



# Private Well Protection Grant

GRANT REQUEST FOR PROPOSAL (RFP)

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05/11/2026

To obtain this information in a different format, call: 651-201-5594.

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** Private Well Protection Grant
- **Minnesota Department of Health (MDH) Program Website:** [Private Well Protection Grant \(https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html\)](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html)
- **Application Deadline:** Friday July 17, 2026, by 4:30 p.m. central time

### 1.2 Program Description

Over 1.1 million Minnesotans across Minnesota have fewer safeguards because they use a private well. Unlike their peers connected to public water, private well users are responsible for voluntarily protecting and testing their well and addressing water quality issues.

MDH received funding from the Clean Water Fund to ensure safe drinking water for private well users. A portion of this funding is being offered as grants to promote private well testing among private well users. Each entity will have the opportunity to apply for up to a predetermined amount of funds to promote well testing for households that rely on private well water for drinking water that will include testing for five common contaminants (arsenic, coliform bacteria, lead, manganese, and nitrate). This will be an iterative and communicative process in which grantees will work with MDH to carry out the grant goals. Entities can submit a shared proposal that adds each entity's predetermined amount together.

#### **About Common Contaminants in Drinking Water**

MDH recommends that private well users test their drinking water every year for nitrate and coliform bacteria and at least once for arsenic, manganese, and lead. Both natural sources and human activities can contaminate well water and cause short-term or long-term health effects. Testing well water is the only way to detect most of the common contaminants in Minnesota groundwater; you cannot taste, see, or smell most contaminants. More information about testing recommendations, results, and treatment options can be found at [Well Testing, Results, and Options \(https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html\)](https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html).

### 1.3 Funding and Project Dates

#### **Funding**

Funding for the Private Well Protection Grant is provided to MDH through the Clean Water Fund as part of the Clean Water Land and Legacy Amendment. Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

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Funding	Estimate
Estimated Amount to Grant	\$3,500,000
Estimated Number of Awards	The number of grants awarded will depend on the number and quality of applications submitted and funding amounts requested. Minimum of 5 awards.
Estimated Award Maximum per single county	\$406,035
Estimated Award Minimum per single county	\$1,261

**NEW FUNDING FORMULA FOR GRANTS**

In effort to be more equitable in providing funding to promote private well outreach, education, and testing, Minnesota Department of Health is using a new funding formula. The formula is based on the number of anticipated private wells in a county multiplied by \$126 per well. MDH is offering up to 10% of that total “cost” for private wells in each county. Our intent is that this allows partners with more private wells to request proportional funding. **Entities can submit a shared proposal that adds each entity’s predetermined amount together.**

If a **tribal nation or community** is interested in applying for Private Well Protection grant funding, please reach out with your best estimate for the number of private wells within the area you plan to work in and MDH can apply the same funding formula used with counties.

**MATCH REQUIREMENT**

No match requirement

**Project Dates**

The estimated start date is August 15, 2026, and the end date is May 1, 2029.

**1.4 Eligible Applicants**

Applicants must be a county or tribal unit of government working in Minnesota. This could include a Community Health Board, county soil and water conservation district (SWCD), local public health office, county environmental services, and other entities related to county or tribal unit of government who may work with private well users. All applicants are advised that if they accept state dollars, they will be required to comply with all state laws, executive orders, regulations, and policies governing these funds.

**Who cannot apply?** Any non-county-based units of government, state agencies, the Board of Regents of the University of Minnesota, non-profit business, and for-profit businesses are not eligible applicants.

Due to the petition to EPA to address nitrate in southeastern Minnesota, separate appropriations have previously been awarded to **the following eight counties to meet similar objectives and are not eligible to apply:** Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, and Winona.

Grant funds are not transferable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

## Collaboration

Collaboration with at **least one partner is required** and multiple partnerships are encouraged. Collaboration is a key because: 1) partners have distinct ways to connect and communicate and differing levels of trust with private wells users; 2) partners have unique areas of expertise that are important to protecting private well users' health (e.g., some know well construction, others know health education, others know how to best work with landowners); 3) collaboration across jurisdictions allows applicants to pool financial resources together to have a larger impact. If applying with another eligible applicant, the applicant that plans to lead grant efforts should be the applicant that applies and will be the fiscal agent.

Partners can include but are not limited to:

- Soil Water Conservation District
- Local public health
- Non-profits or Non-Governmental Organizations related to water quality or public health.
- Watershed districts
- Environmental services, including local government services
- Accredited water testing laboratories
- Medical professionals
- Schools
- Water treatment professionals
- Licensed well and boring contractors
- Tribal governments and colleges
- Other county government entities

## 1.5 Questions and Answers

**All questions regarding this RFP must be submitted by email to [health.privatewells@state.mn.us](mailto:health.privatewells@state.mn.us).** All answers will be posted within two business days at <https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html>.

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on Wednesday July 15<sup>th</sup> 2026.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any

applicant to any employee of MDH, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

### **RFP Information Meeting**

Informational meetings will be held via Microsoft Teams on:

- Wednesday, May 27<sup>th</sup>, 2026, at 9 – 10 a.m.
- Monday June 1<sup>st</sup>, 2026, at 10 - 11 a.m.
- Thursday June 18<sup>th</sup>, 2026, at 9 – 10 a.m.
- Monday June 29<sup>th</sup>, 2026, at 9 – 10 a.m.

All prospective applicants are encouraged to attend. Details about the informational meetings including meeting links and questions from these meetings will be posted online at [Private Well Protection Grant](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html) (<https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html>).

Questions will be posted within two business days for prospective applicants to review regardless of attendance.

## RFP Part 2: Program Details

### 2.1 Priorities

#### Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[The Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#)

[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.

The goal of this grant is to offer at least 10% of the estimated private well households in a county a chance to get a free private well water test kit which will be analyzed for at least five common contaminants (coliform bacteria, nitrate, arsenic, lead, and manganese) at an MDH accredited laboratory.

This grant will serve:

- Private well users in Minnesota regardless of their ethnicity, socioeconomic status, race, gender, housing situation (own/rent), age, disability status, and spoken primary language.
- Priority should be given to expectant parents and families with an infant under one year of age, but the program shall not bar others from being offered services during the grant period.

Grant outcomes will include:

- Offer no-cost water testing for all five contaminants to at least 10 percent of the county population whose main source of drinking water is from a private well (see Attachment A for county goals).
- Establish a baseline of deidentified private well water testing data which will be aggregated and publicly available.
- Use aggregated and publicly available private well water testing data to focus outreach and public health efforts.
- Promote education and outreach offerings around private wells in Minnesota to encourage well water testing, maintenance, and awareness.
- Build local capacity for supporting private well users.
- Support private well users to protect the health of their family.

#### **COLLABORATION**

This grant prioritizes collaborative efforts within and across local jurisdictions.

Reference section [1.4](#) for an example list of collaborators.

## INFANTS AND CHILDREN AND LOW-INCOME HOUSEHOLDS

This grant prioritizes efforts that target households with pregnant people, infants and children, and low-income households.

## 2.2 Eligible Projects

### Mandatory requirements:

Proposals must include *all* of the following elements:

- Outreach and education efforts to diverse groups of private well users about private well testing.
- No-cost private well testing through an accredited laboratory for five common contaminants (coliform bacteria, nitrate, arsenic, lead, and manganese) within a defined area with a one test per household/well limit, this includes multiple homes with a shared well.
- Provide technical assistance and mitigation information to private well users so they understand their arsenic, coliform bacteria, lead, manganese, and/or nitrate results and potential options to address water quality issues.
- Process for collecting water quality testing data including the corresponding unique well ID number or location if available. This data is required to be shared with MDH (reference section [2.3 Accountability and Reporting Requirements](#)).

### Tasks:

Grantees will participate in **quarterly virtual group calls** with other grantees and the MDH grant managers. These meetings are proposed to be two hours in length, once every three months and will be scheduled once grantees have been selected. These calls are for grantees to share experiences and ideas on how best to achieve the objectives and goals of the grant and for MDH to provide subject matter expertise and/or training on topics grantees would find helpful.

Grantees will have **individual virtual meetings once per year** with an MDH grant manager.

Grantees will **keep track of and manage data** needed for financial reports, invoices, and other deliverables listed below. A tracking template or tool will be provided by MDH for some of the following metrics. This will include managing data on:

- Well testing
  - Number of private wells test kits requested and number of private wells tested for all five contaminants.
  - Number of single contaminant follow-up water tests through an accredited laboratory.
  - Location of the well tested unique well ID if available or address.
  - Invoices for water test kits.
  - Water quality data from samples analyzed.
- Outreach/education

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- Types of outreach materials developed.
- Amount of money spent on advertising.
- Number of outreach materials distributed.
- Capacity
  - Staff time spent on grant work.
- Invoicing from contracts (lab analysis)

**Allowable expenses include, but are not limited to:**

Category	Description of eligible expenses
Personnel	<p>Salary/wages of personnel who work directly for the applicant for time spent on the funded project.                      Employer’s share of state and federal payroll taxes for employees working on the funded project.                      Fringe benefit expenses for grantee employees, such as FICA/Medicare/Medicaid, retirement, and health insurance. Often expressed as a percentage of the staff salary charged to the grant.</p>
Professional services and contracts	<p>Services and contracts named in the approved project work plan that are provided by individuals or entities that are not a part of the applicant organization. This may include but is not limited to:</p> <ul style="list-style-type: none"> <li>○ Program promotion through an advertising agency.</li> <li>○ A contract with another county-based entity that will help the program accomplish the grant goals</li> <li>○ Accredited well water testing labs                             <ul style="list-style-type: none"> <li>○ Testing and analytical costs for private well water test kits for all required contaminants through an MDH accredited laboratory.</li> <li>○ Test kit assembly and shipping costs associated with an accredited laboratory well water test.</li> <li>○ Single contaminant follow up water test kits through an accredited laboratory after a mitigation step has been implemented.</li> </ul> </li> <li>○ A contract for courier services for test kit transport</li> </ul>
Supplies	<p>Materials, tools, equipment, and supplies purchased specifically for the project, including shipping costs. This may include but is not limited to:</p> <ul style="list-style-type: none"> <li>○ Printing</li> <li>○ Postage</li> <li>○ Advertising</li> </ul>
Travel	<p>In-state transportation and travel expenses such as lodging, meals and mileage of personnel directly involved in the funded project.</p>
Other expenses	<p>Other expenses necessary to the project that are itemized in the budget and approved by MDH.</p>

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Category	Description of eligible expenses
Administrative costs	Up to 15% of total cost. Administrative costs are expenses incurred to support the management and the execution of the project workplan. If they are necessary for the work of the project, these may include general costs that support operation of the organization.

**Ineligible Expenses**

Ineligible expenses include but are not limited to:

- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Out of State Travel

## 2.3 Grant Management Responsibilities

### Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement, CHB and Tribal agreements are attached in [Attachment F](#). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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.

### Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit any reports listed in the deliverables section of this RFP at specified intervals until all grant funds have been expended and all of the terms in the grant agreement have been met.

#### **The reporting schedule will be:**

At least quarterly, grantee will provide to MDH:

- A report of expenses incurred from work on the grant. This can include any allowable expenses as defined in the RFP.
- A summary of data including:
  - Number of private well test kits requested/distributed.
  - Number of private well test kits analyzed for all five contaminants.
  - Water quality data from samples analyzed.
  - Types of outreach materials developed.
  - Information on how participants heard about testing or the event test kits were distributed at.

At the end of the project:

- Complete an evaluation writeup. Template will be provided to grantees near the end of the grant period.
- Provide MDH with copies of communication materials or strategies to promote well water testing.

## Grant Monitoring

Minn. Stat. § 16B.97 and [Policy on Grant Monitoring \(PDF\)](#) ([Policy on Grant Monitoring \(PDF\)](#) ([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:

The monitoring schedule will be:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

## Technical Assistance

MDH will provide technical assistance to grantees to support them in fulfilling their grant objectives.

## Grant Payments

Per [State Policy on Grant Payments \(PDF\)](#) ([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 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 MDH has given the grantee a written extension.

The invoicing and payment schedule will be: monthly or quarterly, depending on the grantee's preference. Grantees will submit invoices for the months or quarters expenses by the end of the following month (i.e., November's invoice is due by December 31 of the same year).

## Additional Responsibilities

All promotional materials must contain the Clean Water Land and Legacy Amendment logo. Logo use and guidelines can be found at [Legacy Logo | Minnesota's Legacy \(mn.gov\)](#) and align with MDH key messages regarding private wells.

## 2.4 Grant Provisions

### Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) ([Minn. Stat. § 363A](#); See e.g. [Minn. Stat. § 363A.02](#)). The MHRA is enforced by the [Minnesota Department of Human Rights](#) (<https://mn.gov/mdhr/>). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

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. Minn. Rules, part [5000.3550](#).

## Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the 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 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.

## Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

**Applicants must complete the Applicant Conflict of Interest Disclosure form (Attachment D) and submit it as part of the completed application.** Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.

- A grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- A grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, 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.

### **Non-Transferability**

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

### **Public Data and Trade Secret Materials**

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,

- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

## 2.5 Review and Selection Process

### Review Process

Funding will be allocated through a competitive process with review by a committee representing content and communication specialists with statewide knowledge. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP.

There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a **45-point** scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged on are based on a scoring sheet found in [Attachment B](#).

### **Grantee Past Performance and Due Diligence Review Process**

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Preaward Risk Assessment \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/).

### **Notification**

MDH anticipates notifying all applicants via email of funding decisions by August 3<sup>rd</sup>, 2026.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

All applications **MUST** be received by MDH no later than 4:30 p.m. Central Time, on Friday, July 17, 2026.

**Late applications will not be accepted.** It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

**Acknowledgement of application receipt.** MDH will "reply all" to the email address that submitted the application to acknowledge receipt of your application within two business days of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact [health.privatewells@state.mn.us](mailto:health.privatewells@state.mn.us) after that time frame for further instructions.

### 3.2 Application Submission Instructions

Applications must be submitted via email to:

Anne Nelson  
Partner Engagement and Communications Specialist  
Water Policy Center, Environmental Health Division  
Minnesota Department of Health  
Email: [anne.nelson@state.mn.us](mailto:anne.nelson@state.mn.us)

### 3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

1. Application
2. Due Diligence Form (Community Health Boards and Tribal Nations do not need to submit this form as part of their application.)
3. Applicant Conflict of Interest Disclosure Form

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**

## RFP Part 4: Attachments

### Attachment A: Private Well Protection Grant Budget Limits

[Private Well Protection Grant Budget Limits \(PDF\)](#)

<https://www.web.health.state.mn.us/communities/environment/water/docs/cwf/pwpfundcap27.pdf>

### Attachment B: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

- **Organizational Capacity (Up to 12 total points for this section.)**
  - Capacity to meet the project objectives and priorities (0 to 10 points).
    - Collaborators, staff expertise and training, organizational capacity to perform work.
  - Local need/issues that you are hoping to address. (0 to 2 points)
    - For example, contamination issues, funding need, future mining, establishment of baseline data. etc.
- **Project Narrative and Work Plan (Up to 16 total points for this section.)**
  - Clearly defines project goals and objectives (0 to 10 points).
  - Clear evaluation plan (0 to 2 points).
  - Defines approach to prioritize most vulnerable populations (Infants, children, and low-income households) if resources are limited (0 to 2 points).
  - Clear timeline with key milestones (0 to 2 points).
- **Budget and Budget Justification (Up to 10 total points for this section.)**
  - Itemized budget (0 to 5 points).
  - Budget reflects grant goals (0 to 5 points).
- **Diversity in Grant-Making (Up to 7 total points for this section.)**
  - Describes how the project will benefit diverse groups of private well users (0 to 2 points).
  - Demonstrated ability and willingness to collaborate with other entities to reach private well user (0 to 5 points).

### Attachment C: 2026 Private Well Protection Grant Application

[2026 Private Well Protection Grant Application \(PDF\)](#)

<https://www.health.state.mn.us/communities/environment/water/docs/cwf/pwpapp2026.pdf>

## Attachment D: Applicant Conflict of Interest Disclose Form

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived, or potential individual or organizational conflicts of interest that exist.

[Applicant/Recipient Conflict of Interest Disclosure \(PDF\)](#)

<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>

## Attachment E: Due Diligence Form

[Due Diligence Review Form \(PDF\)](#)

<https://www.health.state.mn.us/about/grants/duediligence.pdf>

## Attachment F: MDH Sample Grant Agreement Templates

[Grant Agreement \(PDF\)](#) (<https://www.health.state.mn.us/about/grants/grantagreement.pdf>)

[Grant Agreement Template \(PDF\)](#)

<https://www.health.state.mn.us/about/policies/grantagreetemplate.pdf>