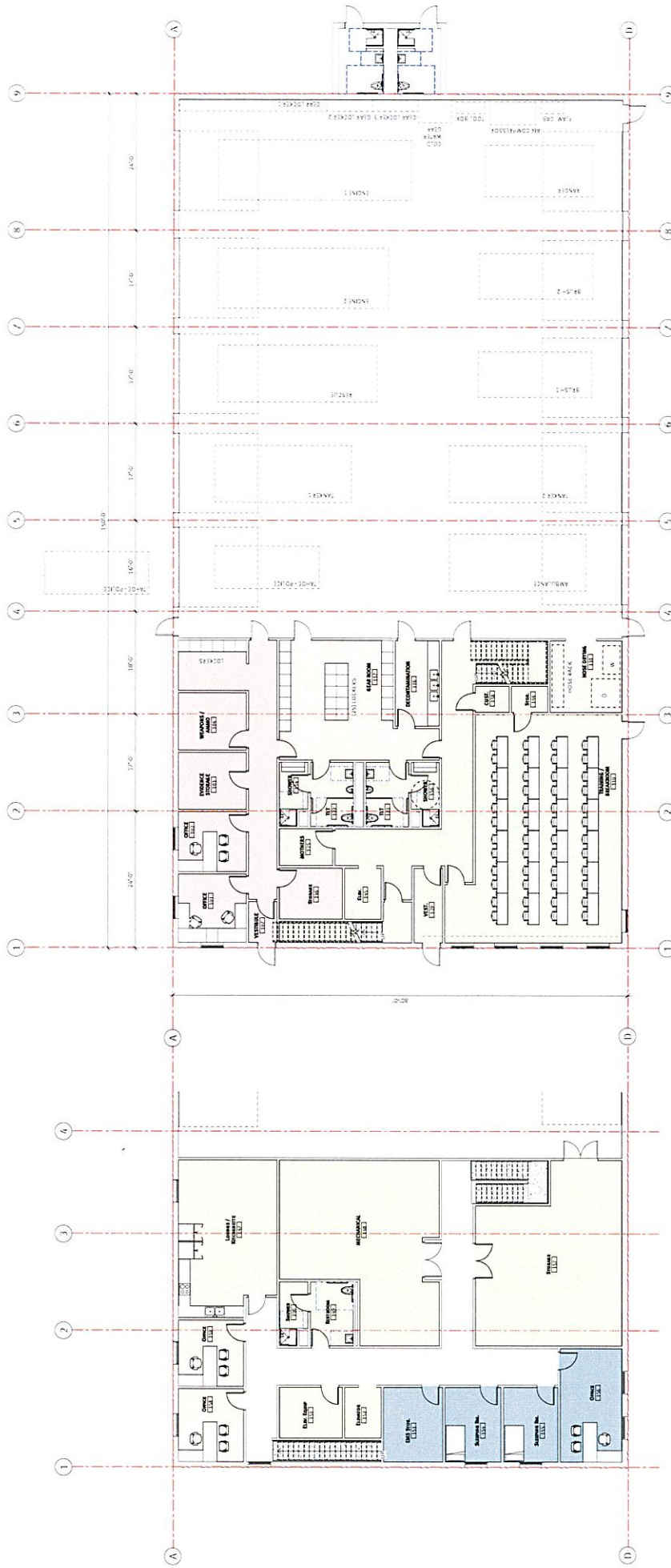
- EMS
- FIRE
- POLICE
- SHARED



① LEVEL 1 FLOOR PLAN  
1/8" = 1'-0"

DEPARTMENT LEGEND

- FIRE
- POLICE
- SHARED

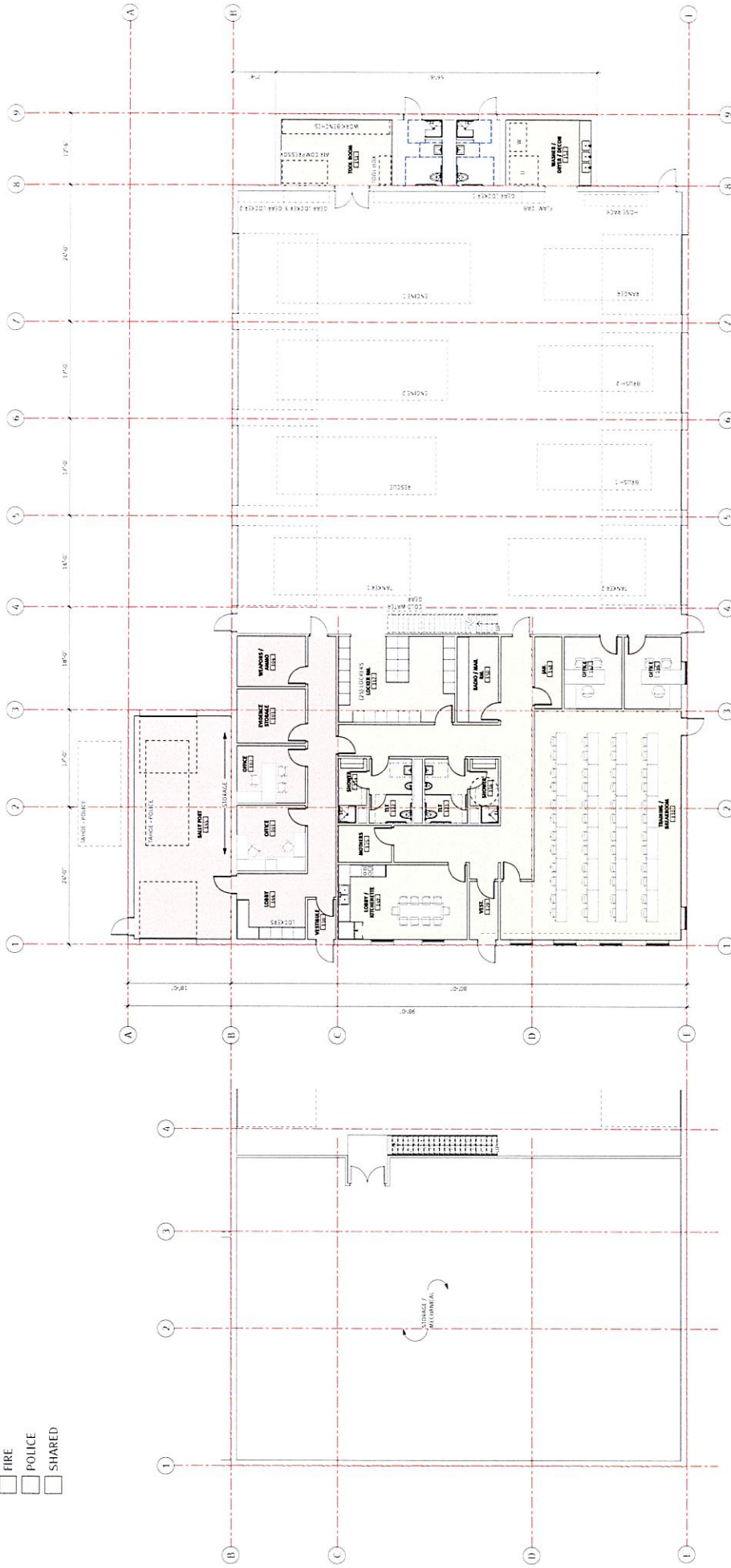


1 LEVEL 1 FLOOR PLAN  
100 - 100'

2 LEVEL 2 FLOOR PLAN  
100 - 100'

DEPARTMENT LEGEND

- FIRE
- POLICE
- SHARED



1 LEVEL 1 FLOOR PLAN  
1/18/15

2 LEVEL 2 FLOOR PLAN  
1/18/15

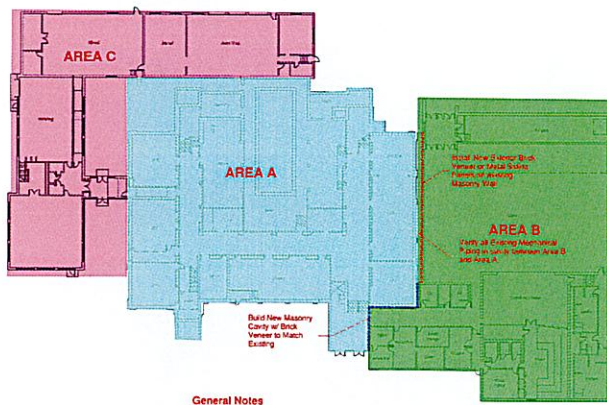
# April Kurtock

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**From:** Nathan Norton <nathan.norton@ics-builds.com>  
**Sent:** Wednesday, July 16, 2025 5:00 PM  
**To:** April Kurtock; Greg Heyblom  
**Subject:** Nashwauk - HS Area B

April/Greg,

Pertaining to the Nashwauk High School, to keep Area B (see snapshot below) intact after the district was to demo Area A & C and bring it up to a finished/more-usable space; it would be about \$980,000. That scope consists of placing brick veneer on the newly exposed exterior, roof parapet flashing and patching, utility tie-ins, small boiler plant, misc. interior upgrades, misc. mechanical upgrades, and entry vestibule. Please let me know if you would like me to pop in there and do a deeper dive. I would love to get something going for you guys!



**Nathan Norton**  
Project Executive  
Office: (763) 354-2670  
Mobile: (218) 820-7812  
521 Charles Street, Suite 102  
Brainerd, MN 56401



240 5th Street  
 Nashwauk, MN 55769  
 Ph: 218-885-3883  
 Fax: 218-885-3884  
[www.jkmechinc.com](http://www.jkmechinc.com)

\*Plumbing, Heating, Cooling, Electrical\*  
 \*Crane and Hauling Service\*  
 \*Residential, Commercial, Industrial\*  
 \*Licensed, Bonded, Insured\*

Date: 09/14/2023

## PROPOSAL

To: City Of Nashwauk  
301 Central Ave.  
Nashwauk, MN 55769  
akurtock@cityofnashwauk.com  
lhopke@cityofnashwauk.com

Job: Rec Center Plumbing, Heating and Electrical  
Modifications  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We propose to furnish all materials and install work as described below for the net sum of:

One Hundred Thirty One Thousand Four Hundred Twenty Dollars and 00/100 \_\_\_\_\_ Dollars: \$131,420.00

Section(s):

HVAC: Supply and install 4 new natural gas fired sealed combustion unit heaters complete with venting and combustion air piping,  
new gas piping from units back to building meter / regulator, supply 4 thermostats and unit start up, also included is supply of new intake  
gravity dampers. Labor and Material \$41,387.00

Plumbing: Sawcut existing concrete floor to allow for installation of new 35 cubic foot inflammable waste separator, underground waste  
piping, and 114' of new 12" trench drain with ductile iron grate, dowel and patch back concrete, supply and install above ground  
venting for flamm tank and sewer. Also included is the required plumbing plans, state of MN plan review and plumbing permit.  
Labor and Material \$75,303.00

Electrical: Supply and install 2 CO detection system and interconnect with 2 existing exhaust fans and dampers. Run branch circuits  
to 4 - new natural gas unit heaters including thermostat wiring. Change light switch locations, and add 2 welding outlets.  
Labor and Material \$14,730.00

**TERMS:** Standard AIA or AGC Without Modifications

The receipt of the following addenda to the specification is acknowledged.

No: _____	Date: _____	No: _____	Date: _____	No: _____	Date: _____	No: _____	Date: _____
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As per Plans and Specifications drawn by: \_\_\_\_\_ Dated: \_\_\_\_\_

Location \_\_\_\_\_

City of \_\_\_\_\_

Owner \_\_\_\_\_

Respectfully submitted by Ross Taylor  _____ <b>JK Mechanical Contractors Inc.</b>	*Accepted By: _____ Date: _____
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This proposal is subject to credit approval and acceptance within 30 days.

\* This proposal signed by you and returned to us shall constitute a contract, and a copy of the same with our signature of a company officer will be returned to you. Any change in contract must be agreed upon in writing. All orders accepted by us with the understanding that we are not to be held liable for non-delivery because of transportation difficulties, labor strikes, fire, war, flood, accidents at factory, or any causes beyond our control.

Quotations subject to change without notice before receipt of acceptance.

We carry in force: Workman's Compensation, Public Liability, and Property Damage Insurance policies.

## Public Works Grant Program

Applications open starting July 1, 2025, for Fiscal Year 2026.

### Grant Program Overview

Public Works grants support local and Tribal governments with infrastructure funding that provides essential services and promotes economic development.

### Contact Information

Chris Ismil, [Chris.Ismil@state.mn.us](mailto:Chris.Ismil@state.mn.us), 218-735-3010.

### Funding Availability

- Funded at \$9,000,000 for Fiscal Year 2026 from the Taconite Environmental Protection Fund.
- The number of grants awarded is variable and dependent upon the amounts awarded to successful applicants.
- 1:1 match per project required.
  - Match requirements may be reduced for publicly-owned projects in cities located near an active mine pit or a mine pit that has idled within the last two years. Reductions will be considered if financial need is demonstrated and formal preapproval is obtained prior to submitting a full application.
- In-kind materials and/or labor are not eligible towards the project match.
- Architectural and engineering fees in excess of 10% of the total project costs are ineligible for reimbursement.
- No applicant is eligible for more than \$1.5 Million for this program per fiscal year. Once that amount is reached additional grant applications for this program will not be eligible.
- Maximum grant amount of \$145,000 for grants supporting privately owned buildings or infrastructure.
- Applications should be submitted within nine months of the project construction start date.

### Collaboration

Multi-organization collaboration is welcomed.

### Eligibility

#### Eligible Applicants

Cities, townships, Tribal governments and governmental entities created pursuant to Minnesota Statutes within the Iron Range Resources & Rehabilitation service area.

## Eligible Projects

Examples include, but are not limited to, sewer (lines, lift stations, treatment facilities), water (lines, treatment facilities, water storage/towers), stormwater, streets, street lightings, sidewalks, dams, building improvements (city halls, townhalls, fire departments, public safety buildings, public works, libraries) and recreational facilities, such as arenas and community centers, large regionally significant parks or campgrounds, airport buildings and infrastructure.

## Ineligible Projects

Examples include, but are not limited to, parking lots and expenditures for planning or assessments.

## Competitive Priorities

- Project impact.
- Partner funding and leverage.
- Mining impacted communities.

## Evaluation Criteria and Weight

The review committee will review each application using a 100-point scale.

All evaluation criteria must be addressed in the project narrative. The scoring factors and weight that applications will be evaluated are based on the following criteria:

1. Project impact. (35 points)
  - Creates, upgrades or restores public facilities or public infrastructure.
  - Provides or supports essential services including child care, public safety, fire, emergency medical services, water, sewer and transportation.
2. Non-applicant funding sources. (20 points)
  - Identify in the application form federal, state or local grants, loans or other financing applications (other than Iron Range Resources & Rehabilitation) submitted to finance this project, including the status of the application and the amount received or requested.
  - Total leverage of agency funds
3. Job impact. (15 points)
  - Jobs created and retained.
    - One point per projected job created or retained as a result of the designation of funding.
  - Construction jobs.
    - Project supports construction related jobs.
  - Workforce impact.
    - Project supports local businesses and/or suppliers.
    - Project supports workforce retention.
4. Mining-impacted community. (15 points)
  - Applicant demonstrates that the project is located within a city near an active mine pit or a mine pit that has idled within two years of the application date.
5. Diversity, equity, inclusion and accessibility. (10 points)

- Project serves a diverse population.
    - Examples include, but are not limited to, racial and ethnic communities, LGBTQIA+ communities, Tribal Nations, people with disabilities, veterans and aging populations.
  - Project accessibility.
    - Project scope reduces barriers by increasing accessibility, equity, usability and independence.
  - Project serves an economically distressed community.
    - Factors can include, but are not limited to, poverty rate, unemployment rate, income levels and population.
  - Project incorporates targeted businesses or vendors.
    - Project administration, execution, purchasing, contracting, or consulting services that involves majority women-owned, veteran-owned, racial minority-owned, Tribal-owned, or disability-owned businesses or vendors.
      - To find demographic information for registered businesses, you can use the Minnesota Office of the Secretary of State's Business Entity by Community and Industry tool. Visit <https://www.sos.mn.gov/>, select *Minnesota Business Snapshot* then choose *Business Entities by Community and Industry*.
      - Another resource is the State's certified Targeted Group, Economically Disadvantaged and Veteran-Owned vendor database, available on the Minnesota Department of Administration Procurement Website. Visit <https://mn.gov/admin/osp/search/vmpvendors.jsp> and select *Approved TG/ED/VO Vendor List*.
  - Project funding.
    - Applicant has not received funding from this grant program in the past two fiscal years.
6. Environmental impact and mitigation. (5 points)
- Climate change.
    - Reduction of emissions or pollution.
    - Renewable energy resources such as solar, wind or water.
    - Energy efficient, sustainable, resilient, or green infrastructure for site, building or materials.
    - Water conservation.
  - Environmental health.
    - Waste management, air quality, water quality, sanitation quality, lead exposure and use.
    - Building deconstruction and retrofit.
    - Recycling or reuse of materials.
  - Ecosystem vitality.
    - Preservation of habitats, trees, greenery, fisheries, grasslands or wetlands.
    - Responsible wastewater and sustainable agricultural practices.
    - Clean-up of brownfield sites or contaminated sites.
  - Environmental justice community or population.
    - Use demographic data, environmental conditions, and health information to help identify areas of concern for environment justice. You can access the Environmental Justice mapping tool by visiting the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/>. From there, go to *About MPCA*, select *Environmental Justice*, and then choose *Understanding Environmental Justice in Minnesota*.

## **Application Submission**

### **Application Process**

- Applications must be submitted through the FLUXX grants portal.
- Applicant must prioritize projects if multiple applications are being submitted during the application cycle.
- A short pre-application is required to determine the eligibility of the project.
- A full application will be available in FLUXX once eligibility is determined.
- Projects that are phased require an application for each phase. The project title stated in the application should indicate the phase.

### **Application Deadline**

- Applications are accepted July 1, 2025 through May 29, 2026 or until program funds are substantially committed for the fiscal year, whichever occurs sooner.
- Notify the grant program administrator of any changes to the application after final submission.

## **Review Process and Timeline**

### **Application Review**

- Initial review is completed by the grant program administrator for eligibility and application requirements.
- Eligible and complete applications received by the deadline are subject to a competitive review process.
- Applications are evaluated and scored based on the evaluation criteria by a minimum of three reviewers.
- Grant program administrators do not score applications for their respective programs.
- Applications must meet the minimum required score in order to be recommended for funding.
- Grant program administrator finalizes recommendations based on the completed evaluations, past performance of the grantee and availability of program funds.
- Applicant may be required to attend a board meeting for project approval and will be notified when their application is to be presented.

### **Application Award**

- Grants are awarded to the most competitive applications.
- The agency reserves the right to award all or partial funding per application.
- Applicants will be notified by email within 60 days following application review.
- Grant award is subject to the commissioner's final approval and must meet objectives, priorities and policies established by the commissioner.
- If awarded, eligible expenditures may only be incurred when the grant contract agreement is fully executed and the grant has reached its effective date.
- The award decisions are final and not subject to appeal.

## **Application Content**

### **Public Works Grant Application Checklist**

Applicants must submit the following in order for the application to be considered complete.

**Table 1 - Required documents by applicant type.**

<b>Required Documents</b>	<b>Municipality: Request &lt;\$50K</b>	<b>Municipality: Request &gt;\$50K</b>	<b>Tribal Government: Any Request Amount</b>
<b>Project Narrative</b> addressing evaluation criteria.	Yes	Yes	Yes
<b>Cost estimates for the project</b> following state contracting and bidding requirements.	Yes	Yes	Follow Tribal procurement and purchasing guidelines.
A <b>resolution</b> authorizing the applicant to apply for and accept project funds.	Yes	Yes	Yes
<b>Map</b> – sketch showing project location and property lines.	Yes	Yes	Yes
<b>Anticipated job creation from business.</b>	If applicable.	If applicable.	If applicable.
Copy of the <b>organization chart or list of principals.</b>	No	Yes	No

**Fields to be Completed within the FLUXX System**

**All Applicants**

- Project budget detail, to include match and other project funds.
- Project timeline/milestones.
- Estimated number of jobs that will be created or retained along with any other workforce impacts, if applicable.
- Enter the approximate population.
- Enter the number of households and/or businesses the project will serve.
- Select the project category(s): sewer, water, stormwater, streets, street lighting, sidewalks, dams, building improvements, recreational facilities, parks, campgrounds, airport buildings and infrastructure.
- Enter the monthly residential utility (water and sewer rates) in dollars.
- Select other funding sources applied to for the project.
- Enter the status of funding and if funds were awarded.
- Select whether the project is on the MPCA project priority list.
- Enter total estimated architects and engineering (A&E) costs.

- Enter the total estimated contingency costs.
- Select environmental impacts, if applicable.
- Select diversity, equity and inclusion impacts, if applicable.
- Conflict of interest disclosure.

### **Applicants Requesting \$50,000 or More, Excluding Tribal Governments**

Certification requirement that no current principals have been convicted of a felony financial crime in the last ten years.

### **New Applicants Requesting \$50,000 or More, Excluding Tribal Governments**

Describe the organizational capability and capacity to perform the duties similar to those required by the grant.

### **Bidding Requirements**

#### **Municipality Bidding Requirements**

Grantees that are municipalities must follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes Section 471.345.

#### **Nonprofit Bidding Requirements**

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

- Under \$10,000, then a minimum of one quote or bid is required.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
- If \$100,000 or more, then a formal notice and bidding process must be performed.

#### **Tribal Government Bidding Requirements**

Minnesota Tribal governments are sovereign nations and not subject to the requirements of Minnesota Statutes Section 471.345.

#### **Prevailing Wage Requirements**

Municipalities or nonprofits must follow:

- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes Sections 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.

#### **Certified Payroll Records**

As a condition of prevailing wage requirements, state of Minnesota contractors and subcontractor(s) may be required to complete and submit certified payroll records to the agency for construction projects over \$25,000.

Certified payroll records must be provided by the grant recipient prior to the agency disbursing funds, per Minnesota Statutes Section 116J.871, subdivision 2(b).

## **Jobs Creation and Retention Requirements**

The agency is required to follow Minnesota State Statute 298.22 which notes for any grants awarded, the commissioner must evaluate applications based on criteria including, but not limited to job creation or retention goals for the project, including but not limited to wages and benefits, and whether the jobs created are full time, part time, temporary, or permanent. Job goals are measured using methods established by the commissioner. Job goals must be verified for achievement. The agency reserves the right to request supporting documentation of job goals.

## **Historic Preservation Requirements**

If your project is listed in or located on the National Register of Historic Places and/or the State Register of Historic Places (specific to public buildings and landmarks), it must be submitted to the State Historic Preservation Office (SHPO) for review, and the response letter uploaded to your application. Contact SHPO with questions at 651-201-3287.

## **Diversity, Equity & Inclusion**

Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in its service area.

- Diverse populations served by this program include economically distressed communities, Tribal Nations, racial and ethnic communities, veterans, low to moderate-income neighborhoods and people with disabilities.
- Additional points are awarded to projects that serve a diverse population as listed above or for projects that reduce barriers by increasing accessibility, equity, usability and independence or projects that incorporate a targeted business or vendor.

## **Grant Outcomes**

- The program outcomes will result in infrastructure that provides essential services and supports long-term economic growth.
- The agency will evaluate the program's performance in serving diverse populations annually.

## **Accountability and Reporting**

- If awarded, the grantee may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.
- Upon receiving a grant award that is over \$175,000, it must be publicly bid. The contractor is required to be licensed and insured.
- The agency reserves the right to require signage/logo acknowledging financial assistance from Iron Range Resources & Rehabilitation.
- Spending for project expenses within the agency's service area is encouraged.
- A progress report is required prior to a grant reaching 12 months and annually thereafter.

- A final progress report is required before final payment.
- All grant payment requests will require substantiation of eligible expenditures before payment.
- Minnesota Statutes Section 16B.97 and Policy 08-10 Grant Monitoring ([https://mn.gov/admin/assets/grants\\_policy\\_08-10\\_tcm36-207117.pdf](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf)) require the following:
  - One monitoring visit/report during the grant period on all grants of \$50,000 and higher.
  - Annual monitoring visits/reports during the grant period on all grants of \$250,000 and higher.
  - Conducting a financial reconciliation of the grantee's expenditures at least once during the grant period on grants of \$50,000 and higher.
- A close-out acknowledgment form may be required if there is a grant balance remaining.

## **Accessibility Inquiries or Accommodation Requests**

Contact: Jordan Metsa, [Jordan.Metsa@state.mn.us](mailto:Jordan.Metsa@state.mn.us) or 218-735-3061.

# State of Minnesota Grantee Requirements

## Supplemental Policy Information

### Bidding requirements

#### Nongovernmental and For-profit businesses

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

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List found at this website: <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.
- Metropolitan Council's Targeted Vendor List - Minnesota Unified Certification Program found at this website: <https://mnuccp.metc.state.mn.us/>.
- Small Business Certification Program through Hennepin County, Ramsey County and the City of St. Paul found at this website: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-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 of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

### Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes Section 471.345.
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes Section 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 found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

## Required Financial and Grantee Capacity Review

Minnesota Statutes Section 16B.981 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minnesota Statutes Section 16B.981, subdivision 1(c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

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:

- Capacity Responses: History of performing the work that will be funded by the grant, to include the organization's current staffing, current budget, etc.
- Certification: No current principals have been convicted of a felony financial crime in the last ten years.
- Evidence of good standing: For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State.
- Nonprofit grantees as applicable: 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 for the 12 months of operations covered by the statement per Minnesota Statutes Section 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.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the state, by law.

Minnesota Statutes Section 16B.981 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 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 the Department 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.

## Priorities

It is the policy of the state of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Policy 08-02 ([https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final\\_tcm36-312046.pdf](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

## Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minnesota Statutes Section 16B.98, subdivision 2-3 and downloadable copy of 08-01 Conflict of Interest in State Grant-Making Policy (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant or termination of the grant contract agreement.

## Public Data

Per Minnesota Statutes Section 13.599:

- Names and addresses of grant applicants and the amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes Section 13.37 will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by IRRR as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes Section 13.37) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

## Grant Provisions

Grant program appropriation, statute citation, grant regulations and requirements, grant purpose and outcomes, terms and conditions of the funding as well as allowable expenditures are provided within the application and grant contact agreement. Grant contract agreement templates are available for review at the [Office of Grants Management Policies, Statutes, Forms/Forms and FAQs tab \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/).

Ineligible expenses include but are not limited to:

- Fundraising.
- Taxes, except sales tax on goods and services and payroll taxes.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Parking violations and traffic violations.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

## **Grant Payments**

Per Policy 08-08 ([https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20\\_tcm36-438962.pdf](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf)), reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The state shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past-due progress reports unless Iron Range Resources & Rehabilitation has given the grantee a written extension.

## **Audits**

Per Minnesota Statutes Section 16B.98, subdivision 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 commissioner of the Department of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract 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**

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. Minnesota Statutes Section 363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff

or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500 (<https://www.revisor.mn.gov/rules/5000.3500/>).

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

### **Voter Registration Requirement**

The grantee will comply with Minnesota Statutes Section 201.162, by providing voter registration services for its employees and for the public served by the grantee.