



Rollover Protective Structure (ROPS) Grant Fiscal Year 2027 Grant Request for Proposal (RFP)

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Minnesota Department of Agriculture
625 Robert Street N
St. Paul, MN 55155
mda.state.mn.us

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Executive Summary

The Minnesota Department of Agriculture (MDA) offers Rollover Protective Structures (ROPS) Grants to help Minnesota farmers and schools purchase and install certified rollover protection kits on tractors built before 1987. Authorized under Minnesota Statute 17.119 and funded through state appropriations, the program provides up to \$75,000 annually (shared with the Grain Storage Facility Safety Grant Program) in fiscal years 2026 and 2027. Farmers are eligible for reimbursement of at least 70 percent of project costs and will not pay more than \$500 out of pocket, while schools may receive full reimbursement. Grants are awarded on a first-come, first-served basis, until funding runs out with priority given to applications received by May 1 each year.

Eligible applicants include Minnesota farmers who are principal operators of farms in Minnesota, business entities authorized to farm in the state, and schools in Minnesota. Funds may be used only for purchasing, shipping, and installing certified ROPS kits, and all expenses must occur within the contract period. Applications must be submitted through the MDA's online system and are subject to a pre-award risk assessment, conflict-of-interest review, and compliance with state requirements. Grantees enter into a six-month grant contract agreement, must submit required yearly reporting, follow reimbursement procedures, and retain documentation for a minimum of six years. The MDA reserves the right to reject applications, request additional information, or cancel the RFP if needed.

For questions about the grant program, application, or online application system, email MDA.AGRIGrants@state.mn.us with "ROPS Grant" in the subject line or call 651-201-6500.

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is making Rollover Protective Structures (ROPS) Grants available to help Minnesota farmers and schools purchase and install a certified rollover protection kit (roll bar and safety belt) on tractors built before 1987.

The Minnesota Legislature established the Rollover Protective Structures (ROPS) grant program in statute (MINN. STAT. 17.119) and provides funding through annual appropriations (Laws of Minnesota 2025, Article 1, Sec. 3, Subd. 3(c)). All information about the program is available on the [ROPS webpage](#).

Funding availability

A total of \$75,000 is available for this program and the [Grain Storage Facility Safety Grant](#) program in each fiscal year 2026 and 2027. The state fiscal year runs from July 1 to June 30 each year.

The grant will fund at least 70% of the documented costs for farmers to purchase, ship, and install an eligible ROPS. Grantees must contribute 30% of the total cost up to a maximum of \$500.

Minnesota schools are eligible for the full cost of the school's documented cost to purchase, ship, and install an eligible ROP.

Things to note:

- Applications will be reviewed in the order in which they are received until funds run out. Applications received after we run out of funds may be put on hold until the new fiscal year starts on July 1.
- All purchases for the eligible rollover protection kits must be made after a grant contract agreement is signed.
- Only one tractor will be approved per farm or school per fiscal year.
- The program covers at least 70% of the cost of purchasing, shipping, and installing a rollover protection kit (roll bar and safety belt). Your costs are limited to no more than \$500 per tractor.

Match

Applicants must commit 30% percent of the total project cost, up to a maximum \$500, as a “cash match.” Sources for the match may include cash, loans, and liquid capital assets dedicated to the project. State grant funds cannot be used for the grantee portion of the project, but non-forgivable loans from the state may be used as a match.

The ROPS Grant is a reimbursement grant. Documentation showing payment for the full cost of the project is required for grantees to receive the awarded reimbursement amount. After you pay the project’s full cost, you are eligible for reimbursement of 70% of the project’s cost up to your maximum grant award. You will not be reimbursed for the matching funds.

Example for a ROPS costing \$1,900:

An applicant expects the ROPS to cost \$1,900. After the grant contract is fully executed, they buy the certified ROPS and submit proof of the purchase (invoice), proof of the payment (cleared check), and ROPS certification documentation (photo of ROPS certified sticker). The MDA reimburses the grantee for at least 70% of the project cost.

In this case, the grantee paid \$1,900 and reached the maximum \$500 out of pocket cost for the required match. They will be reimbursed \$1,400.

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 grantmaking. The Department of Administration Office of Grants Management [OGM Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities. Minnesota Tribal Nations and members of Tribal Nations members are encouraged to apply.

This grant program is designated for the purchase of certified rollover protection kit (roll bar and safety belt) for tractors built before 1987.

Timeline

MDA will continue to receive applications until all funds appropriate by the Legislature are awarded. Applications received after we run out of funds may be put on hold until the new fiscal year starts on July 1.

How to apply

Apply using our [online application system](#).

- If you're a new user, you need to create an account first. Use this [Online Grant Application Guide \(PDF\)](#) to help set up your account.
- Once logged in, select "Rollover Protective Structure (ROPS) Grant".
- After you have submitted your application, you will receive a confirmation email. Contact MDA.AGRIGrants@state.mn.us if you do not receive this email.

We are not responsible for any technical or logistical problems that result in the MDA not receiving a submission. It is your responsibility as the applicant to ensure we receive your application.

The MDA reserves the right to reject any application that does not meet the requirements of this RFP.

By applying, 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 to the State by law.

The applicant is responsible for all costs associated with submitting a response to this RFP.

Application guidelines

Answer all questions completely within the character limits specified in the grant application. Review the [Applicant Eligibility Checklist](#) included in this document to ensure you meet the evaluation criteria.

How to get help

For questions about the grant program, application, or online application system, email MDA.AGRIGrants@state.mn.us with "ROPS Grant" in the subject line or call 651-201-6500.

Eligibility

Eligible applicants

Applicants must meet the requirements to be considered for this grant opportunity.

Applicants must:

- Be the principal operator of a farm in Minnesota or a school.
- Be a resident of the state of Minnesota or be a business entity authorized to farm in Minnesota.
- The tractor will be used on a Minnesota farm.
- Meet the requirements of the [Pre-award Risk Assessment](#).

Examples of eligible applicants include, but are not limited to, individuals, for-profit businesses, nonprofit organizations, tribal governments and entities, and schools.

MDA employees, their spouses/domestic partners, or any businesses owned or principally operated by them or their spouses/domestic partners are not eligible applicants and are not eligible to receive funds from this grant program. In the application, applicants must also disclose the names and roles of any MDA employees or their spouses/domestic partners who are part of their organization's leadership, board of directors, or governing body.

Who is a principal operator?

A principal operator is a person primarily responsible for the day-to-day operation of the farm. The principal operator could be an owner, hired manager, cash tenant, share tenant, or partner. Grant contract agreements may be written with the principal operator of the farm or entity receiving the award.

Collaboration

Eligible applicants may collaborate with other farms, but this is not required. If eligible applicants are submitting a joint application with collaborators, they must determine which farm will have the grant contract agreement with the MDA and will work directly with the MDA to meet grant reporting requirements. This entity will receive an IRS Form 1099 from the State of Minnesota for income tax purposes.

Eligible expenses

Purchasing, shipping, and installing a certified rollover protection kit (roll bar and safety belt) on tractors built before 1987 are the only eligible expenses in this grant program. ROPS must be certified to appropriate national or international ROPS standards with a seatbelt.

Installation costs are only eligible if a qualified 3rd party professional performs the installation. Additional information is available in the [Conflicts of interest](#) section.

You must be invoiced and pay for all project materials and services between the grant contract start and end date. The start date is the effective date listed in the contract, or the date the contract is fully executed (signed by all parties) whichever is later. Contact MDA if you have any questions on this requirement.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures, including preordering, incurred before the grant contract agreement is signed by all parties and reached its start date, whichever occurs later, or those incurred after the grant contract agreement expires.
- Expenditures incurred pursuant to a quote or sales order dated before the grant contract agreement is executed; accepting these bids/quotes before execution of the grant contract agreement is not allowed.
- ROPS that are not certified to the appropriate national or international standards.
- Tractor canopies.
- Used ROPS.
- Personal or farm employee labor.
- Expenses paid for with cash.
- Service calls for general maintenance (contact grant administrator for prior approval of exceptions).
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- Late payment fees, finance charges, bad debts, fees for legal services, or contingency funds.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Purchases of items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest.
- Purchases of items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.
- Leased ROPS.
- Costs to repair used ROPS.

Disclaimer

The MDA is merely the grantor of state funds for this program. Approval and reimbursement of funds by the MDA for equipment purchased by the grantee does not make the MDA liable or responsible for the use of such equipment or any injuries or claims that might arise from such use. The MDA is also not responsible or liable for the quality of or inability to use such equipment purchased under this program.

Application Review Policies

Phase one: Initial review

Initially, MDA staff and leadership will review all applications using the [Applicant Eligibility Checklist](#). The project will be either:

- Approved, in which case you will receive a notification of award; or
- Denied, in which case you will receive a letter with the reasons(s) for denial and how the application can be updated or resubmitted for reconsideration.

The commissioner of agriculture makes award decisions.

Phase two: Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants, in accordance with [MINN. STAT. 16B.981, subd.2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#), and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as financial reports, descriptions of internal controls, disclosure of conflicts of interest, and information about the performance on previous state grants, prior to being approved by MDA for an award. The award amount the applicant is under consideration for, and the applicant type will determine what additional documentation needs to be submitted.

Applicants being considered for an award of less than \$50,000

Applicants being considered for an award of less than \$50,000 or less will submit the following:

- Certification that neither you nor your entity have been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that your entity is in good standing with the Office of the Minnesota Secretary of State, registered with the Minnesota Attorney General's office, and current on its annual reporting requirements, if required for your organization ([MINN.STAT. 309.515](#), [309.52](#), and [309.53](#)).
- Certification that you are compliant with Minnesota's corporate farm law ([MINN. STAT. 500.24](#)), which requires that all pension or investment funds, corporations, limited partnerships, limited liability companies, and irrevocable trusts be certified by the Minnesota Department of Agriculture before engaging in farming or having an interest in agricultural land. Use the [MDA Corporate Farm Search](#) to verify your farm business is listed as exempt and upload a screenshot or print-out of your search.

If the MDA determines that the applicant has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

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 ([MINN. STAT. 16B.98, subd. 2-3](#) and [OGM Policy 08-01: Grants Conflict of Interest \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA 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 applicant(s) or grantee(s) will be notified and actions may be pursued, including but not limited to, revising the grant work plan, amending the grantee duties in the grant contract agreement to mitigate the conflict of interest, requesting the grant applicant to submit a conflict of interest mitigation plan for the MDA's review, disqualification from eligibility for the grant award, or termination of the grant contract agreement.

Grantees may not purchase items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest.

Grantees may not purchase items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the office of the attorney general.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in proposal responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the

applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the State of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State of Minnesota, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Grant contract agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Resources webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and reporting

Grant recipients must submit progress reports at the end of their project. Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension. If a project extends beyond one year, an additional progress report will be required prior to reimbursement.

Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA will perform a financial reconciliation of at least one payment on grants greater than \$25,000 and will require the submission and review of cost documentation showing proof of purchase and payment described in the Payments section. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA.

Grantees may receive monitoring visits at the discretion of the MDA. Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing (sometimes called “desk audits”) and may include review and discussion of financial and program information.

Payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget. To receive grant payments, you must provide proof that grant project work has been done by submitting details of each purchase on receipts or invoices and proof that the vendors have been paid. You must provide documentation showing payment for the full cost of the project, including the match portion. You must also provide a photo of the ROPS installed on your tractor including a photo of the certified ROPS sticker or other certification.

Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#).

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

All requests for reimbursement must be submitted to the MDA no later than 30 calendar days after the grant end date.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities ([MINN. STAT. 270C.65, Subd. 3](#) and other applicable laws).

Contract and bidding requirements

All grantees must follow the State's bidding requirements when buying supplies or services based on their entity type and the cost of the purchase.

Nongovernmental entities

Grantees that are nongovernmental entities, including businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- 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:
 - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor \(TG/ED/VO\) List](#)
 - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
 - [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing their actions and the actions of its employees (if applicable) for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The MDA may waive bidding process requirements when:
 - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

Political subdivisions or municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with the Uniform Municipal Contracting Law ([MINN. STAT. 471.345](#)).
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- Municipalities and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).
- 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.

Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations, printed materials, and on the grantee's website. Additionally, [OGM Policy 08-04: Rating Criteria for Competitive Grant Review \(PDF\)](#) requires grantees with a website to clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative) ([MINN. STAT. 16B.98, subd. 5 \(d\)](#)).

Audits and record retention

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 administration, the MDA, the state auditor, the attorney general, and the legislative auditor as appropriate ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant contract agreement end date, approval of all final reports, or the required time period to satisfy all state and program retention requirements, whichever is later.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee shall produce a legible copy of the records saved in their project file.

Affirmative action and nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

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](#)).

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

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

Grantee evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantee's use of state funds. Evaluations of grantee performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration ([MINN.STAT. 16B.98, subd. 12](#)). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

Right of Cancellation

This RFP does not obligate the MDA to award any grant(s). The State reserves the right to cancel this RFP if it is considered to be in the best interest of the program, agency, or the State of Minnesota. The State also reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The State does not intend to award a grant contract agreement solely on the basis of any response made to this RFP or pay for information solicited or obtained.

Applicant Eligibility Checklist

| Evaluation criteria | Answer |
|--|--------|
| Applicant eligibility <ul style="list-style-type: none"> • Applicant meets the applicant eligibility criteria. | Yes/No |
| Project need <ul style="list-style-type: none"> • Tractor was built prior to 1987 and meets criteria for ROPS install. | Yes/No |
| Project impact <ul style="list-style-type: none"> • Project will likely increase safety for those operating the tractor. | Yes/No |
| Budget narrative and match <ul style="list-style-type: none"> • Budget clearly details all project costs. | Yes/No |
| Eligible expenses <ul style="list-style-type: none"> • Project request includes eligible expenses. • Equipment will be purchased and paid for within the contract period. | Yes/No |
| Recommend for funding? | Yes/No |

Application Questions

Contact information

Applicant information

- Applicant name
- Mailing address
- Applicant telephone
- Applicant email
- County
- Minnesota State House District (use the [District Finder](#) if you don't know your district.)

Authorized representative

If awarded a grant, the person who will sign the grant contract agreement for this organization. This is often you or other leadership on your farm.

- Name
- Telephone
- Email

Website requirement

Grantees are required to publish the names and contact information of the organization's leadership, as well as the employee or other individual responsible for directly managing and overseeing this Grant Contract Agreement on behalf of the Grantee on their website, if they have one.

- Do you have a website? (Yes/No)
- If yes, please provide the URL:

Farm operation

- Name of farm (if applicable)
- Farm address

Eligibility

Confirm the following statements. You must respond “True” to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- I am the principal operator of the farm. (True or False)
- I am a current Minnesota resident and my farm is located in Minnesota or I represent a school in Minnesota. (True or False)
- The applicant is not suspended or debarred by the State of Minnesota or the federal government. (True or False)
- The applicant is registered and in good standing with the Minnesota of the Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity’s name on the [SOS website](#). (True or False)
- The applicant’s current board members or staff with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. (True or False)
- The applicant does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
- The applicant is compliant with current state and federal regulations. (True or False)
- The applicant is not an MDA employee, their spouse or domestic partner, or a non-profit organization principally owned or operated by one of them. (True or False)
- Does the applicant’s leadership, board of directors, or governing body include any MDA employees or their spouses/domestic partners, or is the applicant a State of Minnesota employee, spouse or domestic part of a State of Minnesota employee, or a farm or business principally owned by one of them? (Yes or No)
 - If yes, list their name(s) and role(s) in the applicant’s organization.

Attestations

Attest to the following statements. You must respond “Yes” to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- I attest that I have the authority to apply for this grant. (Yes or No)
- I attest that all information supplied in this application is true, correct, and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. (Yes or No)
- I attest that the supporting documentation for the claims and assertions made within this application is available to the MDA for its review. (Yes or No)
- I attest and understand that the submission of additional documents, as described in the RFP, may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- I attest that work has not started on the proposed project, and we will not begin work before the grant contract agreement is signed by all parties and reaches its start date, whichever is later. I understand the MDA is unable to reimburse for any work that is performed prior to the effective start date of the grant contract agreement. (Yes or No)
- I attest that I have not incurred an obligation to pay for goods or services (and will not incur an obligation to pay for goods and services) before the grant contract agreement is signed by all parties and reaches its start date. I understand the MDA is unable to reimburse for any obligations to pay for goods and services ordered prior to the effective start date of the grant contract agreement. Examples of "obligations to pay" for goods or services include purchase orders, retainer agreements, sales orders and any transaction creating and invoice. (Yes or No)

Previous State of Minnesota grants

Have you been awarded a grant from the State of Minnesota in the past five years? (Yes or No)

- If yes, provide details such as award amount(s), project objectives, and the outcomes of the grant(s). (1,000 characters, including spaces)

Project summary

Grant request

- Project name (Example: Farm name, ROPS)
- Tractor brand
- Tractor model
- Tractor year
- Total project cost
- Total grant request (The grant will fund at least 70% of the cost of purchasing, shipping, and installing of the certified rollover protection kit and farmers will pay no more than \$500. Schools have no match requirement.)
- Expected project start date
 - Must be after the contract is signed by you and the State of Minnesota.
 - You may not order equipment until after the grant contract agreement is signed.
- Expected project end date
 - Contracts may last six months from the start date with the possibility to extend up to two years.
 - You will have up to 30 days after your contract end date to submit for a reimbursement.

Farm description

- Briefly describe your farming or ranching operation. (500 characters, including spaces)

Performance capacity and project readiness

Performance capacity

- Describe your capacity to complete the kind of work that would be funded by the grant.
 - If you are self-installing the ROPS describe any previous experience or history performing this kind of work that will contribute to your capacity to effectively and safely complete the project. (2,000 characters, including spaces).

Budget narrative and match

Budget

Complete the following budget table.

Example:

| Item | Quantity | Cost per unit | Total estimated cost | Source of estimate |
|----------------|----------|---------------|----------------------|---------------------|
| ROPS kit | 1 | \$1500 | \$1500 | Rollbar Specialists |
| Install labor | 5 | \$100 | \$500 | ABC Operations |
| Shipping costs | 1 | \$150 | \$150 | Rollbar Specialists |
| Total | - | - | \$2,150 | - |

Cost estimates (optional)

We strongly encourage you to get estimates, quotes, or bids so that your grant contract agreement is written for the correct amount of money. You may upload documentation provided by third parties or vendors. If you have multiple estimates, quotes, or bids to upload, merge them into a single file before uploading. Do not attach estimates in lieu of providing a complete budget table in the format specified above or in place of the budget description.

Matching funds

Are any portions of your project being paid for by another grant? (Yes or No)

- If yes, explain the other source of funds and what parts of the project are being paid for by that funding. (1,000 characters, including spaces)

Reimbursement acknowledgement

I understand that all payments on this grant project will be made on a reimbursement basis based on the terms outlined in the [Payments](#) section of the RFP. (Yes or No)