



Digital Geographic Information System Mapping for School Facilities Grant Program Request for Proposals

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Grant Overview

The Department of Public Safety, Emergency Communication Networks division (DPS-ECN) requests proposals to the Digital Geographic Information System (GIS) Mapping for School Facilities grant program. This program provides an opportunity for grant funding to the regional emergency communications boards to accomplish digital geographic information system mapping for school facilities.

Authority for this grant program is provided to DPS-ECN in the [2024 Minnesota Session Laws, Chapter 123, Article 1, Section 4, Subdivision 5](#). Legislative requirements related to this grant program are provided in the [2024 Minnesota Session Laws, Chapter 123, Article 1, Section 18](#).

Grant Outcomes

Grant-funded projects must result in digital GIS mapping data that will be exclusively owned and controlled by the regional emergency communications boards as defined by [Minnesota Statutes, section 403.392](#). Proposed projects must create mapped facility data for facilities managed by a school district. These include charter schools, intermediate school districts or cooperative units under [Minnesota Statutes, section 123A.24, subdivision 2](#), the Perpich Center for Arts Education, the Minnesota State Academics, private schools, or a tribal contract school that serves the educational needs of children in early childhood or prekindergarten programs or students enrolled in kindergarten through grade 12 within the regional emergency communications board's jurisdiction.

The data created by this grant must be:

- Compatible with software platforms used by public safety agencies that provide emergency services without requiring the agencies to purchase additional software or requiring a fee to view or access the data;
- Compatible with security software platforms used by the school(s) mapped without requiring the school(s) to purchase additional software or requiring a fee to view or access the data;
- Verified for accuracy following a physical walkthrough; and
- Perpetually available to mapped schools and law enforcement agencies.

Awarded grantees must work collaboratively with schools and local public safety agencies such as law enforcement agencies, fire departments, emergency medical services, and emergency 911 services during the development of the data.

Awarded grantees must deliver the data to the school that manages the facility that was mapped at no cost to the school. The data must be provided in a format that permits the school to share the data with law enforcement agencies.

Funding Availability

\$7,000,000 is available to fund up to a total of seven awards in this one-time grant program.



Based on the funding available and number of eligible applicants, DPS-ECN anticipates a maximum of seven awards to be made, with an average award of \$1,000,000 per eligible entity.

Funding will be allocated through a competitive process with a review performed by a review panel comprised of members to be drawn from content and community specialists with regional knowledge. Award announcements are expected to be made in June 2025. If selected, grantees may only incur eligible expenditures after the grant contract agreement has been fully executed, and the grant has reached its effective date.

The term of the grant period is anticipated to be from July 28, 2025, through June 30, 2026.

Eligible Applicants

Eligible applicants are the regional emergency communications boards as defined by [Minnesota Statutes, section 403.392](#).

Multi-organization collaboration is welcomed but not required for this grant. Collaborative proposals must identify the lead applicant along with any collaborative entities and must specify whether funds in the form of sub-award agreements will be transferred from the lead entity and any sub-awardees. The lead applicant will be the entity that DPS-ECN contracts with and applicant must be a member of a regional emergency communications board as defined by [Minnesota Statutes, section 403.392](#).

Multiple regional emergency communications boards may also choose to collaborate for the purpose of this grant. Such applicants must provide a draft joint agreement between participating entities for the purpose of the grant at the time of application. If selected for an award, the applicant must provide a fully executed copy of that joint agreement prior to contract execution with DPS-ECN. A sample agreement template is provided in Attachment B of this request for proposals. Applicants are encouraged to review and adjust this sample template to meet their needs for collaborative purposes.

Eligible Expenditures

To complete this work, eligible expenditures include but are not limited to:

- Contracting, consulting, and technical services to complete the work outlined in this grant program and as provided in the applicant's work plan.
 - Applicants may include a limited budget for maintenance and upkeep costs of data produced by this grant after work is produced. Please note that these expenditures must be prorated for the active period of the grant and occur only while the grant is active.
 - Applicants are not limited to one vendor contract for the entirety of the grant. Applicants may separate grant-funded activities into phases or categories of work and procure multiple contracts, consultants, or technical services to achieve grant outcomes.
- Personnel services and fringe benefits for staff working on the completion of programmatic outcomes or administering the grant.
- Travel and transportation expenses considered reasonable and within the current [State of Minnesota Commissioner's Plan](#) and [IRS mileage rate](#) for the purpose of completing grant program outcomes.
- Software and equipment expenses necessary to develop the data during the grant period.



Up to 5% of the proposal may be retained by the grantee for administrative expenses, such as costs related to vendor management and indirect costs.

Ineligible expenses include but are not limited to:

- Fundraising, lobbying, membership fees, and political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Entertainment, social activities, alcoholic beverages, and any associated costs.
- Conference and workshop expenses.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out-of-state.
- Costs occurring outside the grant period, including costs for maintenance and upkeep of data occurring outside of the grant period.

A comprehensive list of generally eligible and ineligible expenditures for all state grants is available in the ECN Grant Manual posted on the [DPS-ECN Grants website](#).

Programmatic Requirements

DPS will consider proposals that clearly establish a program to complete indoor mapping of school facilities. Applicants may break the work tasks outlined in this request for proposals (RFP) into phases or categories to complete the different aspects of this grant as determined to be appropriate by the applicant. Applicants should clearly define where this program will utilize grantee staff and resources and where a contracting, consulting, or technical service may be procured. In all cases, the applicant must assume the following responsibilities:

- Grant administration activities, including any contract management activities.
 - Ensure that project costs are eligible and documented.
 - Submit regular progress and financial status reporting.
 - Ensure that project is completed within the grant award period.
- Establish a prioritization plan for school facilities to be mapped based on the funding available, priorities established in this RFP, and any other priorities that the applicant has established to maximize the impact of the grant program. Examples of priorities may include:
 - Schools which do not currently have indoor mapping data or that have significant changes compared to existing indoor mapping data.
 - Number of students served.
 - Number of calls for service at identified schools.
 - Other priorities as determined by the applicant.
- Select a vendor and complete procurement using required state contracting and bidding processes.
 - Applicants must collaborate with school and public safety agencies, including law enforcement, fire, EMS, and emergency 911 services during the procurement process.
 - Data created by this grant must be compatible with security software platforms used by the schools mapped without requiring the schools to purchase additional software or requiring a fee to view or otherwise access the data.
- Prepare a point of interest or attribute list to be included in the data capture. At a minimum this should include entrances/exits, parking spaces, boilers, electrical, fire hazards, pools, storage



locations, alarms, cameras, etc. Applicants may establish other points of interest if deemed necessary for the proposal.

- Be the liaison between schools, public safety agencies, and vendors throughout grant-funded activities to ensure that data is interoperable and useful for both school and public safety agencies. Where regional boundaries do not align with public safety boundaries, applicant should produce an interoperability plan for handling cross-boundary coordination.
 - Applicants are encouraged to work with schools and public safety agencies in the areas where regional boundaries conflict and determine how data should be shared across geographic boundaries.
 - Applicants should consider the various public safety technologies and platforms used to access mapping data and determine how data will be integrated and made interoperable across multiple, interacting systems.
- Perform contract management for vendor-completed work such as:
 - Coordinate and plan vendor onsite visits.
 - Review and approval of contracted deliverables or establish a local contact for mapped facilities to assume responsibility for reviewing and communicating corrections as well as maintaining the indoor mapping data once it has been delivered.
 - Confirmation that mapping data has been delivered to stakeholders.

The applicant may elect to undertake additional tasks to enhance the work produced by this grant, either directly or through establishing vendor requirements beyond the minimums established here. These are not required but will be considered:

- Performing public safety outreach to schools, police, fire, etc. separately from the procurement process.
- Procuring training services for vendors to assist users with understanding, using, or communicating data produced by this grant.
- Integration of mapping data with existing public safety technology systems.

Data Requirements

Grants under this program must be used to create and integrate spatial data that is provided in formats that are broadly interoperable across technology systems. Data creation efforts should include activities such as:

- Determining if any building footprint digital files exist and how they can be integrated with mapping data produced by this grant program.
- Generating and verifying spatial data that accurately describes schools.
- Determining how the spatial data will classify school grounds and immediately surrounding areas.
- Determining how features of a school building are classified within the spatial data.
- Ensuring that the product is available in a format that allows ongoing access and maintenance.
- Establishing that the solution will integrate in-building map data into the State of Minnesota Public Safety Answering points (PSAPs) and other public safety stakeholder systems.
- Integration with the Next Generation 911 (NG911) GIS database.



The data created by the applicant or under any procured services in response to this grant program must be:

- Compatible with software platforms used by public safety agencies that provide emergency services without requiring the agencies to purchase additional software or requiring a fee to view or access the data.
- Verified for accuracy following a physical walkthrough.
- Perpetually available to law enforcement agencies and to schools that have been mapped.
- On any physical or digital map products created from the spatial data, symbology should adhere to the [National Association of Public Safety GIS \(NAPSG\) guidelines](#) to ensure consistency across the emergency communications ecosystem. This provides extended value and allows the data to become the single, reliable authoritative source for all stakeholders.
- Include details of key parts of buildings as determined by the applicant consistently across the applicant's geographic area.
- Data format ready for sub-address polygon addressing and compliant with the current version of the [National Emergency Number Association \(NENA\) Civic Location Data Exchange Format \(CLDXF\)](#) standard to ensure interoperability with PSAP and responder systems.
- Inclusive of additional raster or vector data collected as part of the project.
- Compliant with the [Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13](#), as it applies to all data provided by the state under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under the grant agreement.

Beyond the requirements noted above, the applicant may consider additional data recommendations as determined appropriate and enforceable by the applicant. Examples of this include, but is not limited to:

- Calculation of elevation values, if they are included
- Data produced by this grant should be incorporated as part of school safety and response plans.
- Ensuring that data is compatible and interoperable in the long-term for the purposes of updating and managing data at the local level.
- Providing additional formatting standards such as:
 - Mapping data overlaid on aerial imagery and oriented for true north.
 - On interactive mapped data products created from the spatial data, user experience should include the ability to dynamically zoom, search, and add content as needed by the building owner and/or public safety users.
 - Room use type, notes, labels, and any other piece information deemed critical by the building owner and/or public safety users.
 - Any other formatting standards determined necessary by the applicant.

Questions

Questions may be submitted by phone or email to Rebecca Roberts, ECN Grant Coordinator at 612-280-2456 or Rebecca.M.Roberts@state.mn.us. Please submit questions by no later than 4:30 p.m. Central Time on April 25, 2025. Answers will be posted on ECN's grant website within five business days.



Application Submission

All applications must be received by no later than 4:30 p.m. Central Time, on May 16, 2025. If applications are mailed, they must be postmarked by May 16, 2025. The applicant will be responsible for all costs incurred in applying to this RFP.

Applications must include the following to be considered complete:

- Complete Exhibit A: Digital GIS Mapping for School Facilities Grant Program Project Application Form.
- Draft collaborative agreements, letters of intent, existing joint powers agreements, or draft sub-grant agreements for collaborative entities, if applicable.
- List of facilities/schools to be mapped.
- Draft of scope(s) of work for professional and technical services to be procured under this grant program, if applicable.
- Position descriptions and supporting documentation for salary and benefits costs, if applicable, including:
 - A signed and dated job description of any staff to be assigned to the grant, their rate of pay, and any documentation showing the change in job description represented by grant-funded activities.
 - An estimated percentage of time anticipated to be spent on the grant.
 - Time-tracking procedures maintained by the organization at which the staff is employed.

Late applications will not be considered. Any other materials, such as binders, photos, vendor quotes, etc., that are not requested as part of the application will not be reviewed.

Applications may be submitted electronically via email or by the United States Postal Service to:

Rebecca Roberts, ECN Grant Coordinator
DPS-ECN
445 Minnesota Street, Suite 1725
St. Paul, MN 55101
Email: Rebecca.m.roberts@state.mn.us

Application Screening, Evaluation and Pre-Award Review

DPS-ECN will establish a grant review panel for the purpose of reviewing and scoring grant applications. Panel members will consist of non-applicant organizations, subject-matter experts, state agencies, and other interested parties whose involvement would not represent a conflict-of-interest with the grant or with its applicants. All panel members must complete a conflict-of-interest disclosure form as required by [Minn. Stat. §16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making](#) in order to be approved for participation in the review process.

Phase 1: Screening

Applicants must meet the specified minimum requirements to be considered for this grant opportunity. Applications that do not meet this minimum criteria will not be eligible for award:

- Received or postmarked by the due date and time: 4:30 p.m. Central Time, on May 16, 2025.



- Meets minimum eligibility including eligible applicant type and allowable expenditures.
- Provides all required application forms and documents with all required fields completed.

Phase 2: Competitive Priorities, Selection Criteria, and Weight

Each application will be reviewed and scored by the grant review panel. Panel members will apply a score to each component listed below.

Application Component	Points Available
Eligibility of the applicant, including collaborative partners, draft agreements, and sub-award agreements, if applicable.	5
Applicant's capacity to administer the grant in accordance with required reporting and grant policies and procedures	5
List of facilities to be mapped, or a plan for collecting a list of facilities to be mapped	5
Prioritization plan for schools/facilities to be mapped	10
Engagement that has occurred/will occur with schools and other public safety entities throughout the grant process	20
Commitment to meeting or exceeding data creation requirements	20
Commitment to meeting or exceeding data security requirements	10
Grant program work plan	20
Grant budget	5
Total	100

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

[Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. The goal of this grant program is to ensure geographic diversity in the mapping data that is produced by this grant so that every geographic region across the state can complete indoor mapping and data coordination with a variety of school facilities.

Applicants must demonstrate that they have a plan to either produce mapping data for all schools within their geographic region or have a prioritization plan that shows what selection of schools will be mapped based on quantifiable metrics such as student population, schools that already have indoor mapping data, or other metrics as defined by the applicant. The applicant should consider how the efforts of this grant program are to be distributed across the geographic area of operation as well as the way that the data is interoperable across borders and technology systems.

The review panel will evaluate and score all eligible and complete applications received by the established deadline. DPS-ECN will review and finalize all review panel recommendations and is responsible for making final award decisions.

Phase 3: Award Announcement

Awards will be announced once scoring has been completed, anticipated in June 2025. Funding will be awarded to the highest overall scoring applications. DPS and DPS-ECN will review and approve the



recommendations prepared by the grant review panel prior to making awards. All applicants will receive either a letter-of-award notice or a letter of denial. DPS-ECN reserves the right to offer grant amounts that may differ from the applicant's request. The award decisions of DPS-ECN are final and are not subject to appeal.

Phase 4: E-Grants Application, Pre-Award Risk Assessment, Financial Review, and Grantee Capacity Review

The awarded grantee will be responsible for completing the application process in the [E-Grants Online Grant Management System](#). Grantee participation in E-Grants is required to prepare and execute a contract with the State of Minnesota in order to utilize grant funds. Grantees will upload their application to the system and set up their grant budgets accordingly to fulfill the requirements of the grant contract.

As a final step in this process, ECN will conduct a risk assessment of the grantee to assess financial capacity and to review prior performance. All grantees as defined in [Minnesota Statutes section 16B.981 Subd. 1 \(c\)](#) applying for grants in the State of Minnesota must undergo this process of financial and capacity review prior to receiving a grant award of \$50,000 and higher.

To comply with this requirement, the following information and documents must be submitted in E-Grants before the grant contract agreement is deemed to be fully executed:

- Entity type, fiscal year and accounting basis.
- For grantees with an annual revenue exceeding \$750,000, a copy of the most recent certified financial audit and any related findings or management decisions.
- Fully completed questionnaire related to administrative systems and internal controls maintained by the grantee.
- Certification that no current principals have been criminally convicted of financial felony in the past ten years.
- Grantee history of performing the work that will be funded by the grant, including the organization's current staffing.

The full list of requirements based on entity type and federal income, and instructions for providing this information is included on the E-Grants site. Awarded grantees are required to submit this information prior to receiving a contract with DPS-ECN. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award, and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State of Minnesota by law.

Based on the pre-award risk assessment, DPS has the authority to:

- Provide or require enhanced grant oversight.
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
 - The potential grantee has a maximum of 30 business days in which to respond.
- Develop a plan to address the risk or concerns identified.



- Not award the grant. DPS will provide notice of this determination to not award the grant to the grantee and to the Commissioner of Administration. The notice will must include the following:
 - The reason for postponing or not awarding the grant.
 - The timeline for the process for contesting the agency’s decision.

Once these steps have been completed, the contract will be made available for execution in E-Grants. Please note: **Applicants recommended for an award must wait until they receive the fully executed grant contract before providing any services and before incurring expenditures.** Any expenses incurred prior to the full execution of the grant contract are not reimbursable and become the responsibility of the applicant/grantee.

Timeline

RFP posted on the DPS-ECN web site	4/4/2025
DPS-ECN hosts grant application webinar	Week of 4/14
Questions due no later than 4:30 pm Central Time	4/25/2025
Responses to questions posted to DPS-ECN website	5/2/2025
Applications due no later than 4:30 pm Central Time	5/16/2025
Grant review panel begins review of applications	5/26/2025
Grant review panel meets and finalizes application selection	Week of 6/16
ECN/DPS approves award recommendations	Week of 6/18
Selected grantees announced; grant agreement negotiations begin	6/20/2025
Grantees and DPS execute grant agreement; grant period begins	7/28/2025

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 per [Minnesota Statutes, section 16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts-of-interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department 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 disclosed or is in question, the applicants or grantees will be notified and DPS-ECN may pursue the following actions, including but not limited to: revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict-of-interest mitigation plan, disqualifying the grant applicant from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minnesota Statutes, section 13.599](#)



- Names and addresses of grant applicants and amount requested will be public data once proposal responses have been opened.
- All remaining data in proposal responses - except trade-secret data as defined and classified in [Minnesota Statutes, section 13.37](#) - will be public data after the evaluation process has been completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by DPS-ECN as part of the evaluation process - except trade-secret data as defined and classified in [Minnesota Statutes, section 13.37](#) - will be public data after the evaluation process has been completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed

Grant Payments

Per [OGM Policy 08-08](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past-due progress reports unless DPS-ECN has provided the grantee with a written extension.

Grant Monitoring

[Minnesota Statutes, section 16B.97](#) and [OGM Policy 08-10](#) Grant Monitoring requires annual monitoring visits to assess the progress of the grant and at least one financial reconciliation of grantee's expenditures. DPS-ECN requires financial reconciliation with every request for reimbursement for grants. To approve reimbursement, grantees must provide expense receipts, employee timesheets, invoices, proof of payment, and any other supporting documents available upon request by the State of Minnesota.

The monitoring schedule will consist of quarterly progress reports. These reports are due 30 days after the end of a quarter of the calendar year, must be submitted in E-Grants and after one site visit, either in-person or by telephone, conducted by DPS-ECN prior to approving final payment.

Grantee Bidding Requirements

Grantees that are municipalities must adhere to the following requirements:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who have been suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)

Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, as well as the 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, by the state granting



agency, and also by either the legislative auditor or by the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever date is later.

Affirmative Action and Non-Discrimination requirements for all Grantees

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

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

State's Right to Cancel

This grant opportunity does not obligate DPS-ECN to award a grant. DPS-ECN reserves the right to cancel the solicitation if it is considered to be in the entity's best interest due to a lack of funding, agency priorities, or other considerations.

Resources for Applicants

[The Minnesota Office of Grants Management Policies](#): Policies created and maintained by the State of Minnesota Department of Administration's Office of Grants Management which standardize, streamline, and improve state grant-making practices, as well as aim to increase public information about state grant opportunities.

[SWIFT Vendor Resources](#): Every individual or organization conducting business with the state is considered to be a vendor. Grantees must be registered vendors in SWIFT in order to receive payments.

[ECN Grants website](#): Additional information regarding grant programs administered by ECN. Applicants are encouraged to review the ECN Grant Manual.

[E-Grants Grants Management System](#): The grants management system for the Minnesota Department of Public Safety.

For more information about this grant RFP, please contact:



Rebecca Roberts, ECN Grant Coordinator
DPS-ECN
445 Minnesota Street, Suite 1725
St. Paul, MN 55101

Email: Rebecca.M.Roberts@state.mn.us

Attachments

- Attachment A: Digital GIS Mapping for School Facilities Grant Program Application Form
- Attachment B: Collaborative agreement sample template