DEPARTMENT OF HEALTH

Grantee's Transient Quickstart Guide

SWP GRANTS DATABASE

(HTTPS://MDH.FLUXX.IO/USER_SESSIONS/NEW)

2025

Grantee's Transient Quickstart Guide

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Disclaimer

All data in the grants database is public data.

All applications submitted in response to this RFP will become property of the State. In accordance with Minn. Stat. § 13.599, all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

Please note that as we continue to improve Fluxx, what you see in Fluxx may be different than what you see in this Quickstart guide.

Apply For Funding

Transient Grant Pre-Application Checklist

A general list of information you will need to begin the application:

- PWS ID

- Active PWS

- DWSMA ID(s)

- DWSMA Vulnerability

- Identify costs associated with the project

- Measure number and language from Wellhead protection plan, action plan, or Surface water intake protection plan

- Relevant correspondence with MDH or MRWA TAP staff

- Source Water Protection Transient and Competitive Grant Project Evaluation Form

- Notice of Violation (if applicable) with project evaluation form, Administrative Penalty Order (if applicable) with compliance agreement and project evaluation form

- Conflict of Interest Disclosure Form (Linked within application)

Starting the Transient Grant Application

To get to the competitive grant application, you will need to go to the "Apply for Funding" page. You will need to scroll through resource documents, information about what activities is grant eligible, and grant types to get to the green "Apply for Transient Grant" button on the bottom of the page.

Transient Application Button

The top of the application has information about your PWS, the fiscal year, and what stage you are in with your application. Below that is a bar that shows what stage your application is in, and the next stages. The table of contents lists what type of information may be required for your application.

Where To Find Your Application Stage

Tip: Before beginning your application, gather the information and documentation you will need.

Organization Information

This section is mostly prefilled, but primary contact and signatory contact can be edited via the drop-down menu

If known, it is recommended that you fill out your MDH or delegated authority Sanitarian contact.

Tip: Your "support staff information" is your MDH Sanitarian.

Application Questions

Answer these questions using the drop-down menu.

Drop-Down Menus

Application Information

Use the text box to write a brief project summary. You can consult your sanitary survey for additional ideas or details.

Examples of a Brief Project Summary:

- Purchase and install security cameras to protect the well site.

- Install a treatment system to reduce the nitrate levels in the drinking water.

- Drill a back-up well.

- Remove pump and seal well.
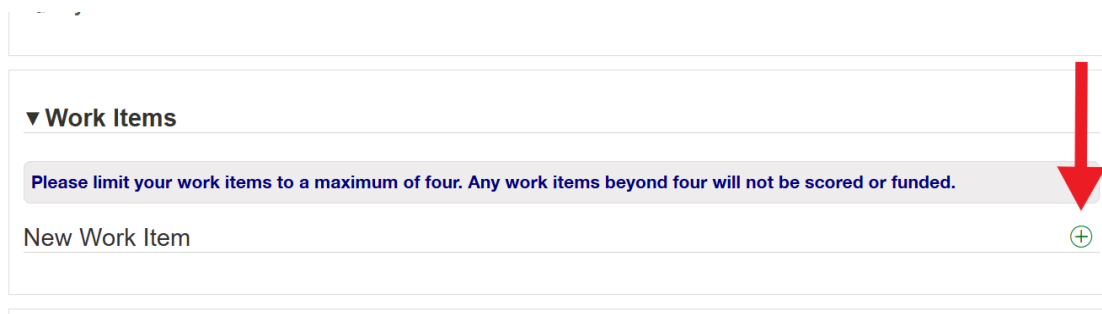
- Construct a new well.

- Connect to city water.

Then use the drop-down menu to answer whether you need an Alternate Source Water Evaluation. An Alternate Source Water Evaluation is only required if you are asking for treatment for your water system. If needed, your sanitarian or engineer will help.

Tip: To select your answer for whether you are under any violation, you must click on your answer to highlight it and then use the arrows to move your answer from the left box to the right. Only pick one answer.

Work Items

Tip: You can only apply for four work items on an application.

When you click the "+" sign on the right side of the Work Items text box, a new window will appear with more questions. **All of these questions are required.** These questions can be answered using the drop-down menus and text boxes.

You will need to choose the type of work item. There are three to choose from:

<u>Management Strategies:</u> Use this if you are applying for a grant to implement a Wellhead Protection Measure. (Transient grants are unlikely to use this option).

<u>Sanitary Surveys:</u> Use this if you are applying for a grant to implement an activity for your sanitary survey.

<u>Common Activities:</u> Only use this if neither Management Strategies nor Sanitary Surveys apply.

Selecting one of the above options will generate a subset of options to choose from. Within the second drop down, if you do not see an activity that fits your project you can select "Other" and then explain in the text box that appears.

Use the text box to describe the work that will be performed. If your description is more than 2,000 characters you will need to attach a separate document in the "Grant Documents" section located later in the application.

The rest of the questions will need to be answered using the drop-down menus and text boxes. Once this is filled out, don't exit out of the window without clicking the "Save" button on the bottom right.

Amounts

The total grant amount you can request is $500-15,000, or a max of $45,000 if there are three Public Water Supplies (PWS) applying together.

There is a table at the top of this section that auto calculates the estimated total cost of project and amount you are requesting from MDH. This calculation is pulled from the information you provided in the "Work Items" section. Confirm this information is correct. If it's not, make the necessary changes to you work items,

If the auto calculation is correct, you will need to write the total cost of the project you are planning followed by the amount you are requesting from MDH.

The estimated cost share amount (the amount you are contributing) must be equal or more than the amount you are requesting from MDH. Use the ">" button to move your cost share contributor(s) from the left box to the right. If you change your mind about your answer, use
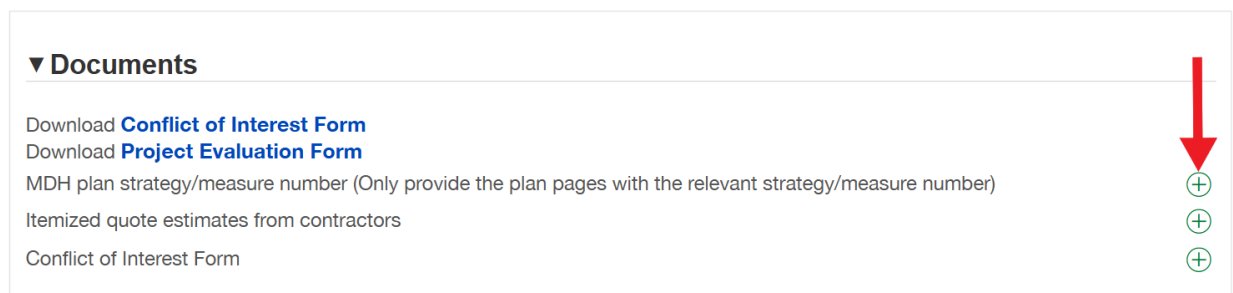
the "<" button to move your answer back to the box on the left. After you move your answer(s) to the right box, new questions will appear for you to answer.

Note: You can't use In Kind Contributions.

Documents

You are given the opportunity to download the "Conflict of Interest" and "Project Evaluation" form at the top of this section.

You will need to add your completed MDH plan strategy/measure number, Itemized quote estimates from contractors, and Conflict of Interest documents. There are green "+" buttons to the right of the document types for you to add.

"+" Buttons

Note: For the Plan Strategy/measure number file, only provide relevant plan pages.

Grant Documents

This section allows you to add a variety of document types:

- Alternate Source Evaluation (required if installing treatment to a water system)
- Application Budget Upload
- Compliance Agreement (required if your system is under an APO or NOV)
- Conflict of Interest Form (required for all)
- Cover Letter
- Itemized Quote Estimates from Contractors (recommended but not required)
- MDH Plan Strategy/Measure Number (Relevant Pages Only, required if using a Plan Measure to justify application)
- Notice of Violation (required if under a NOV)
- Other Document
- Project Evaluation Form
- Project Plan

- Proposal

- Request Budget

- Sanitary Survey

- Source Water Protection Grant Invoice

- Statement of Work

To add a grant document, use the green "+" button to the right of the "Grant Documents" title.
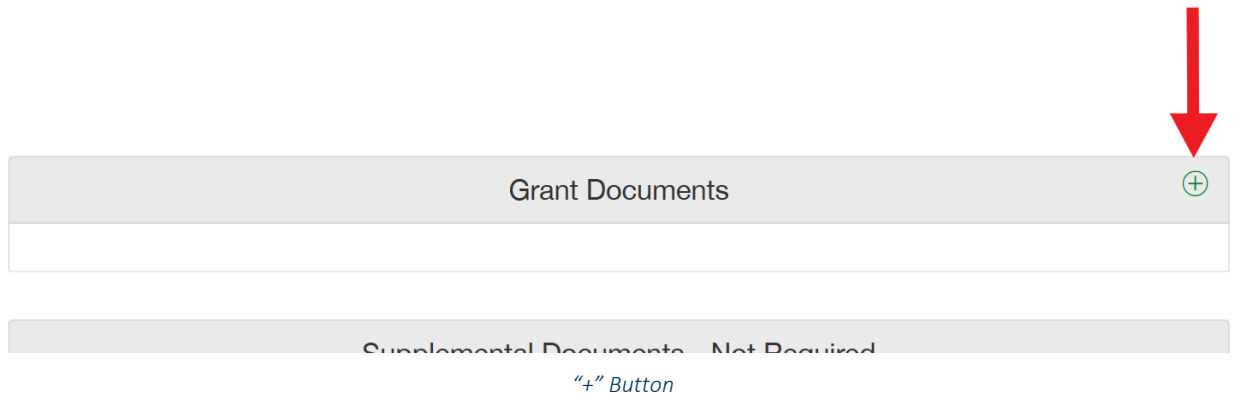
"+" Button

A new window will pop up. Click the blue "Add Files" button on the lower left of it. After choosing your file and uploading it, a drop-down menu will appear for you to pick the document type.

You can choose to continue adding more files, or if you are done adding your documents you can click the blue "Start Upload" button on the lower left next to the "Add Files" button. You'll get a small pop-up message saying your upload is complete. You can exit out of this pop-up window.

Tip: If you realize you added the wrong file, you can remove it by clicking the red "-" button next to your file.
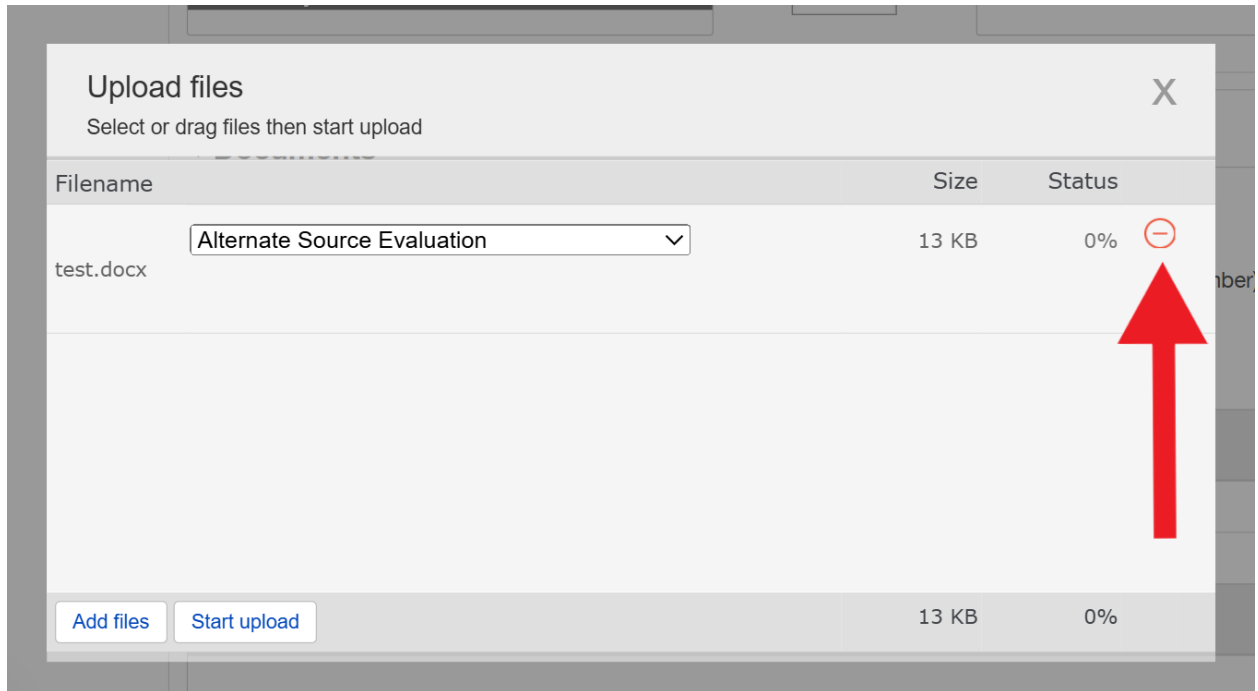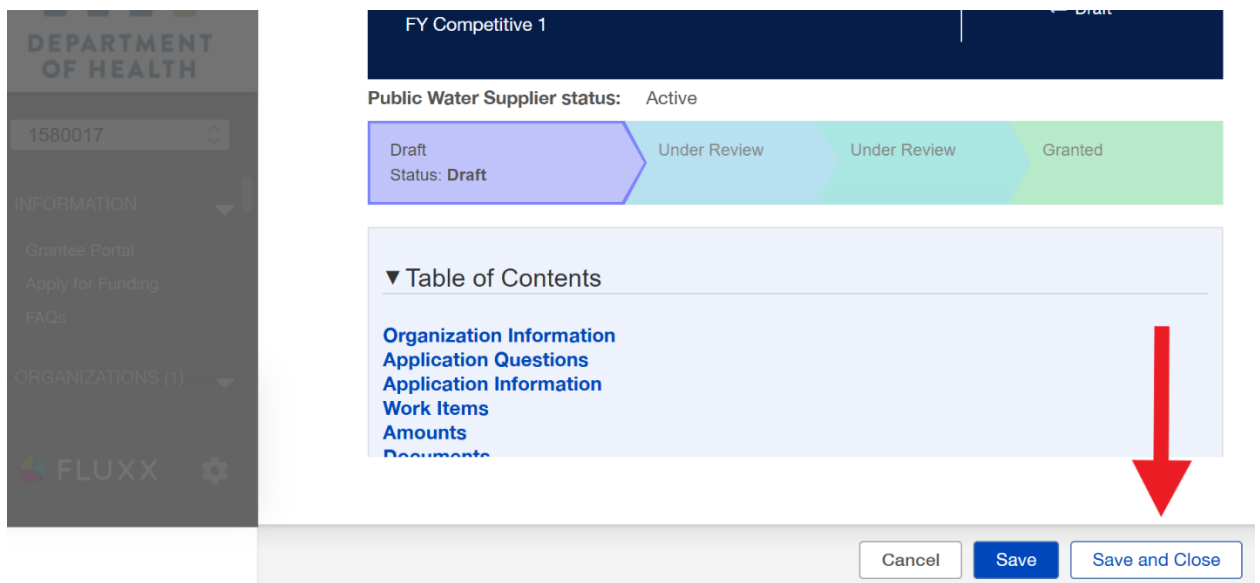
"-" Files Button

Tip: Before submitting your application, make sure all of the files you uploaded are the correct ones.

Completing Application

After you get the required and supplemental information filled out, click "Save and Close" on the bottom right of the screen. This will bring you to a page where you can check for accuracy of your draft before submitting.

Save and Close Button

Click "Submit" on the bottom right of the screen.

Submit Button

The final step is to make sure there are no errors. If you have errors within your application, a red box will pop up on the top of the screen explaining what you need to correct. It will also let you scroll through the application so you can see the see the sections you need to correct highlighted in red. Correct the errors, click "Save and Close", and then click "Submit" again.

Example of the red box describing errors

Example of errors highlighted within an application

Tip: There can be multiple errors within your application. The error text will show up every time you click "submit" until they are corrected. **Your application stays in the draft stage until these errors are corrected and the application is fully submitted.**

Once you have submitted your application, you will be able to check the status of it by going to the "Submitted Applications" page. This can be found under "Applications" on the navigation menu. There is a grey "Withdraw" button on the lower right side of the screen.

Withdrawing Application

Before Submitting Application

If you have started an application but have decided that it's not the right grant for you before submitting it, you can choose to "Withdraw" your application. To do this, you can go to the "Draft" page under "Applications" on the navigation menu.

Withdraw Button

A window will pop up asking you to confirm that you want to withdraw your application. You can choose "Ok" or "Cancel". Once you have withdrawn your application, you will need to start a new application from the beginning if you want to apply again.
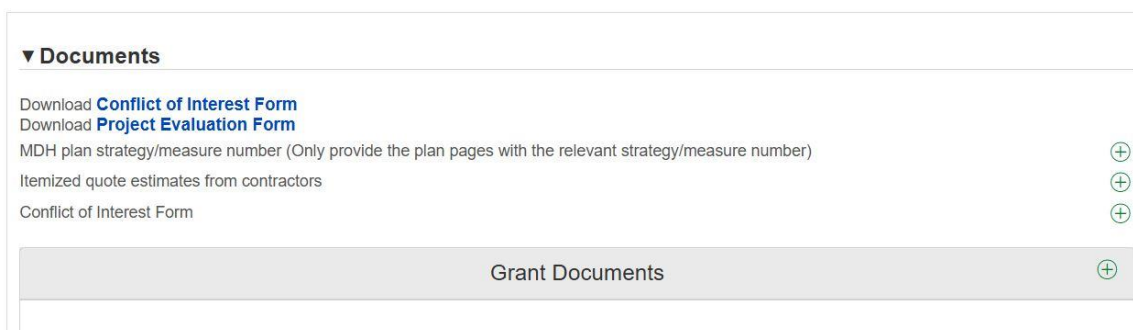
After Submitting Application

If you have already submitted your application but need to withdraw it, please email health.swpgrants@state.mn.us to request help.

Documents

How to Fill Out the Conflict-of-Interest Form

Getting a Copy of the Form

If you don't already have a copy of the conflict-of-interest form, scroll down to the "Documents" section in your grant application. You will see a link to download at the top of the section. It will look like this:

▼ Documents

Download **Conflict of Interest Form**
Download **Project Evaluation Form**
MDH plan strategy/measure number (Only provide the plan pages with the relevant strategy/measure number) ⊕
Itemized quote estimates from contractors ⊕
Conflict of Interest Form ⊕

Grant Documents ⊕

Conflict of Interest Form Link

When you click on the link, a PDF version will automatically download onto your computer.

Options for Filling Out Form

There are two main options for filling out the form:

1. You can use a PDF editor to complete the form on your computer. MDH uses Adobe, but you can use any PDF editor your PWS has.

2. You can print out the form, fill it out by hand, and then scan the document onto your device.

Either of these options work. Use whichever is most convenient for you.

Filling Out the Form with a PDF Editor

If you choose to use a PDF editor, open your document within the editing application. Most PDF editors highlight the parts of the form you are supposed to fill out. For example, in Adobe Acrobat the text boxes and check boxes are highlighted in a light blue.

Certification

Applicant/Recipient Name:

RFP Title (if applicable):

MDH Grant Program Name:
(Example: Women, Infants, and Children (WIC) Grant)

Select ONE of the following responses below:

○ T... Recipient's knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to individual or organizational conflicts of interest.

○ Applicant/Recipient, or employees of Applicant/Recipient, have an actual, potential, or perceived conflict(s) of interest which are listed below.

Highlighted Text Boxes and Check Boxes Within Adobe

Following the form's directions, go through the document and use the text boxes and check boxes to select your answers.

How to Fill Out the Project Evaluation Form

If you don't already have a copy of the Project Evaluation form, scroll down to the "Documents" section in your grant application. You will see a link to download at the top of the section. It will look like this:

▼ **Documents**

Download **Conflict of Interest Form**
Download **Project Evaluation Form**
MDH plan strategy/measure number (Only provide the plan pages with the relevant strategy/measure number)   ⊕
Itemized quote estimates from contractors   ⊕
Conflict of Interest Form   ⊕

Grant Documents	⊕

Project Evaluation Form Link

The project evaluation form downloads as a Word document.

Logging Out and Changing Password

To log out of your account or change your password, you need to go to the bottom of the navigation menu and click on the gear symbol next to the Fluxx logo. This gives you the option for either.
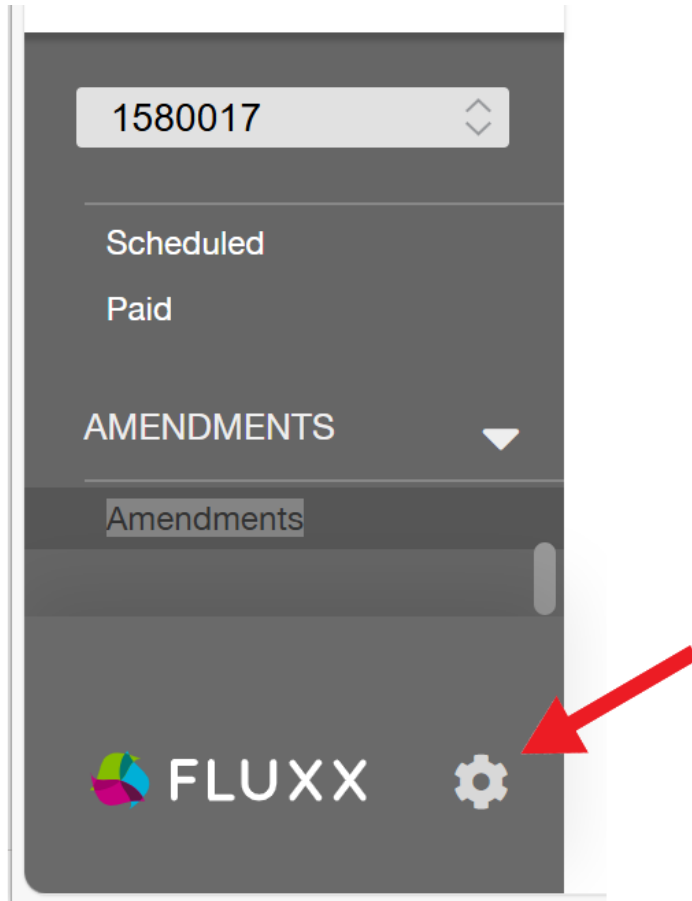
Gear Symbol That Gets You to The Logout/Change Password Window

Asking For Help

Database Problems

For technical issues or questions related to the database, please email swpgrantshelp.mdh@state.mn.us for support.

Grant Questions

For questions about the grant process, please email health.swpgrants@state.mn.us for support.

Acronyms

APO

Administrative Penalty Order

MDH

Minnesota Department of Health

MRWA

Minnesota Rural Water Association

NOV

Notice of Violation

PWS

Public Water System

RFP

Request For Proposal

SME

Subject Matter Experts

SWP

Source Water Protection