

**Grant Request for Proposal  
Student Loan Debt Counseling**

S.F. No. 2415

91<sup>st</sup> Session of the Minnesota State Legislature  
(2019 Regular Session)

**Grant Overview**

The Minnesota Office of Higher Education (State) requests applications for a grant to be awarded to a Minnesota-based nonprofit qualified debt counseling organization to provide individual student loan debt repayment counseling to borrowers who are Minnesota residents concerning loans obtained to attend a postsecondary institution. The number of individuals receiving counseling may be limited to those capable of being served with available appropriations for that purpose. The purpose of the counseling is to assist borrowers to:

- (1) understand their loan and repayment options;
- (2) manage loan repayment; and
- (3) develop a workable budget based on the borrower's full financial situation regarding income, expenses, and other debt.

**Funding Availability**

- Total grant amount is \$388,000, split over two fiscal years (FY 2020 and FY 2021)
- Actual grant amount awarded is determined by the demand for counseling in relation to the \$194,000 fiscal year grant limit.
- Any unspent funds at the end of each fiscal year will be retained by the State. At the State's discretion, unspent grant funds from Fiscal Year 2020, may be carried over to Fiscal Year 2021. Individual counseling sessions can be provided until such time as the \$194,000 fiscal year limit has been reached. Applicants' price per counseling session will be a significant factor in the evaluation of proposals.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in January 2020. If selected, you may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

The project is anticipated to run from **February 1, 2020 to June 30, 2022**. The actual grant/project length and amount will be determined by the demand for counseling in relation to the \$194,000 fiscal year grant limit. The State can terminate future grant disbursements prior to \$194,000 being spent in any given fiscal year based on performance issues with the Grantee or if the program does not appear to be successful in achieving the desired goals.

**Eligible Applicants:**

Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. To be eligible to participate in the Student Loan Debt Counseling Grant Program a qualified debt counseling organization must:

- (1) have experience in providing individualized student loan counseling;
- (2) employ certified financial counselors; and

- (3) be based in Minnesota and have offices at multiple rural and metropolitan area locations in the state to provide in-person counseling

### Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#)

**Please submit one of the following documents with your application, based on the following criteria:**

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

### Questions:

Questions may be submitted by phone or email to Maya Beecham at 651-259-3903 or [maya.beecham@state.mn.us](mailto:maya.beecham@state.mn.us).

### Application Content

Applicants are required to use the format that follows. The presentation may be tailored to suit needed planning and development and the style of the author, but each of the following components must be identified and addressed in the order shown.

1. **Proposal Cover Sheet** affixed to the top of the document. Use Appendix B.
2. **Abstract** summarizing the program, and project objectives. Use Appendix C.
3. **Table of Contents** with pagination.
4. **Program Narrative** not to exceed ten (10) numbered, double spaced pages. This excludes the cover sheet, abstract, table of contents, budget, budget narrative, and staff vitae. Use a 12-point scalable or larger font. Noncompliance with formatting stipulations will result in the proposal not being reviewed. The narrative should describe the proposed program or use of grant in the context of the selection criteria.

#### a. Eligibility

Provide information on services for individual in-person student loan counseling to Minnesota residents experiencing financial difficulties in repaying their student loans, and services in place to help borrowers ~~30-60 days~~ delinquent on their student loans to: understand their loan and repayment options, manage loan repayment, and develop a workable budget based on the borrower's full financial situation regarding income, expenses, and other debt.

The applicant must be able to provide documentation for employed certified financial counselors; proof of experienced individualized student loan counseling; be based in Minnesota

and have offices at multiple rural and metropolitan area locations in the state to provide in-person counseling.

**b. Project Description and Demonstrated Need**

Describe the service(s) to be funded and how the proposed service will assist Minnesota residents experiencing financial difficulties in repaying their student loans.

**c. Plan of Operation**

Please provide a detailed plan of operation.

**d. Adequacy of Resources, Quality of Personnel**

Describe organizational resources to support the desired use for the funds requested. Describe how the organization will sustain proposed activities after grant funding. Describe the role of the proposed project staff and their time commitment to the project. Provide abbreviated staff vitae documenting related experiences and expertise in the course development or program expansion content area. Each abbreviated vitae is not to exceed two single-spaced pages and is to be attached as an appendix.

**e. Budget, Budget Narrative, and Cost Effectiveness**

Complete the budget form. Use Appendix D. In addition to the budget form, include a detailed budget narrative. The budget narrative must thoroughly describe each line item and provide justification for the expenditure.

**f. Evaluation Plan**

Provide details of an evaluation plan that will measure the success of the project goals. Indicate how participation and outcome data will be collected, analyzed, and reported to document progress toward meeting program goals.

**5. Appendices (as required and necessary)**

Appendices should be clearly labeled, paginated, and identified in the Table of Contents. Include the abbreviated two-page vitae or résumés of proposed project personnel.

**6. Letters of Commitment**

These are to be included in the appendix and should document endorsement for proposed activities.

**7. Affirmative Action Certification Page (Appendix E)**

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

**Selected grantee will be expected to:**

- Agree to comply with the required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1), which includes annual grant monitoring and financial reconciliation.
- Review and ensure compliance with the requirements outlined in the grant contract agreement, which is available upon request.

**Proposal Evaluation Criteria**

Evaluation of proposals will be based on the following criteria:

**1. Project Description and Demonstrated Need (20 points)**

Describe the service(s) to be funded and how the proposed service will assist Minnesota residents experiencing financial difficulties in repaying their student loans.

2. **Plan of Operation (30 points)**
3. **Quality or Proposed Design and Management (10 points)**
4. **Adequacy of Resources, Quality of Personnel (10 points)**  
Describe institutional resources to support the desired use for the funds requested.  
Describe how the institution will sustain proposed activities after grant funding.  
Describe the role of the proposed project staff and their time commitment to the project. Provide abbreviated staff vitae documenting related experiences and expertise in the course development or program expansion content area. Each abbreviated vitae is not to exceed two single-spaced pages and is to be attached as an appendix.
5. **Budget, Budget Narrative, and Cost Effectiveness (10 points)**  
Complete the budget form. Use Appendix E. In addition to the budget form, include a detailed budget narrative. The budget narrative must thoroughly describe each line item and provide justification for the expenditure.
6. **Evaluation Plan (20 points)**

**Application Submission:**

All applications must be received no later than 4:30 p.m. Central Time, on January 6, 2020. If applications are mailed, they must be postmarked by January 6, 2020. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Applications may be submitted in person, by fax, mail (postmarked January 6, 2020), or email to:

Maya Beecham  
Grants Coordinator  
Office of Higher Education  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108  
Email: maya.beecham@state.mn.us  
Fax: 651-642-0675

**Review Process and Timeline**

The review committee will evaluate all eligible and complete applications received by the deadline. OHE will review all committee recommendations and is responsible for award decisions. *The award decisions of OHE are final and not subject to appeal.*

RFP posted on the Office of Higher Education web site  
Questions due no later than 4:30 pm Central Time  
Applications due no later than 4:30 pm Central time

November 20, 2019  
December 16, 2019  
January 6, 2020

**Conflicts of Interest**

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

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 suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

**Public Data**

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by <<list stage agency here>> as part of the evaluation process (except trade secret data as defined and classified in § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

**Grant Provisions**

Student Loan Debt Counseling S.F. No. 2415, 91<sup>st</sup> Session of the Minnesota Legislature (2010 Regular Session)

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses, (Minnesota will be considered the home state for determining whether travel is out of state).

**Accountability and Reporting**

The grant recipient must submit a report to the commissioner by January 15 of the second year of the grant award. The report must evaluate and measure the extent to which program outcome goals have been met.

The grant recipient must collect, analyze, and report on participation and outcome data that enable the office to verify the outcomes.

The evaluation must include information on the number of borrowers served with on-time student loan payments, the number who brought their loans into good standing, the number of student loan defaults, the number who developed a monthly budget plan, and other information required by the commissioner. Recipients of the counseling must be surveyed on their opinions about the usefulness of the counseling and the survey results must be included in the report.

By February 1 of the second year of each grant award, the commissioner must submit a report to the committees in the legislature with jurisdiction over higher education finance regarding grant program outcomes.

### **Grant Payments**

Per [State Policy on Grant Payments](#), 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 <<list state agency here>> has given the grantee a written extension.

### **Grant Monitoring**

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be: Scheduled at least once per fiscal year by OHE with grantee according to availability.

### **Grantee Bidding Requirements**

(For Non-Government Organizations)

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply 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 take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

### Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, 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 granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant 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 is later.

### Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. 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, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. 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](#)
- C. 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.

**For more information about this RFP, contact:**

Maya Beecham  
Grants Coordinator  
Grants Division  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108  
Email: [maya.beecham@state.mn.us](mailto:maya.beecham@state.mn.us)  
Fax: 651-642-0675

**Attachments**

- Appendix A: Copy of Statute
- Appendix B: Proposal Cover Sheet
- Appendix C: Program Abstract
- Appendix D: Budget
- Appendix E: Affirmative Action Certification Page



# **APPENDIX A**

## **COPY OF STATUTE**

## LAWS of MINNESOTA: 2019 Minnesota Statutes

## Chapter 136A, Section 136A.1788 Student Loan Debt Counseling

**[136A.1788] STUDENT LOAN DEBT COUNSELING**

Subdivision 1. **Grant.** A program is established under the Office of Higher Education to provide a grant to a Minnesota-based nonprofit qualified debt counseling organization to provide individual student loan debt repayment counseling to borrowers who are Minnesota residents concerning loans obtained to attend a postsecondary institution. The number of individuals receiving counseling may be limited to those capable of being served with available appropriations for that purpose. A goal of the counseling program is to provide two counseling sessions to at least 75 percent of borrowers receiving counseling.

The purpose of the counseling is to assist borrowers to:

- (1) understand their loan and repayment options;
- (2) manage loan repayment; and
- (3) develop a workable budget based on the borrower's full financial situation regarding income, expenses, and other debt.

**Subd. 2. Qualified debt counseling organization.**

A qualified debt counseling organization is an organization that:

- (1) has experience in providing individualized student loan counseling;
- (2) employs certified financial counselors; and
- (3) is based in Minnesota and has offices at multiple rural and metropolitan area locations in the state to provide in-person counseling.

**Subd. 3. Grant application and award.**

(a) Applications for a grant shall be on a form created by the commissioner and on a schedule set by the commissioner. Among other provisions, the application must include a description of:

- (1) the characteristics of borrowers to be served;
- (2) the services to be provided and a timeline for implementation of the services;
- (3) how the services provided will help borrowers manage loan repayment;
- (4) specific program outcome goals and performance measures for each goal; and
- (5) how the services will be evaluated to determine whether the program goals were met.

(b) The commissioner shall select one grant recipient for a two-year award every two years. A grant may be renewed biennially.

**Subd. 4. Program evaluation.**

(a) The grant recipient must submit a report to the commissioner by January 15 of the second year of the grant award. The report must evaluate and measure the extent to which program outcome goals have been met.

(b) The grant recipient must collect, analyze, and report on participation and outcome data that enable the office to verify the outcomes.

(c) The evaluation must include information on the number of borrowers served with on-time student loan payments, the number who brought their loans into good standing, the number of student loan defaults, the number who developed a monthly budget plan, and other information required by the commissioner. Recipients of the counseling must be surveyed on their opinions about the usefulness of the counseling and the survey results must be included in the report.

**Subd. 5. Report to legislature.**

By February 1 of the second year of each grant award, the commissioner must submit a report to the committees in the legislature with jurisdiction over higher education finance regarding grant program outcomes.

# **APPENDIX B**

## **PROPOSAL COVER SHEET**

**OFFICE OF HIGHER EDUCATION  
STUDENT LOAN DEBT COUNSELING PROGRAM  
PROPOSAL COVER SHEET  
FISCAL YEAR 2020**

Applicant Title

---

Address

---

---

---

Program Director/Contact

---

Telephone Number (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Have you received an Office of Higher Education grant within the last 10 years? \_\_YES \_\_NO

Proposal Funding

Requested Funds for FY 2020                      \$ \_\_\_\_\_

Requested Funds for FY 2021                      \$ \_\_\_\_\_

Total Costs    \$ \_\_\_\_\_

#### ORGANIZATION'S AUTHORIZED REPRESENTATIVE INFORMATION

To the best of my knowledge and belief, all data in this proposal are true and correct. The document has been duly authorized by the governing body of the applicant, and the applicant will comply with program implementation and program reporting requirements if the grant is awarded.

Organization's Authorized Representative for Approving Proposal Submission (*Please type or print name clearly*):

\_\_\_\_\_

Title: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Signature of Organization's Authorized Representative:

\_\_\_\_\_ Date \_\_\_\_\_

# **APPENDIX C**

## **PROGRAM ABSTRACT**

**FISCAL YEAR 2020 & FISCAL YEAR 2021 PROGRAM ABSTRACT  
STUDENT LOAN DEBT COUNSELING GRANT PROGRAM**

***APPLICANT TITLE:***

***TARGET POPULATION:***

***ANTICIPATED NUMBER OF PARTICIPANTS:***

***OBJECTIVES:***

***PROGRAM DELIVERY METHODS:***

***ANTICIPATED OUTCOME:***

***EVALUATION METHODS:***

(Use of this form is required).



# **APPENDIX D**

## **PROPOSAL BUDGET**

## Student Loan Debt Counseling Grant Program Budget Fiscal Years (FY) 2020 and 2021

A budget narrative that thoroughly describes each line item and provides justification for the expense must be attached and labeled Budget Narrative.

<b>ORGANIZATION:</b>			<b>FY 2020 REQUESTED FUNDS</b>	<b>FY 2021 REQUESTED FUNDS</b>
<b>1. PERSONNEL COSTS FOR GRANT ORGANIZATION EMPLOYEES</b>				
<b>A. Salaries for Grantee Personnel</b> <i>(Name and program position)</i>	<b>Hourly Rate</b>	<b>Number Of Hours</b>		
<b>TOTAL SALARIES</b>				
<b>B. Fringe Benefits Based on (1.A.) Salaries Paid</b>				
(      %)				
(      %)				
(      %)				
<b>TOTAL PERSONNEL COSTS</b> <i>(Add salaries and fringe benefits)</i>				
<b>2. PERSONNEL TRAVEL</b> <i>(All travel must be within the State of Minnesota)</i>				
<b>A. Program Director</b> (if applicable)				
<b>B. Other Staff</b>				
<b>TOTAL PERSONNEL TRAVEL</b>				

	FY 2020 REQUESTED FUNDS	FY 2021 REQUESTED FUNDS
<b>3. CONSUMABLE SUPPLIES &amp; INSTRUCTIONAL MATERIALS</b>		
A.		
B.		
C.		
<b>4. UTILITIES AND COMMUNICATION</b>		
A.		
B.		
C.		
<b>5. OTHER SERVICES</b>		
A.		
B.		
C.		
<b>6. OTHER DIRECT COSTS</b>		
A.		
B.		
<b>7. TOTAL DIRECT COSTS (Sum of items 1-6)</b>		
<b>8. TOTAL INDIRECT COSTS (5%)</b>		
<b>9. TOTAL COSTS (Sum of items 7-8)</b>		
<b>10. TOTAL REQUESTED GRANT FUNDS</b>		

### Budget Submission Instructions

On the Proposal Budget – Provide an itemized budget breakdown for each budget category, including requested state funds and the required match.

Direct Costs – for line items 1-6, show the amount requested for each budget category. Indicate the total in line 7.

Indirect Costs – Indirect costs shall not exceed 5 percent.

Attach a budget narrative that **fully explains** how costs for each item were derived.

# **APPENDIX E**

## **AFFIRMATIVE ACTION CERTIFICATION PAGE**

**STATE OF MINNESOTA  
AFFIRMATIVE ACTION CERTIFICATE**

(For Agency Use Only) Vendor # \_\_\_\_\_  
Contract Period: \_\_\_\_\_

**If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.**

**BOX A** – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to **BOX B**.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- ☐ We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- ☐ We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_ (date). **Proceed to BOX C.**
- ☐ We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

**Please note:** Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

Form continues on next page

**BOX B – For those companies not described in BOX A**

Check below.

- ☐ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Printer Name: \_\_\_\_\_ Title: \_\_\_\_\_

For assistance with this form, contact:

**Minnesota Department of Human Rights, Compliance**

The Freeman Building

625 Robert Street North

Saint Paul, MN 55155

Phone: (651) 296-5663

Toll Free Phone: (800) 657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

[compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

[www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)