**2026 BOT Municipal Grant**

**Application/Proposal**

**Applicant Information**

**Legal name of applicant/municipality:**

Click or tap here to enter text.

**Legal address of Municipality:**

Click or tap here to enter text.

**Total grant funds request as listed on the Exhibit A budget request form** (up to a maximum $75,000):

Click or tap here to enter text.

**Municipal official with Authority to sign contract agreements:**

Name of official: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Signature and Date**

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I certify I have read the BOT Grant RFP, training requirements, sample contract, and verify the validity of all information provided herein to the best of my ability and will comply with the state, local, federal regulations and policies that apply to my municipality.

**PERFORMANCE PERIOD:** Funds will be granted for a performance period from the date the contract is executed to no later than December 31, 2026.

**Primary Program Contact** (The person we will contact for all correspondence during the program.)

Name of program contact: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Municipality’s designated Building Official** (responsible for direct supervision of the training and reporting.)

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

BO license number Click or tap here to enter text.

**Program Financial department Contact** (The person responsible for submitting the payment requests and supporting documentation.)

Name of financial contact: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Choice of grant aspect**

The BOT grant can be applied for in one of two different aspects. Check the box next to the aspect you are applying for.

|  |  |
| --- | --- |
|  | Check here if your training program will be an entry level training position where a municipality would hire a new trainee, or cross train an existing city employee, in a new entry level code enforcement position. (See Exhibit B-1 entry level) |
|  | Check here if your training program will continue the training of an existing BOT grant trainee to a higher level of experience such as moving from residential to commercial training while accumulating experience and points toward a higher building official certification. (See Exhibit B-2 advanced level) |

**Instructions for completing your Proposal Application:**

The information required for your proposal can be found on the following pages in the format of a worksheet. Fully complete all sections. Your narrative responses do not need to be limited to the number of lines after each information request.

Additional documents are required in addition to those included in this application/proposal. See the application checklist on the last page to verify that you have included all required documents.

Refer to the Request for Proposal (RFP) for essential information to properly complete this application/proposal.

**Proposal**

**This application is your formal proposal.**

1. **Organizational need and abilities (40 points):**
   1. Statement detailing the Municipality’s need for this Grant.

Click or tap here to enter text.

* 1. Previous year’s total permits valuation.

Click or tap here to enter text.

* 1. Number of permits last year broken down by permit types.

Click or tap here to enter text.

* 1. Detail the municipality’s capacity to provide building code enforcement experience for the trainee. Include the municipality’s current and projected 2026 building permit/projects activity.

Click or tap here to enter text.

1. **Organizational Qualifications (40 points):**
   1. Name of the municipality’s designated Minnesota Certified Building Official. Cannot be a Building Official – Limited.

Click or tap here to enter text.

* 1. Names and qualifications of other city staff that will be involved with the training. (Other certified building official(s) and building official(s)-limited, mechanical inspectors, plumbing inspectors, plans examiners, permit techs, zoning staff, community development staff, fire department staff, public works, engineering, city administrative staff).

Click or tap here to enter text.

* 1. Include information as to whether there have been recent changes in the municipality’s building codes department leadership.

Click or tap here to enter text.

* 1. Indicate whether your municipality has received a BOT Grant Program grant before. If so, detail the outcome.

Click or tap here to enter text.

1. **Organizational plan to achieve the grant’s goals.** (Work plan) **(50 points):**
   1. Provide details of the roles that each city staff member, listed in the ‘Qualifications’ section above, will play in achieving the training listed in the *‘Exhibit B Training Requirements’* documents.

Click or tap here to enter text.

* 1. Details of the plan to achieve the required competency criteria described in 1301.1400 and/or

Click or tap here to enter text.

* 1. Detail of the plan to accumulate prerequisite points for the BO-Limited application 1301.0300.

Click or tap here to enter text.

* 1. Potential for continuing the employment of the trainee after the initial BOT Grant Program funding. (sustainability)

Click or tap here to enter text.

* 1. Describe plans, if any, to provide education and experience for the trainee over and above the BOT grant requirements.

Click or tap here to enter text.

1. **Diversity, equity, inclusion** (**30 points):**
   1. Describe your municipality’s inclusion, diversity and equity policies and practices.

Click or tap here to enter text.

* 1. Describe how you will reach, engage, and recruit individuals to become your trainee using inclusive practices.

Click or tap here to enter text.

* 1. Explain the diversity of the population your building codes department serves.

Click or tap here to enter text.

1. **Measuring success or Outcomes (30 points):**

Provide goals or successes that will be achieved once the BOT grant program activities have completed.

What are the Municipality’s outcome expectations for:

1. The Trainee

Click or tap here to enter text.

1. The Building Department

Click or tap here to enter text.

1. The Municipality

Click or tap here to enter text.

1. **Budget and budget narrative** **(10 points):**

Provided a proposed budget and budget narrative that breaks the budget down with details of the proposed expenditures listed on the budget form.

1. Complete and attach Exhibit A. This should include an estimate of the municipality’s contribution (Match funding: the amount over the possible grant funds of up to $75,000).

**Required application materials and checklist:**

1. Application/proposal
2. Exhibit A budget form with budget narrative form.
3. Exhibit C Capacity responses worksheet.
4. Exhibit D Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government.
5. Exhibit E: Evidence of Good Standing
6. Exhibit F: Certification that no current principals have been convicted of a felony financial crime in the last ten years
7. Affidavit of non-collusion, signed and notarized
8. Affidavit for Individuals responding to State of Minnesota Grant RFPs.
9. Copy of your organization’s Equal Employment Opportunity Policy
10. Provide proof of workers’ compensation insurance coverage or documentation of self-insurance.
11. Joint-powers agreement or letter of commitment if collaborating with another municipality(s) or organization.
12. Review and understand the Exhibit B Training Requirements documents.
13. Visit the BOT grant webpage at <http://www.dli.mn.gov/bot> to view the documents and information.
14. Review the sample grant contract.
15. Read through the Frequently Asked Questions (FAQ) pages at the bottom of the webpage.

## How to submit applications

Email the completed proposal/application and required documents to: [bot.dli@state.mn.us](mailto:bot.dli@state.mn.us)

**All applications must be received no later than 4:00 p.m. Central Time, on October 17, 2025.**

The applicant will incur all costs associated with applying to this RFP.

**Late applications will not be accepted.**