

RESOLUTION NO. 26-011
Riley-Purgatory-Bluff Creek Watershed District
Board of Managers

Approving and authorizing the preparation and submittal of a Performance Review and Assessment (PRAP) grant application

Manager _____ offered and Manager _____ seconded the following resolution and moved its adoption:

WHEREAS in October 2022 a Performance Review and Assessment Program – Organizational Report was completed which recommended that RPBCWD “Engage in Mediated Discussions with Third Party to Ensure both the Board and Staff Address Issues that Adversely Affect the Organization; and

WHEREAS the Performance Review and Assessment Program – Organizational Report recommended that RPBCWD “Evaluate Options for Increased Efficiencies at Board Meetings”; and

WHEREAS the Performance Review and Assessment Program – Organizational Report recommended that RPBCWD “Conduct a Strategic Assessment to Evaluate the Mission, Vision, and Establish goals and priorities for the future”; and

WHEREAS the recently completed Performance Review and Assessment Program – Organizational Report indicated that the two High Performance Standards that were not met, both related to strategic planning; and

WHEREAS the RPBCWD has begun the process of developing the next Watershed Management Plan and would be a favorable point to begin planning for the next plan; and

WHEREAS, the Board of Managers have indicated at several meetings the desire to work towards an improved working environment; and

WHEREAS, the Board of Soil and Water Resources (BWSR) administers a PRAP assistance grant program for professional services to assist with facilitation or mediation related to organizational strategies.

NOW THEREFORE BE IT RESOLVED that the RPBCWD Board of Managers authorizes the District Administrator to prepare and submit an application to BWSR for a PRAP grant to deal specifically with the recommendations contained within the PRAP – Organizational Report, and, with the assistance of Smith Partners, staff at the Minnesota Board of Soil and Water Resources, and other individuals and entities who may have knowledge of the process, identify qualified organizations and consultants that specialize in assisting organizations comport with the provided recommendations and bring to the managers a report on potential candidates to assist in addressing such recommendations and such other recommendations as to how to proceed as they deem appropriate.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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CRAFTON
DUEVEL
NELSON
PEDERSEN
STOVRING

Upon vote, the president declared the resolution _____, on this 18th day of February, 2026.

* * * * *

I, Jill Crafton, secretary of the Riley-Purgatory-Bluff Creek Watershed District, hereby certifies that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof, and further that the resolution is in full force and effect on this date, and Resolution 26-011 has not been modified, amended or rescinded since its adoption.

IN TESTIMONY WHEREOF, I set my hand this _____ day of _____, 2026.

Jill Crafton, Secretary



FY 2026

Performance Review and Assistance Grant
Request for Proposals (RFP)

TABLE OF CONTENTS

Table of Contents.....	2
Grant Overview.....	2
Purpose.....	2
Equity Priorities	3
Funding Available and Match	3
Timeline	3
Grant Eligibility and Program Requirements	3
Eligible Applicants	3
Collaboration	4
Eligible Activities.....	4
Ineligible Activities.....	4
Allowable and Unallowable costs.....	4
Grant Management and Reporting	5
Applying for a Grant.....	5
How To Submit A Question	5
How to Apply Using eLINK.....	5
Application Questions	6
Application Review	6
Selection and RaNking Criteria	7
Conflict of Interest.....	7
Privacy Notice.....	7
Grant Recipient Information.....	8
Grant Agreement and Project Period	8
Payment Schedule	8
Reporting and Administration Requirements	8
Prevailing Wage.....	9

GRANT OVERVIEW

PURPOSE

The Performance Review and Assistance Program, commonly known as PRAP, was created through Minnesota Statutes, 103B.102 to monitor and assess the performance of local water management entities. BWSR uses the program to provide

assistance grants to local government units (LGUs) that desire to make improvements, including improving the efficiency and effectiveness in delivering and executing planned organizational goals and objectives.

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.

Multiple DEI approaches will be included in this grant process including:

Resources for applicants: One-on-one application support sessions

Resources for applicants: Resources can be made available in alternate, accessible formats

FUNDING AVAILABLE AND MATCH

The maximum grant amount is \$10,000 for a single entity application and \$20,000 for a project that involves multiple entities or partnerships. No grant match is required.

TIMELINE

Applications must be submitted by 4:30 PM CT/CST on the last business day of each month within this RFP period. Late submissions or incomplete applications will not be considered for funding. The grant applicant is responsible for proving timely submittal.

Grant Cycle	Grant Cycle Dates
Application period open	10/13/25, and will remain open through 4/30/26
Application batching period dates	Applications due monthly on the last business day of each month
BWSR authorizes grant awards	Within 30 days of monthly application deadline
Anticipated grant agreements sent to recipients	Approximately 30 days of grant award
Work plan submittal deadline	Must be submitted and approved by BWSR before grant is executed
Grant execution deadline	All grants must be executed before June 30, 2026
Grant agreement end date	December 31, 2026

GRANT ELIGIBILITY AND PROGRAM REQUIREMENTS

ELIGIBLE APPLICANTS

Eligible applicants include County water management entities; Soil and Water Conservation Districts; Watershed Districts; Water Management Organizations. Joint Powers Associations or Boards, or other types of local government water management partnerships may be eligible for these grants as well.

The maximum amount is \$10,000 for a single entity application and \$20,000 for a project that involves multiple entities or partnerships.

Applicants must operate in Minnesota and conduct grant activities that benefit the resources of Minnesota. Applicants must have state or federal recognition as a formal organization or entity, such as a Minnesota Tax ID or Unique Entity Identifier (UEI) number. Organizations or groups that do not have state or federal recognition must apply with a fiscal agent. Applicants that are debarred or suspended by the State of Minnesota or the Federal Government are not eligible. Applicants must be in compliance with all applicable federal, State, and local laws, policies, ordinances, rules, and regulations.

COLLABORATION

Multiple entities or partnerships are eligible to apply, but not required.

ELIGIBLE ACTIVITIES

Local Government Units do not need to have been the subject of a previous PRAP Performance Review to apply for grant funds but with limited funding, priority will be given to recommended activities or strategies from a previous review.

Typical PRAP assistance activities include professional services (facilitation, mediation, or consulting) related to organizational improvement strategies. Examples of past activities that have been funded are listed below.

1. Reorganizations or mergers
2. Strategic planning
3. Organizational development
4. Assessments for shared services
5. Non-routine financial audits
6. Staff and board capacity and workload assessments

Eligible expenses are those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal.

INELIGIBLE ACTIVITIES

The following activities are ineligible for these funds:

1. Normal operating expenses
2. Infrastructure improvements
3. Staff performance incentives, bonuses, rewards programs
4. Staff training
5. Water planning
6. Conservation practice design or installation
7. Publications or publicity materials
8. Regularly scheduled meetings

ALLOWABLE AND UNALLOWABLE COSTS

Allowable costs are those costs solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. Grant recipients are required to account for the staff time

charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements. Unallowable costs to be charged to BWSR grants include but are not limited to:

- Bad debts, monetary settlements and judgements, late payment fees, and investment management fees
- Donations, fundraising, sponsorships, and acknowledgements
- Entertainment, gifts, prizes, and decorations
- Alcohol
- Interest on loans not authorized under state statute
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards and bonuses

GRANT MANAGEMENT AND REPORTING

Eligible activities include local grant administration, management, and reporting that are directly related to and necessary for implementing the project or activity associated with the grant. Grantee is required to report on the outcomes, activities, and accomplishments. Applicants who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting before grant execution and payment.

APPLYING FOR A GRANT

HOW TO SUBMIT A QUESTION

Questions regarding grant application and eligibility should be directed to the PRAP Coordinator, Don Bajumpaa, don.bajumpaa@state.mn.us, in consultation with your area Board Conservationist; a map of work areas and contact information is available at [BWSR Maps and Apps Gallery](#)

For questions regarding the eLINK grants management system, email elinksupport@state.mn.us. Please review the eLINK-related topics below and on BWSR's eLINK webpage before contacting eLINK support.

HOW TO APPLY USING ELINK

1. Set up your eLINK user account
Proposals need to be submitted via <https://bwsr.state.mn.us/elink>. Eligible applicants without a current eLINK user account must register for an account at <https://elink.bwsr.state.mn.us> no later than seven days prior to the proposal deadline. For eLINK related questions, first visit the eLINK section of the [Frequently Asked Questions \(FAQ\)](#) page. If your question is not addressed here, please contact elinksupport@state.mn.us.
2. Complete your funding request (proposal)
See the "[Completing a Funding Request in eLINK](#)" under the "eLINK Training Videos" tab on the eLINK webpage to view a 11-minute online module describing how to complete a Funding Request within eLINK.
 - Answers to each question is limited to 2,000 characters. Due to differences in how programs are encoded, be aware that the character limit in eLINK is not the same as Microsoft Word or other text editors.

Applicants must provide answers to the Application Questions as part of their proposal submitted in eLINK. The questions are related to the ranking criteria categories, which determine how proposals are scored by reviewers. The ranking criteria can be found in the "Application Review" section of this RFP.

APPLICATION QUESTIONS

(Answers to each question are limited to 2000 characters) Note that the following questions need to be answered in eLINK. The character limit in eLINK is NOT the same as Microsoft Word.

Purpose and Scope

Question 1 (30 points): Describe the purpose and scope of work for the proposed activities and how they will make improvements to your organization, including efficiency and effectiveness in delivering and executing planned organizational goals and objectives. . If the activity or services will be contracted, do you have a contracting procedure or operating guidelines? If so, please describe.

Products and Deliverables

Question 2. (10 points): What are the expected products or deliverables from the proposed activity or activities?

Outcomes or Results

Question 3. (20 points): What are the desired outcomes or results from the proposed activity or activities and how will they be used?

Recommendations Associated with PRAP Review

Question 4 (10 points): Does this activity address any recommendations associated with a recent PRAP Review? If so, describe how.

Board Support for Project

Question 5 (10 points): How has your Board indicated support for this project? How will they be kept involved? What is your organization's contribution to this effort?

Duration of Activity

Question 6 (5 points) : Describe the proposed start and end dates for your proposed activity.

Itemized Project Budget

Question 7. (5 points): Please include:

Amount of grant requested (what activities will the grant fund):

Local contribution (if any):

Total estimated project budget:

APPLICATION REVIEW

Applications will be reviewed by a team consisting of BWSR PRAP Coordinator Organizational Effectiveness Section Manager, and Executive Director.

SELECTION AND RANKING CRITERIA

Ranking Criteria	Maximum Points Possible
Purpose and Scope: Clearly describes the purpose and scope of work and how it will improve the organization and increase efficiency in delivering goals and objectives.	30
Products and Deliverables: The proposed products and deliverables are eligible activities and will be beneficial to the organization.	10
Outcomes or Results: The outcomes and results are clearly defined and fit the purpose of the grant.	20
Recommendations Associated with PRAP Review: The proposed activities were identified as recommendations in a recent PRAP review or will lead to the implementation of best standard practices related to organizational performance.	10
Board Support: The proposal clearly describes board support for the project, how they will be kept informed, and the organization's contributions to the project.	10
Duration of Activity: The proposed activity clearly describes start and end dates that fall within the grant period	5
Budget: Budgeted activities are eligible activities and expenses	5
Total Points Available	90

CONFLICT OF INTEREST

State Grant Policy 08-01, (see <https://mn.gov/admin/government/grants/policies-statutes-forms/>) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

PRIVACY NOTICE

Under Minnesota Statute 13.599, responses to an RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

GRANT RECIPIENT INFORMATION

GRANT AGREEMENT AND PROJECT PERIOD

Notification of grant award will be in the form of an automated notification from the BWSR eLINK system or an email from BWSR Grants staff to the grantee. Notifications are sent to the Day-to-Day Contact(s) identified by the organization within the eLINK system. This notification includes instructions for further processing of the grant agreement and may also contain grant-specific information such as requirements for completing work plans, disbursement terms, or additional required documentation for processing the grant. Read these instructions carefully as requirements can vary by grant and fiscal year.

BWSR will use grant agreements, and an associated work plan, as contracts for assurance of deliverables and compliance with appropriate statutes, rules, and established policies. BWSR has the right to require a work plan revision or grant agreement amendment for changes in scope. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient. Upon receiving the notification of grant award, which indicates approval of an application, and prior to beginning work on the grant project(s) and receiving grant funds, the applicant is required to do the following:

1. Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, and submit other required documentation within 30 days of award notification.
2. Sign a grant contract agreement indicating their intention to complete the project(s) contained in the application. The agreement also authorizes BWSR to monitor progress of the grant. The grant contract agreement must be signed within 30 days of being sent to the grantee.

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds and cannot be used as match.

Grant contract agreement templates can be reviewed on the [Office of Grants Management Forms and FAQs website](#).

The grant agreement will expire on December 31, 2026.

PAYMENT SCHEDULE

This program operates on a reimbursement basis for actual costs incurred under the agreement. All grantees are required to report eligible costs incurred to receive reimbursement.

REPORTING AND ADMINISTRATION REQUIREMENTS

- All grant recipients are required to report on the outcomes, activities, and accomplishments of the grant.
- All grant recipients are subject to BWSR's [Grant Monitoring and Financial Reconciliation Procedure](#)
- All grant recipients are subject to BWSR's [Grant Noncompliance Policy](#)
- In the event there is a violation of the terms of the grant agreement, BWSR will enforce the grant agreement and evaluate appropriate actions, up to and including repayment of grant funds at a rate up to 100% of the grant agreement.
- Grant reporting, fiscal management, and administration requirements are the responsibility of the grant recipient.
- Additional information regarding BWSR grant reporting and administration can be found in the Grants Administration Manual (<https://bwsr.state.mn.us/grants/manual/>)

PREVAILING WAGE

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>. Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091.