

# FEDERAL RECREATIONAL TRAIL PROGRAM

## 2012 Program Manual and Application Instructions



In Partnership With



Minnesota Recreational  
Trail Users Association

Revised 12/29/2011

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## I. PROGRAM INTRODUCTION

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The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides for a federal program to provide financial assistance for the development and maintenance of recreational trails and trail-related projects. The Act provides funding from the Federal Highway Trust Fund in acknowledgment of off-road recreational fuel use.

Grants are awarded for nearly any trail related project that is solely located within the state of Minnesota. The priorities for each year are developed by the Minnesota Recreational Trail Users Association (MRTUA) and vary from one grant round to the next. The priorities for the current year are included in section IV of this manual. The eligible project categories are included in section III of this manual.

This program is unique in that, legislatively it is specified that the funds must be expended for projects that are strictly motorized as well as projects that are strictly non-motorized, while at the same time encouraging the development of projects that provide for both. The law specifies that 30 percent of the funds must be used for motorized projects, 30 percent for non-motorized, and 40 percent for projects that can be utilized by both.

Private non-profits and other trail organizations are encouraged to work with Federal, State, and local government agencies to develop applications. The goal of the State and MRTUA is to foster cooperative efforts between these groups for long-term development, enhancement and management of recreational trails in Minnesota.

This program was first funded in 1991 through the Intermodal Surface Transportation Efficiency Act (ISTEA) and was called the National Recreational Trails Fund. Since that time, this program has funded 418 trail projects in Minnesota.

### **Contact Information:**

Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road, Box 52  
Saint Paul, MN 55155

Andrew Korsberg, Trail Program Coordinator  
[andrew.korsberg@state.mn.us](mailto:andrew.korsberg@state.mn.us) or (651) 259-5642

Traci Vibo, Grant Coordinator  
[traci.vibo@state.mn.us](mailto:traci.vibo@state.mn.us) or (651) 259-5619

## II. IMPORTANT ITEMS YOU NEED TO KNOW

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- **All applications must be received at the Department of Natural Resources St. Paul Central Office no later than 4:30 pm on Tuesday, February 28<sup>th</sup>, 2012.**
- Funding for this program is uncertain and requires legislative action by Congress. Estimated funding available is \$1,000,000 for 2012.
- Grant awards will be announced by June 2012.
- **Funds will first be available no earlier than November 1, 2012.** This means projects funded in this grant round will not have a contract in place before November 1<sup>st</sup> and thus cannot begin the project prior to this date.
- The application is available in Word format on the internet at [http://www.dnr.state.mn.us/grants/recreation/trails\\_federal.html](http://www.dnr.state.mn.us/grants/recreation/trails_federal.html)
- All Local units of government (typically cities, counties, and townships) are eligible to apply. Also user groups and/or trail organizations may apply, but only in coordination with a local unit of government.
- The maximum permissible request is \$150,000. The minimum is \$1,000.
- These grants are 50/50 “cash match” reimbursement grants. That means the grantee must complete the project and fully pay for it, produce documentation that shows actual expenditures and then they will receive half of what was spent up to their grant award.
  - **Neither this funding source, nor the match can be used for in-house labor services and/or to meet existing payroll.**
  - Only contract services, materials, and supplies are reimbursable.
  - If pre-approved, in-kind match including unpaid unskilled volunteer labor at a rate of \$16.00 per hour, or materials, services, or skilled labor donated to the project at no charge are eligible. See in-kind match section of this manual.
- All projects awarded through this grant round must be completed by June 30, 2014 and immediately available for use to the general public.
- If land is purchased with these funds, it is required that a “Twenty-Year Easement for Recreational Trail Purposes” is attached to the deed. Also the property must be appraised by a state certified appraiser and in accordance with DNR and Federal requirements. Please see land acquisition and appropriate land appraisal requirements in this manual.
- If your project is selected, the project will need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600 located at the following website at <http://www.revisor.leg.state.mn.us/arule/4410/>. Verify if your project is or is not exempt.
- All facilities that are funded through this program also require a commitment from the applicant that the trail will be opened and available for use, as well as maintained for no less than twenty years.

- Each proposal must specifically and directly address each requirement and criterion to qualify and receive consideration. If one section of the application is not addressed, the application will not be reviewed for consideration.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and can be in color, as long as they are reproducible in black and white.
- When identifying recreation use for your project, make sure to only mark those uses that will actually use the trail. Your selections affect if your project will be classified as motorized, non-motorized, or joint motorized/non-motorized.

### **III. PROJECT ELIGIBILITY**

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#### **A. Eligible Projects**

- Construction of trails on federal (with limitations), state, county, municipal or private lands where a twenty year easement for the purpose of the project can be obtained.
- Development of urban trail linkages near homes and workplaces.
- Contracted maintenance of existing recreational trails.
- Development of permanent trailside and trailhead facilities (e.g., drainage, crossings, stabilization, parking, signage, controls, open-sided shelters, water, and sanitary facilities).
- Provision of features that facilitate access and use of trails by persons with disabilities.
- Land acquisition from willing sellers, where value is established by a licensed and certified federal appraiser (and whose conclusions of value are certified by the State), and only if twenty-year easements for recreation trail purposes is conveyed to the state. See land acquisition and appraisal section on page 7.
- Purchase of equipment (e.g., snowmobile trail groomers).

#### **B. Eligible Reimbursement Costs**

- Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials
- Capital and labor expenditures for facilities, equipment and other capital assets
- Materials and/or supplies
- Freight transportation expenses
- Professional services and Project administration costs provided that they do not exceed 20 percent of the total cost of the project
- In-kind match, including unpaid skilled volunteer labor at a rate of \$16.00 per hour, or materials, services, or skilled labor donated to the project at no charge. These are only eligible for in-kind match and not for reimbursement.
- Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from funds committed to the project, unless the Department has provided written authorization.

### **C. Non-eligible Projects**

Non-eligible projects include but are not limited to the following:

- Condemnation of any kind, including costs associated with, or reimbursement for projects associated to condemnation.
- Construction of trails within federally designated wilderness areas (with some exceptions).
- Upgrading, expanding, or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users on which motorized use is either prohibited or has not occurred.
- Construction of ordinary sidewalks.
- Construction of new snowmobile trails that are NOT already within the state Grant-in-Aid program.
- Planning projects that are preliminary to construction of any trail projects.
- Improvements on highways or other roadways, including but not limited to, lighting, striping, and shoulder work.

### **D. Non-eligible Reimbursement Costs**

Including all costs not defined as eligible costs, but not limited to the following:

- Any expenditure that occurs outside of the operating dates established in the contract.
- Fund raising
- Taxes, except sales tax on goods and services
- Insurance, except title insurance
- Attorney fees
- Loans, grants, subsidies to persons or entities for development
- Bad debts, interest or contingency funds
- Lobbyists or political contributions
- Land acquisition appraisals

## IV. MRTUA'S PRIORITIES

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The Minnesota Department of Natural Resources (DNR) has been designated by the Governor to oversee distribution of these funds. The DNR is advised in the distribution of these funds by the state's trail advisory board, the *Minnesota Recreational Trail Users Association (MRTUA)*.

The Board is made up of thirty members. There are three representatives from each of the ten identified trail user groups (hiking, bicycling, mountain bicycling, in-line skating, horseback riding, cross-country skiing, snowmobiling, off-highway motorcycling, all-terrain vehicle riding, four-wheel drive truck driving). The Board meets three times annually to discuss project funding, updates to existing grants, priorities for future grant rounds, and other relevant trail issues.

This year's priorities for funding are as follows:

- Projects that accommodate both motorized and non-motorized uses, including same-season access corridors.
- Projects that involve urban youth corps workers such as Conservation Corps Minnesota will be given special consideration.
- For all-terrain vehicle, off-highway motorcycle, off-road 4x4 vehicle, and snowmobile projects, priority will be given to trail acquisition and purchase of permanent easements, then to trail development and trail linkages to existing systems over equipment purchases. Equipment grants shall not exceed \$75,000.
- For all horse, in-line skate, cross-country ski, hike, and bicycle, priority will be given to trail linkages and restoration to existing trail systems, necessary trail facilities, trail signage to improve safety, and trail grooming equipment.
- For mountain bicycle projects, the development of new single track trail systems, located in areas of high user demand, in partnership with city, county, and state land managers will be given priority.

## V. TRAIL DESIGN REQUIREMENTS

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With regards to bicycle trails, applicants will be required to conform with recommendations contained within the “*Minnesota Bikeway Facility Design Manual*” developed by the Minnesota Department of Transportation.

- See <http://www.dot.state.mn.us/bike/designmanual.html>

For other uses, applicants must follow the “*Trail Planning, Design, and Development Guidelines*” developed by the Minnesota Department of Natural Resources – Trails and Waterways Division.

- The guidelines are available at the Minnesota’s Bookstore [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com) or 1-800-657-3757 for \$19.95.

Applicants are also encouraged to follow recommendations made in “*Designing Sidewalks and Trails for Access, Part II of II: Best Practices Design Guide*” produced by the Federal Highway Administration.

- See [http://www.fhwa.dot.gov/environment/rt\\_pubs.htm](http://www.fhwa.dot.gov/environment/rt_pubs.htm)

When developing natural surface trails, applicants are encouraged to follow principles outlined in “*Trail Solutions: IMBA’s Guide to Building Sweet Single Track*”.

- See [http://www.imba.com/resources/trail\\_building/trail\\_solutions.html](http://www.imba.com/resources/trail_building/trail_solutions.html)

Applicants are required to address the American with Disabilities Act under the Evaluation Criteria Section of the application. The *ADA Accessibility Guidelines for Outdoor Developed Areas*, and the *ADA and ABA Accessibility Guidelines for Buildings and Facilities* can be found on the Federal Access Board website. Successful applicants are required to design and construct their trail to meet ADA standards.

- See [www.access-board.gov](http://www.access-board.gov)

## VI. LAND ACQUISITION REQUIREMENTS

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When applying for a grant for land acquisition, the application requires a reasonable market estimate. **A full appraisal is not required to apply for a grant.** If your application is approved to purchase land, a full appraisal will then be required and must meet USPAP, DNR and Federal FHWA standards.

Prior to contacting and hiring a licensed appraiser to conduct an appraisal of the property, you must contact the DNR Lands and Minerals Department, Cindy Nathan, Real Estate Specialist at 218-855-5126, or [cindy.nathan@dnr.state.mn.us](mailto:cindy.nathan@dnr.state.mn.us) to make sure your appraisal will be properly completed to meet USPAP, DNR and FHWA appraisal standards and the DNR must be named as an intended user of the report. A State Certified General Real Property Appraiser approved to appraise property to Federal Standards must conduct the appraisal. There are a limited number of appraisers that are certified to conduct appraisals to meet the federal standards of the Federal Recreational Trail Grant Program. Lands and Minerals can provide you a list of qualified appraisers. The requirements are also located on the DNR appraisal management website at [http://www.dnr.state.mn.us/lands\\_minerals/appraisal\\_mgmt.html](http://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html).

Once you have completed a land appraisal by a recommended appraiser, it must be submitted to the DNR for appraisal review and approval before the land can be purchased with grant funds. The costs associated with a full land appraisal are not eligible for reimbursement through the grant program. Therefore, it is important that the land appraisal be done correctly and with a qualified appraiser, to avoid the additional charges that would result if the appraisal were rejected by the DNR. The DNR review of land appraisals are done at no cost to the grantee. Once the DNR has approved the appraisal, grant funds can be reimbursed towards the cost of the land purchased.

Upon the purchase of land it is required to have a “Twenty-Year Easement for Recreational Trail Purposes” that must be attached to the deed for the land to be approved for reimbursement.

## **VII. IN-KIND MATCH REQUIREMENTS**

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In-kind match is allowed to count toward the grant project's total cost if properly documented and pre-approved. Eligible in-kind match includes unpaid unskilled volunteer labor or materials, services, or skilled labor donated to the project at no charge.

### **In-Kind Volunteer Labor Match**

In-kind volunteer unskilled labor may be used as a match to the project at an hourly rate of \$16.00. Each volunteer must complete and sign the Volunteer Labor Record Form. In this form, the volunteer must record the date, description of work, hours worked, and total value at the \$16.00 hourly rate. If crews are used, the crew leader can complete a single worksheet for the entire crew, but must include a list of each crewmember. In addition, the Volunteer Labor Summary Form must be completed and is used to summarize the Volunteer Labor Record Forms.

### **In-Kind Materials, Services, and Skilled Labor Match**

Individuals, organizations, or businesses may contribute goods or services to complete the grant project that are an eligible in-kind match toward the grant. To receive credit for this type of donation, the donor must provide an invoice for the material or service with a notation on the invoice identifying the value of the donation. Donations of services or skilled labor should be valued at rates typically charged for such work in the area. Each donation invoice must be recorded on the Billing Data Sheet and a copy of the invoice must be included with each reimbursement request.

## VIII. APPLICATION INSTRUCTIONS

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### A. Before you begin:

- Carefully review the entire application and contact DNR staff if there are ANY questions.
- Make sure you carefully review the Project Eligibility section of this manual, and understand the different requirements and eligible expenditures.
- DO NOT modify the original application format. Complete the application by filling in the boxes next to the application questions. The application must be completed electronically. **Handwritten applications will not be accepted.**
- Complete the Required Certifications form, and include as attachment “A” with original signatures.
- Make sure to provide all required attachments as outlined in the Attachment Checklist.
- Please do not provide a cover sheet for your application.
- **DO NOT SPIRAL BIND OR STAPLE** the submitted application packet. Paperclip, rubber band or binder clip the application together, because the application will need to be copied.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and can be in color, as long as they are reproducible in black and white.

### B. Completing the Application

#### General Contact Information Section

Numbers 1-21 should be self-explanatory. If a club or trail association is completing an application in participation with a local unit of government, the club or association must complete the Trail Organization Project Partner section.

#### General Project Information Section

22. Please give the project a name if it does not already have one.
23. Total Project Amount refers to the expected total cost of the project.
24. Amount Requested is the amount you are asking for.
25. Local Match refers to any local (city, county, private) funds that will be expended in conjunction with the proposed project. This amount does not include other grant funds.
26. The source of local match refers to where the funds are coming from. Are they City funds, County, locally raised, private donations, etc.
27. Please indicate whether or not these funds have been budgeted for this project.
28. Please answer yes or no. If yes, please give amount.

29. Other non-local funds include money raised through other grant programs or foundations. Please indicate the source.
30. Please indicate whether or not these funds have been budgeted for this project.
31. If this project is scheduled to receive Federal SAFETEA-LU Transportation Enhancement funds, then your local MnDOT district should have notified you in some manner. Please attach this notification as Attachment “G” and fill in the year in which you are scheduled to receive the funding.
32. **For Federal Recreational Trail Program Grant Applicants ONLY.** If this project is scheduled to receive DNR Grants-In-Aid funding for capital development through either the Snowmobile or OHV programs, then your Area Parks and Trails Supervisor should have notified you in some manner. Please attach this notification as Attachment “H” and fill in the year in which you are scheduled to receive the funding.
33. If the proposed project is to develop new trail, please indicate here, either in feet or miles, how long the new development will be.
34. Place a check next to the uses your project will accommodate. Make a distinction between the primary and secondary recreational uses. For example, if a trail is technically authorized for both snowmobiling and cross-country skiing but is groomed and used for snowmobiling, snowmobiling is the primary use and cross-country skiing is a secondary use. **Do not place a check next to a use if the facility will “maybe” accommodate them. Only defined uses should be checked.**

**Qualifying Requirements Section-** The application must address each bullet under each section, but the applicant should feel free to elaborate further and/or provide additional information if applicable. Please keep answers as brief and concise as possible.

**35. Project Description**

- Provide a description sufficient enough to understand the project.
- Indicate prominently whether this is primarily a maintenance request, an enhancement to an existing facility, new development, acquisition, etc.
- Also include how this project will be immediately available for use by the general public.

**36. Costs Associated with the Project**

- Provide a list with estimated costs to provide justification for the total project cost and grant request.
- Include materials, landscaping, design/ engineering services, contractor services, signage, etc.
- Explain current status of matching funds that will be used for this project.
- Provide a five year operations and maintenance cost estimate, and the projected source of these funds.

### **37. Project Timeline**

- Show a detailed timeline that highlights the chain of events that will lead to a fully developed facility.
- Include events such as when acquisition will occur (if applicable), design will begin/start, engineering, construction, landscaping, etc.

### **38. Project Readiness**

- Delineate the current project status and detail major activities that must still be accomplished.
- At a minimum, please reference land acquisition requirements, status of detail design, and relevant permits and approvals that have/have not been obtained for the project.

### **39. Year Round Trail Use**

- Will this project provide year round trail use?
- If it is planned to provide year round use, outline which users will benefit and how the facility will be maintained for those uses.

## **Evaluation Criteria Section**

### **40. Site and Project Quality**

- What consideration has been given to the needs of the intended trail user group(s) that was identified under the General Project Information Section?
- Are the intended or existing uses for the trail appropriate?
- Detail existing development (if any) on site or within the corridor.
- Describe what attractive features exist on the site or within view.

### **41. Accessibility**

- All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities.
- What considerations have been given to accessibility for people with disabilities?
- How does this project facilitate and/or improve access to existing trails or trail related facilities?
- Provide information detailing how this project will be accessible and what documentation was used to reach this desired outcome.
- If this section is not applicable, provide reasoning on why.
- American with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities. Whether the project is to develop new trail or rehabilitate an existing trail, these guidelines need to be taken into consideration when answering this question. The Federal Access Board has these guidelines available at [www.access-board.gov](http://www.access-board.gov).

**42. Public Need For and Benefit of Project for Specified Users**

- *Why should this project be funded?*
- What safety concerns will be addressed with this project?
- Is there urgency to move ahead with this project now, and what consequences are looming?
- Justify all trail uses indicated from question 34.

**43. Community Commitment to Trail Use**

- Identify steps that your community has taken to improve the conditions for trail users accommodated by this proposed trail development or enhancement project.
- Examples would include safety education, enforcement, signing, fund raising, comprehensive barrier identification/removal, trail vehicle parking opportunities, etc.

**44. Impact on Adjoining Landowners in the Vicinity of the Project**

- Demonstrate the compatibility of the proposed project with existing adjoining land uses.
- Identify adverse impacts that might be realized as a result of completing the project.
- How might the project improve conditions for adjacent landowners?
- Identify mitigation steps that will be taken to successfully overcome possible/probable objections to this project.

**45. Attention to the Potential Environmental Impact of the Project and Efforts to Avoid or Mitigate Adverse Effects**

- Possible areas of consideration include but are not limited to: noise, odors, dust, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, and historical/archeological sites.
- What opportunity would this project provide to enhance the natural or other resource values in the immediate area?
- It is a condition of accepting the grant that all landscaping or plantings that are done in the project area must be native to Minnesota and preferably of the local ecotype. Address this issue and layout how this project will comply with this requirement.

## **Attachment Checklist Section**

Attachments A through F are mandatory and must be provided in order for the application to be considered valid. Attachment G and H are project specific and are not needed if they do not relate to your project.

**A – Required Certifications** – This form is provided for you. The first signature block is to be signed by the proper authority for the grant applicant. The specific manager of the facility that is being rehabilitated, enhanced or developed should sign the second section. If the proposed project will utilize public land that is not under the jurisdiction of the applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.

**B – Resolution Supporting Application** – The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included in Appendix A. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility, trail or equipment will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant.

**C – Letters of Support** – Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project. The applicant is also welcome to provide letters of support from all other sources as well. There is no limit on how many letters may be submitted, and diversity is favorable.

**D – Project Location Map** – It is important for reviewers to have an idea of where in the state and/or your region the project being proposed is located. This map is to be **8 ½ X 11 in size ONLY**, may be in color but must be easily reproducible in black and white, and able to show where the project is generally located within the state or region. So typically the scale of this map is very large.

**E – Site Level Map** – It is also important for the reviewers to be able to see where the project is located within the context of a city, county, park, etc. This map is to also be **8 ½ X 11 in size ONLY**, may be in color but must be easily reproducible in black and white, and should be effective at showing how the project fits within its specific context. The scale of this map is usually small.

**F – 20 year Operations and Routine Maintenance Plan** – Outline how this project will be maintained after the grant is completed. How often will maintenance occur? What funding sources will be used to ensure that this project is available for public use for the next 20 years?

**Additional Requested Information (if applicable)**

**G – Transportation Enhancement Award Letter** – If the proposed project is also receiving funding from the SAFETEA-LU Enhancements program, typically the recipients are notified by the MnDOT district with some sort of correspondence. Some districts do NOT typically provide the recipients with any formal award letter. In this instance, please ask the contact person from MnDOT to provide you a letter and include as attachment G.

**H – Grant-in-aid Award Letter** – If the proposed project is also receiving funding from one of the DNR grant-in-aid programs (snowmobile, cross-country ski, all-terrain vehicle, off-highway motorcycle, or 4 x 4 trucks), typically the recipients are notified by the DNR, Parks and Trails Area Supervisor with an award letter. Copy the letter and provide as attachment H if applicable.

If you have any questions or concerns about this application or the process, please contact Andrew Korsberg at (651) 259-5642 or Traci Vibo at (651) 259-5619.

Send 6 copies of the application to the following address:

Traci Vibo, Grant Coordinator  
Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road, Box 52  
St. Paul, MN 55155-4052

## IX. SAMPLE RESOLUTION

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WHEREAS, the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to construct five (5) miles of paved trail for the Sunnybrook Recreational Trail System. The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS, the City of Sunnybrook recognizes the fifty (50) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural Resources, the City of Sunnybrook agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe  
Director of Finance/Treasurer  
City of Sunnybrook  
1111 Happy Trails Avenue  
Sunnybrook, MN 59985

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the Sunnybrook Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

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JOHN DOE - MAYOR

ATTEST:

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MARY DOE - CITY CLERK

## **X. OTHER PROGRAM REQUIREMENTS**

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### **A. Grants and Public Information**

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public.

After the application evaluation process is completed, 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.

[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also Minnesota Government Data Privacy Act for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

### **B. Reporting Requirements**

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension.

### **C. Monitoring Requirements**

It is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000.