



Green Partners grant information meeting

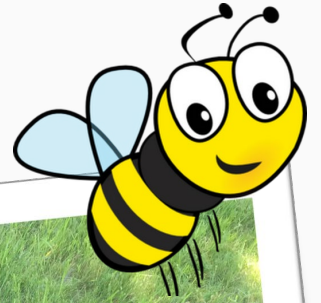
Hennepin County Environment and Energy, Patience Caso

April 2022



Agenda

- Environmental resources and grant opportunities
- Green Partners grant program
 - Environmental action grants
 - Youth environmental education grants
 - Eligible project expenses
 - Grant application questions
 - Q & A
- Applying through the Supplier Portal



Environmental education resources

Environmental education news monthly email

Facebook group: Hennepin County Environmental Education Network

www.hennepin.us/environmentaleducation

Environmental education

A wide variety of free environmental education resources, project support and funding is available to organizations working with residents and youth in Hennepin County.

Get the latest updates on environmental education programs and resources, learn about events and training opportunities, and read what others in the field are doing:

- [Subscribe to our Environmental education news](#) monthly update email. See the [most recent edition](#) for an example of the content.
- Join our [Environmental education network Facebook group](#) to collaborate about environmental education and connect with others.

[Open all](#)

+ Communication resources and print materials

+ Curriculum ideas and activity guides

+ Education kits, activity supplies and event displays

+ Tours, field trip transportation and presentations

+ Environmental education programs

+ Grants

+ Training, volunteer and citizen science opportunities

Environment and Energy

environment@hennepin.us

Phone: 612-348-3777

Waste prevention grants

For schools, nonprofits and businesses

- Bins, supplies, reusable items, and equipment
- Free signage
- Free educational literature

<https://www.hennepin.us/recycling>



Natural resources grants

- Natural resources
- Aquatic invasive species
- Healthy tree canopy

www.hennepin.us and search



Green Partners grant program

Green Partners website

- Information about the grants
- How to apply for a grant
- Link to the Supplier Portal
- Resources to help complete your application

www.hennepin.us/greenpartners

Green Partners environmental education grants

Hennepin County Environment
and Energy
environment@hennepin.us
Phone: 612-348-3777

Engage, educate, act and collaborate for
the environment

Hennepin County provides funding and support to organizations to
actively educate, engage and motivate residents to become
environmental stewards and make positive behavior changes.

Through the Green Partners grant program, Hennepin County supports
organizations to actively educate, engage, and motivate residents to
become environmental stewards and make positive behavior changes,
such as taking action to prevent waste, recycle, reduce household
hazardous waste, combat climate change, care for trees, protect
pollinators, and improve our air and water quality.

[Sign up for our Environmental education news monthly update email.](#)

[View the most recent Environmental education news email.](#)

[Open all](#)

+ Environmental education and action grants

+ Youth green jobs grants (in development)

+ Information for current grantees

+ Recently awarded grants

+ Grantee stories

Resources

www.hennepin.us/greenpartners

Resources to help you complete your application

Best practices

To help organizations develop successful proposals and projects, we've compiled the [best practices for grant projects \(PDF\)](#). These were developed based on input received from past Green Partners grantees about how they define success and their advice for other project managers.

Sample applications

- Sample [environmental action application \(PDF\)](#) and [sample action budget \(PDF\)](#)
- Sample [youth environmental stewardship application \(PDF\)](#) and [sample youth budget \(PDF\)](#)

Motivating behavior change resources

The following resources will help with planning environmental action grants with adult audiences:

- [Journey map planning worksheet \(PDF\)](#): Worksheet to help consider your audience's journey to taking action and planning outreach to support them in making change
- [Barriers discussion guide \(PDF\)](#): Grantees are required to conduct some audience interviews to research their barriers and motivations related to the actions you are focusing on
- [Motivating behavior change checklist \(PDF\)](#): Tips and steps for planning an environmental action projects
- [Outcomes report document \(PDF\)](#): Ideas for outcomes grantees can measure to demonstrate participants have made changes

Insurance requirements

Hennepin County requires insurance coverage in order to enter into a grant agreement.

- General liability insurance
- Employer's liability
- Auto liability
- Workers' compensation coverage

Green Partners grants

Two types of grants

Environmental action grants

Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

Youth environmental education grants

Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.

Green Partners grant eligibility

- Public and private schools
- Park districts
- State registered non-profit organizations
 - Community groups
 - Faith-based groups
 - Youth groups

Non-profit applicants are not required to be registered federally as a 501(c)3 organization but must be registered as a non-profit with the Minnesota Secretary of State.



Green Partners grant awards

New grantees

- Up to \$10,000 award
- 1-year project

Previous grantees

- Up to \$20,000 (1-year project)
- Up to \$40,000 (2-year project)

Green Partners grant topic areas



Protecting natural resources	Preventing waste and recycling	Taking action on climate change
<ul style="list-style-type: none">• Caring for trees• Protecting water• Protecting pollinators• Exploring nature	<ul style="list-style-type: none">• Recycling and organics• Preventing waste• Backyard composting• Reducing household hazardous waste	<ul style="list-style-type: none">• Conserving energy• Improving air quality• Using renewable energy• Choosing sustainable transportation





Environmental action grants

Environmental Action grants:

Steps to motivate behavior change

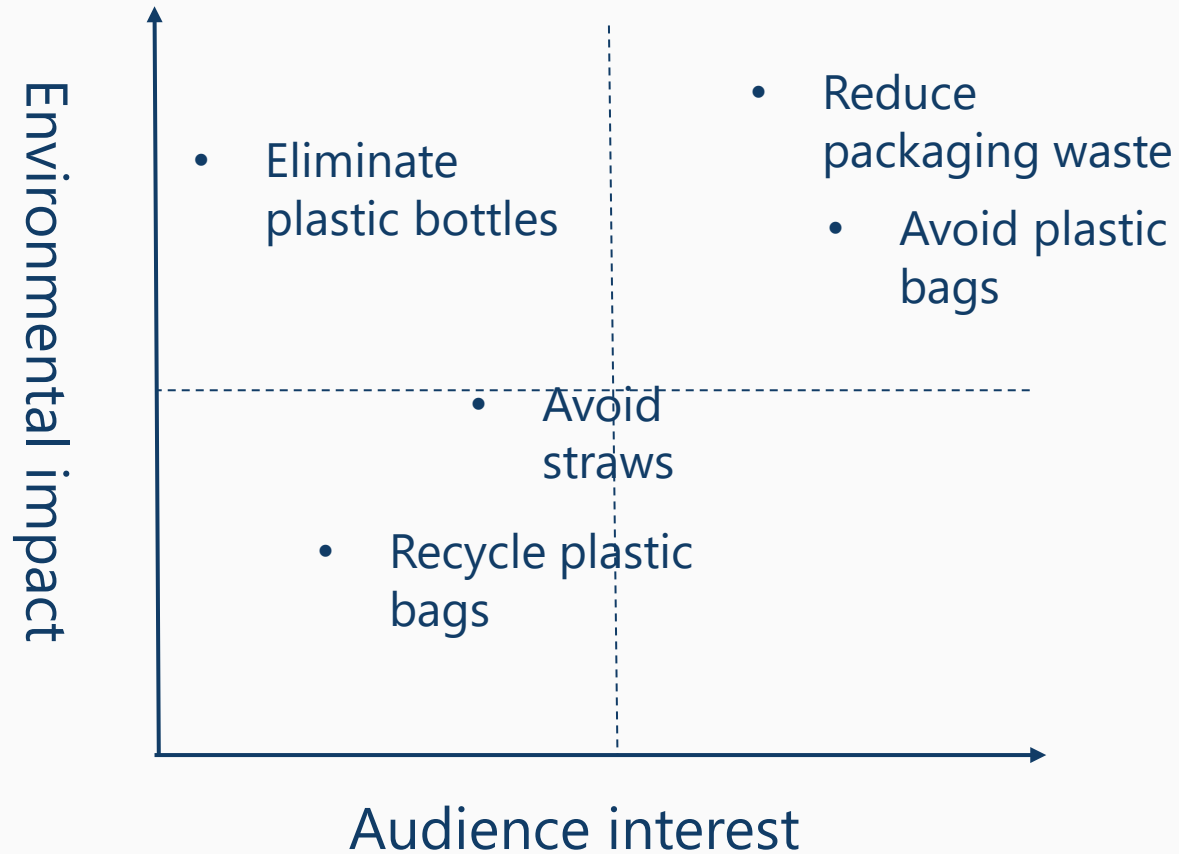
1. **Select a specific action/behavior** that will result in environmental protection and is appropriate for the audience.
2. **Identify people's barriers** and what will motivate them to act.
3. **Develop/describe the strategies** needed to overcome barriers.
4. **Pilot** (or implement) your strategy.
5. **Evaluate**, make necessary changes, and implement broadly.

[Motivating behavior change checklist \(PDF\)](#): Strategies and steps for planning an environmental action project (found at www.hennepin.us/greenpartners)



Environmental Action grants:

Select an action



Topic: Reducing plastic waste

- Avoid plastic straws
- Avoid plastic bags
- Recycle plastic bags at drop-offs
- Reduce packaging waste
- Eliminate plastic water bottles

Outputs & Outcomes

Outputs

- What we did.
- What our participants did.

Outcomes

- What difference did it make?



Disposable plastic water bottle littered in the bushes on Earth Day with the message “Save the Earth”.

Outputs & Outcomes

Outputs – What did y'all do?

What we do	Who we reach
<ul style="list-style-type: none">• Host planning meetings• Develop curriculum• Create resources• Train team leaders• Conduct and attend workshops• Facilitate• Partner• Work with media• Communications	<ul style="list-style-type: none">• Participants• Neighbors• Youth• Parents• General public• Agencies• Decision makers



Outputs & Outcomes

Outcomes – What difference did it make?

Short-term results	Mid-term results	Long-term impact
<ul style="list-style-type: none">• Knowledge• Awareness• Attitudes• Skills• Opinions• Aspirations• Motivation	<ul style="list-style-type: none">• Practice• Action• Behavior changes• Decisions• Social action	<ul style="list-style-type: none">• Environmental• Social• Economic• Civic• Policies• “A new normal”



Minnesota Water Stewards and neighbors rake leaves and sweep streets around storm drains

What are you (the grantee) going to do?



Hosted a tour



Knocked on 400 doors



Held an event to take action

What will your participants do?

- 30 neighbors **participated** in storm drain clean up events
- 75 neighbors **signed up** to adopt a storm drain



What difference did it make?

- Neighbors **cleaned out 60 storm drains**
- Neighbors **removed 70 bags of trash** from streets that drain to Lake Hiawatha and the Mississippi River



Environmental Action outcomes

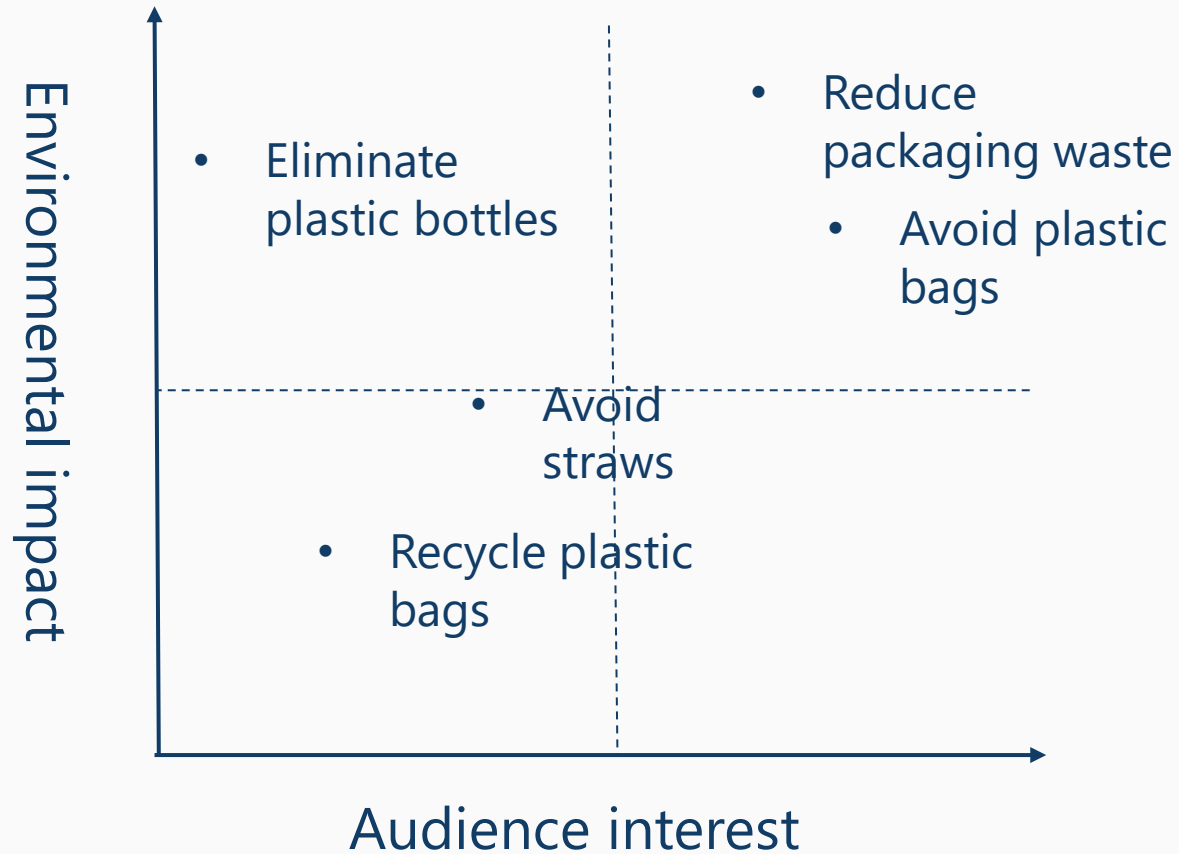
How will you track change?

- Checklists
- Tallies
- Data collection
- Measurements
- Observations
- Interviews
- Discussions



Environmental Action grants:

Select an action



Apply SMART Goals

- Specific
- Measurable
- Attainable/achievable
- Relevant
- Time-bound

Projects of interest:
Motivating environmental action

Taking action on climate change

- Conserve energy
- Choose sustainable transportation
- Reduce air pollution at home
- Use renewable energy options



Projects of interest:

Motivating environmental action

Protecting natural resources

- Adopt a storm drain
- Reduce salt use to protect water
- Care for trees
- Protect pollinators
- Support homeowners in making changes to their yard to protect water



Projects of interest:

Motivating environmental action

Preventing waste

- Recycling and organics recycling
- Reduce food waste
- Reuse and repair
- Making buying used cool
- Replace disposables and single use plastics
- Reduce packaging waste
- Recycle or reuse bulky waste



Projects of interest:

Motivating environmental action

Preventing household hazardous waste

- Identify and choose the less hazardous options
- Make or switch to green cleaners
- Properly dispose of household hazardous waste at drop-off sites or collection events





Youth environmental education grants

Best practices for environmental education

- Develop awareness and increase knowledge of environmental issues
- Engage critical thinking skills by being inquiry-driven or interdisciplinary
- Incorporate outdoor, experiential, service learning, or place-based education
- Encourage youth leadership
- Promote community partnerships
- Provide a physically and emotionally safe and inclusive environment for learning

Projects of interest: Youth environmental education

- Cross-curricular projects
- Environment-based curriculum



Projects of interest: Youth environmental education

- Field trips
- Outdoor education



Projects of interest:

Youth environmental education

- Place-based learning
- Service learning
- Environmental action planning
- Citizen and community science

<https://citizenscience.umn.edu>



Report youth survey responses

Project leader survey

Please rate the experience of youth participants

	True for nearly all youth	True for some youth	Not true for most youth
Youth learned new environmental or science concepts			
Youth learned about actions they can take to help the environment			
Youth were actively engaged and not bored			
Youth are likely to continue to share/use what they learned			

Youth survey

1. I want to keep learning about the environment. Yes/No
2. I think I can make a difference in protecting the environment. Yes/No

Environmental action vs. youth grants

Environmental action grants

- Focused on environmental action
- Strong relationship with the audience
- Understanding of how to motivate action and behavior change
- Ability to track actions and behavior change outcomes

Youth environmental education grants

- High quality programming
- Appropriate for the age group
- Delivered by experienced staff
- For youth, especially those facing racial disparities

Grant application

Green Partners grant applications

Two grant applications

Environmental action grant application

Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

Youth environmental education grant application

Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.

Helpful resource: [How to Write a Grant Proposal Step by Step - YouTube](#) (Source: Candid)

Post your response

Which grant are you thinking of applying for?

- Environmental action
- Youth environmental education



Project summary

Organization name	
Project title	
Number of people you will directly engage in project activities	
Number of people you will reach through communications like newsletters and social media	
Briefly description of audience , including relevant demographics	
Geographic location: the location(s) your project work will take place	
Type of applicant (Double click the check box and select "check")	<input type="checkbox"/> Returning Green Partners grantee <input type="checkbox"/> New applicant
Length of project: Are you seeking a 1-year or 2-year grant? (returning grantees may qualify for a 2-year grant)	<input type="checkbox"/> Yes, this could be a 2-year project <input type="checkbox"/> No, this is a 1-year project

Topics: What topics will you address during this project?

Section 1: Project goals and activities for action projects

Actions: 1 or 2 specific actions will you focus on

One paragraph project summary: What environmental topics will your audience learn about and engage in? Include context about why this project is important to do now with your audience.

Activities:

- Outreach methods
- Timeline
- Curriculum
- Disparity reduction

Outcomes: Hennepin County requires grantees to track project outcomes that demonstrate changes in participants behaviors. What behavior outcomes are you planning to track during this project?

Follow MN Department of Health guidelines for COVID-19 safety when conducting outreach.

Section 1: Project goals and activities for action projects

Which behavior change strategies will be incorporated?

- ☐ Get commitments
- ☒ Change social norms
- ☒ Model behavior
- ☒ Provide incentives
- ☒ Prompts and reminders
- ☒ Communication/share information
- ☒ Social diffusion/share first person perspectives or experiences
- ☒ Let people try an activity
- ☒ Make it easy to act with needed infrastructure, tools, or supplies

Outreach methods/activities	How you will implement your outreach methods and activities?	Timeline of activities
Communications campaign	<p>What communication channels will you use? What are your key messages?</p> <ul style="list-style-type: none"> Monthly social media campaign will share project activities and stories of Ambassadors experiences in the program. 	Monthly
Host workshops or presentations	<p>When, where, and how many workshops or presentations will you hold? Who will present or facilitate? What information will you present? What activities will you do with participants?</p> <ul style="list-style-type: none"> In fall and winter, we will host a series of four workshops to train 15 ambassadors to become experts in waste prevention so they can conduct education on recycling and household waste reduction strategies and access educational resources to share with community members. Specific topics will include: why it matters, existing cultural values and practices related to waste, reusable items you can use instead, common questions, tips and tricks, waste prevention on-the-go. 	Oct 2022 – Feb 2023

Environmental Action grants:

Resources to help you complete your application

Motivating behavior change resources

- [Barriers discussion guide \(PDF\)](#): Conduct interviews to research barriers and motivations related to the actions you are focusing on
- [Journey map planning worksheet \(PDF\)](#): Consider your audience's journey to taking action and plan your support to them at each step
- [Motivating behavior change checklist \(PDF\)](#): Strategies and steps for planning an environmental action project
- [Outcomes report document \(PDF\)](#): Ideas for outcomes to measure that demonstrate participants have made changes

Section 1: Project goals and activities for action projects

Returning grantees only:

- If we were to fund this project for two years, provide a summary of activities in year two (if applicable). Will you work with the same participants or on the same topic? Will the project build on the previous project?
- Provide a summary of your previous grant project, what was successful, and why this project is a logical next step for your organization. It is helpful to submit links to photos, a video, or stories from past projects, if available.
- Did you successfully complete your previous Green Partners grant projects, including submitting required reports on time?

Section 1: Project goals and activities for youth projects

One paragraph project summary: What environmental topics will youth learn about? Include context about why this project is important to do now with your audience.

Activities:

Describe project activities and include a timeline by month, quarter, or season. Tell us about efforts youth will engage in with community partners and in direct environmental stewardship in the community. Will youth spend time outdoors? Will youth play a role in influencing project activities? Describe and submit curriculum you will use. This grant opportunity aligns with county initiatives to reduce racial disparities in health and environmental quality. How will this project potentially reduce disparities?

Section 1: Project goals and activities for youth projects

Returning grantees only:

- If we were to fund this project for two years, provide a summary of activities in the second year. Will you work with the same participants or on the same topic? Will the project build on the previous project?
- Provide a summary of your previous grant project, what was successful, and why this project is a logical next step for your organization. It is helpful to submit links to photos, a video, or stories from past projects, if available.
- Did you successfully complete your previous Green Partners grant projects, including submitting required reports on time?

Best practices: Indicate which best practices you will use:

- ☐ Encourage youth leadership
- ☐ Promote community partnerships
- ☐ Develop awareness and increase knowledge of environmental issues
- ☐ Engage critical thinking skills by being inquiry-driven and interdisciplinary
- ☐ Incorporate outdoor, experiential, service learning, or place-based education
- ☐ Promote environmental stewardship through hands-on, skill-building activities
- ☐ Provide a physically and emotionally safe and inclusive environment for learning

- **Safety training:** What type of safety training do you provide to these participants?

Section 2: Participant information – action projects

Project participants: Describe your audience. What is their relationship to Hennepin County? Do participants and their families face disparities in relation to education, employment, income, housing, transportation, justice, or health? What is their interest in the environmental issue?

Experience working with audience: If you do not have an established relationship with this audience, find a project partner who can provide a strong connection to your audience.

Tell us about your participants' relationship to this topic. What do you think motivates your participants to take action on this topic, if anything?

Section 2: Participant information - action projects

Readiness spectrum: Your project should engage at least 150 people. Where do think your participants fall on the readiness spectrum below?

Audience readiness spectrum	Description	Tell us the approximate number of people you will engage from each group
I want to take action! Show me how!	Early adopters already value the action and are doing it or will do it after preparing and committing to act.	
I'm interested but I need more information, help, resources, or motivation. Help me!	Hasn't considered it much; may value the outcome but isn't doing it. Needs motivation and support to act.	
I'm not interested. You would have to make me.	Doesn't value the behavior, isn't doing it. Needs a law or policy to drive their behavior.	

Section 2: Participant information - action projects

Barriers: We are able to host a discussion with a subset of our participants to learn about their barriers and perceived benefits to taking action on this topic. Yes/No/Maybe

Based on what you know now, what barriers/challenges do you expect to address with your project? [Select all that apply]

- ☐ Our participants value the action but they lack motivation
- ☐ Our participants don't value the action and they lack motivation
- ☐ Our participants forget to act and need reminders
- ☐ Our participants lack information
- ☐ Our participants lack the skills to take the action, have anxiety about trying, or worry about failing
- ☐ Our participants face external barriers that are out of their control

Section 2: Participant information – youth projects

Age group of youth you will directly engage in the project (select all that apply):

Project participants: Describe your audience. What is their relationship to Hennepin County? Do youth and their families face disparities in relation to education, employment, income, housing, transportation, justice, or health? What is their interest in the environmental issue? (*Schools: Report percent of students receiving free/reduced lunch.*)

Experience working with audience: If you do not have an established relationship with this audience, find a project partner who can provide a strong connection to your audience.

Communications channels: What communication channels do you currently use and how will you use or expand on these tools to communicate with your audience during this project?

Section 3: Organization information

Organization information: Organization name, mailing address, and website:

List and describe the **staff and others who will implement the project**, include role/bio.

- Overall project manager/phone/email:
 - Back-up project manager/phone/email:
 - Name, title and email of the person who has authority to sign the grant agreement:
 - Additional project staff and project partners. Please submit letters of support from all significant organizations and/or experts you will partner with to implement this project.
-
- Have the staff involved in this project implemented youth or environmental projects in the past?
 - Do you conduct background checks for staff/volunteers working with youth?
 - Do you provide training to staff and volunteers working with youth?

Section 3: Organization information

County meetings and support:

- The project manager and one other person should attend the grant orientation meeting in September 2022 and periodic check-in meetings. Provide their names and emails so we can follow up if awarded a grant.
- Some projects benefit from county staff support in project planning or implementation, while others simply need funding or troubleshooting support. How can Hennepin County best support your project?

Section 4: Budget

Budget narrative:

- How will you use the funds?
- Why do you need this grant?

Submit a one-year budget. If are seeking a 2-year grant, briefly describe your second-year budget.

Be sure the application narrative matches the budget request. Provide adequate detail for expenses and wages.

Only include items that would be covered by this grant.

Section 4: Budget form

Enter Organization Name

Enter Date

Directions: Complete this form in detail. Common line items are indicated. Add or change categories and add rows as necessary. This form has formulas; double check to be sure totals are accurate. If you have any questions about the budget form, contact Patience Caso at 612-348-9352 or patience.caso@hennepin.us.

<u>Expense</u>	<u>Description</u>	<u>Hourly Rate/ Cost per Item</u>	<u>Number Hours or Items</u>	<u>Funds Requested</u>
(A) Staff and Personnel - Applicants must follow applicable U.S. labor laws. Contact a lawyer for assistance. (add rows below as needed)				
				\$0.00
				\$0.00
			SUBTOTAL =	\$0.00
(B) Reimbursable Expenses				
1. Project Supplies -- List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)				
				\$0.00
				\$0.00
2. Food -- For events and activities directly related to project activities. Indicate number of events and cost per event. (add rows below as needed)				
				\$0.00
				\$0.00
3. Incentives -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior. (add rows below as needed)				
				\$0.00
				\$0.00
4. Marketing and Communications				
				\$0.00
				\$0.00
5. Other Expenses (add rows below as needed)				
				\$0.00
				\$0.00
			SUBTOTAL =	\$0.00
			TOTAL =	\$0.00



Eligible expenses

- Staff time, intern pay, youth wages, consultants
- Materials and project supplies
- Supplies for green meetings and events
- Food (county's healthy eating guidelines)
- Transportation
- Communications



Eligible expenses

Safety
equipment

T-shirts and event supplies



Eligible expenses

Nature field trips and educational presentations



Waste prevention supplies



Educational signs and stickers



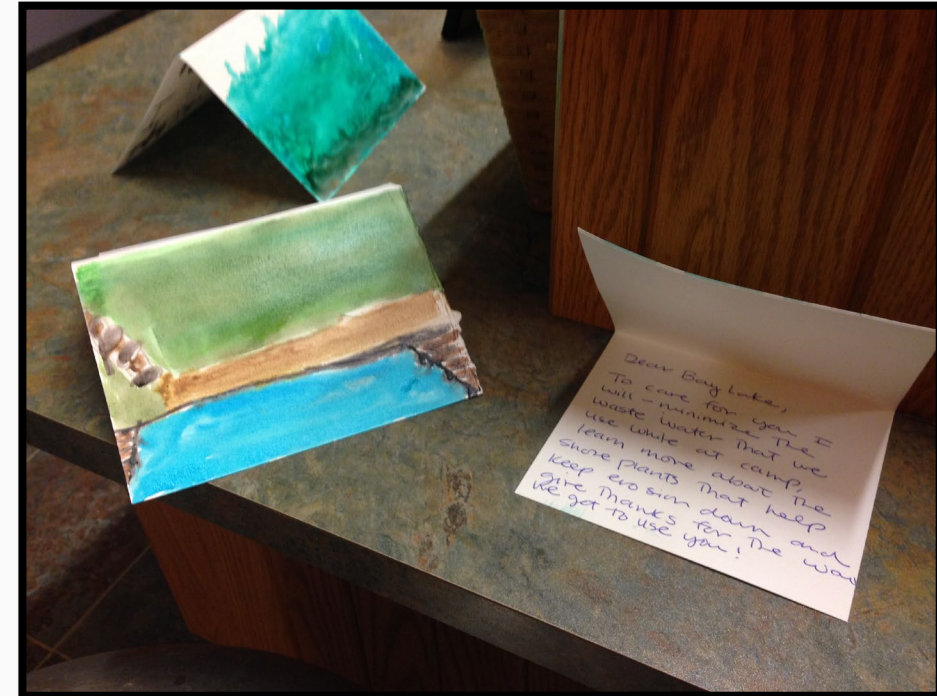
A young man with short dark hair, wearing a black t-shirt with a green and blue geometric design and blue jeans, is smiling and holding a blue road bicycle. The bicycle has a black saddle, handlebars, and pedals, and a white water bottle is mounted on the frame. He is standing in front of a body of water with trees in the background. Another person wearing a black t-shirt and white shorts is partially visible on the right side of the image.



Eligible expenses

Activity supplies

Art supplies



Not eligible

No items valued over \$500



General operating

No fees



No overnights outside of Hennepin County



No bottled water



No Styrofoam



No single-use, disposable items



No recycling bins (except for props and book)



No rain gardens



What's the Review Process?

Review scores and ratings

- Review teams score applications
- Scores and ratings are reviewed by review team members

Review team discussion

- Review team discusses strengths, questions, and concerns for each application
- Green Partners grant advisors and the program manager provides information about projects for applicants that previously received a Green Partners grant
- Review team seeks consensus to identify recommended projects

Follow up with applicants

- Calls/emails for questions as needed from grant manager

Green Partners timeline

April 28, 2022	Applications due by 3 p.m.
May	Application review
June	Internal approvals
July	Applicants notified
August	Board approval of projects
September 1, 2022	Projects begin Orientation meeting
August 31, 2023	One-year grant projects end
August 31, 2024	Two-year grant projects end

Questions?

- Where can I get connected to other like programs?
- Any changes from previous years?
- Any significant changes in outcomes expected from the previous year?
For the Youth piece.
- Can you fund starter programs like gardens through the leasing program with the City of Minneapolis?
- What type of commercial energy projects are eligible for this?



Questions?

Applying for a grant in the Supplier Portal

Supplier Portal Help Desk

Supplier Portal questions

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

supplierportal@hennepin.us

Hennepin County Environment and Energy

Supplier Portal help

On the Supplier Portal, vendors can:

- Register to get notifications of solicitations
- Update profile information
- Review current solicitations
- Submit responses to solicitations

Vendors don't have to register to view open solicitations, but must register to submit a response.

[Visit the Supplier Portal](#)

Questions?

supplierportal@hennepin.us

Phone: 612-543-5412

M-F, 8 a.m. to 4:30 p.m.

Close all

— Process

How to register

- [How to register \(PDF\)](#)
- [How to register \(Video\)](#)

How to respond to an event

- [How to respond to an event \(PDF\)](#)
- [Responding to an event \(YouTube\)](#)

Tour the Supplier Portal

- [Instructional video – bidders \(YouTube\)](#)
- [Instructional video – new users \(YouTube\)](#)

Other information

- [How to update company information \(PDF\)](#)
- [Procurement categories \(XLSX\)](#)
- [Definitions \(PDF\)](#)
- [Creating a new login account \(PDF\)](#)
- [Creating a new login account \(YouTube\)](#)
- [Signing a contract electronically \(PDF\)](#)



Supplier Portal

Log in

To submit a bid you must be registered with the Supplier Portal.

Click the link below to log in or register.

[Log in or register](#)

Help & Training

For step by step instructions

[visit the Supplier Portal help page.](#)

Need further assistance?

(612) 543-5412

supplierportal@hennepin.us

M-F, 8:00am - 4:30pm Central Standard Time

Supplier Portal support will not be available on [county holidays](#)

Announcements

Complete list of opportunities

Events listed here don't represent all solicitations. For a complete list, visit [current contract opportunities](#).

Bid tabulations

To view bid tabulations for public goods and general services events, select the appropriate event under the Bid Tabulations section, then click the 'View Documents' link.

Events

Find | View All |

First 1-16 of 16 Last

Event Name	Type of Opportunity	End Date/Time:
2022 Supportive Housing Capital Funding	Professional Services	04/14/2022 03:00 PM CDT
24/7 Housing-focused Emergency Homeless Shelters	Human Services/Public Health	04/28/2022 02:00 PM CDT
ARMER Batteries	Commodities/Goods	04/19/2022 02:00 PM CDT
Community Engagement Consultant - Maternal Health	Human Services/Public Health	04/25/2022 02:00 PM CDT
Community Investment Initiative	Grant/Loan Application	05/26/2022 03:00 PM CDT
Digital Forensic services	Professional Services	04/20/2022 02:00 PM CDT
Environmental Response Fund Spring 2022	Grant/Loan Application	05/02/2022 03:00 PM CDT
Green Partners Environmental Action Grants	Grant/Loan Application	04/28/2022 03:00 PM CDT
Green Partners Youth Environmental Education Grant	Grant/Loan Application	04/28/2022 03:00 PM CDT
Hennepin Health Strategic Planning	Professional Services	04/13/2022 02:00 PM CDT
Pool Services & Chemicals	General Services	04/12/2022 02:00 PM CDT
Printing Services - At Home Reader	General Services	04/19/2022 02:00 PM CDT
SNAP Employment and Training Services	Human Services/Public Health	04/29/2022 02:00 PM CDT
Single-Room Occupancy Affordable Housing	Professional Services	04/28/2022 03:00 PM CDT
UPS Batteries for Emergency Comm Facility	Commodities/Goods	04/19/2022 02:00 PM CDT

Step 1 – Log in or register a new account

HENNEPIN COUNTY
MINNESOTA

Sign in

Email Address

Password

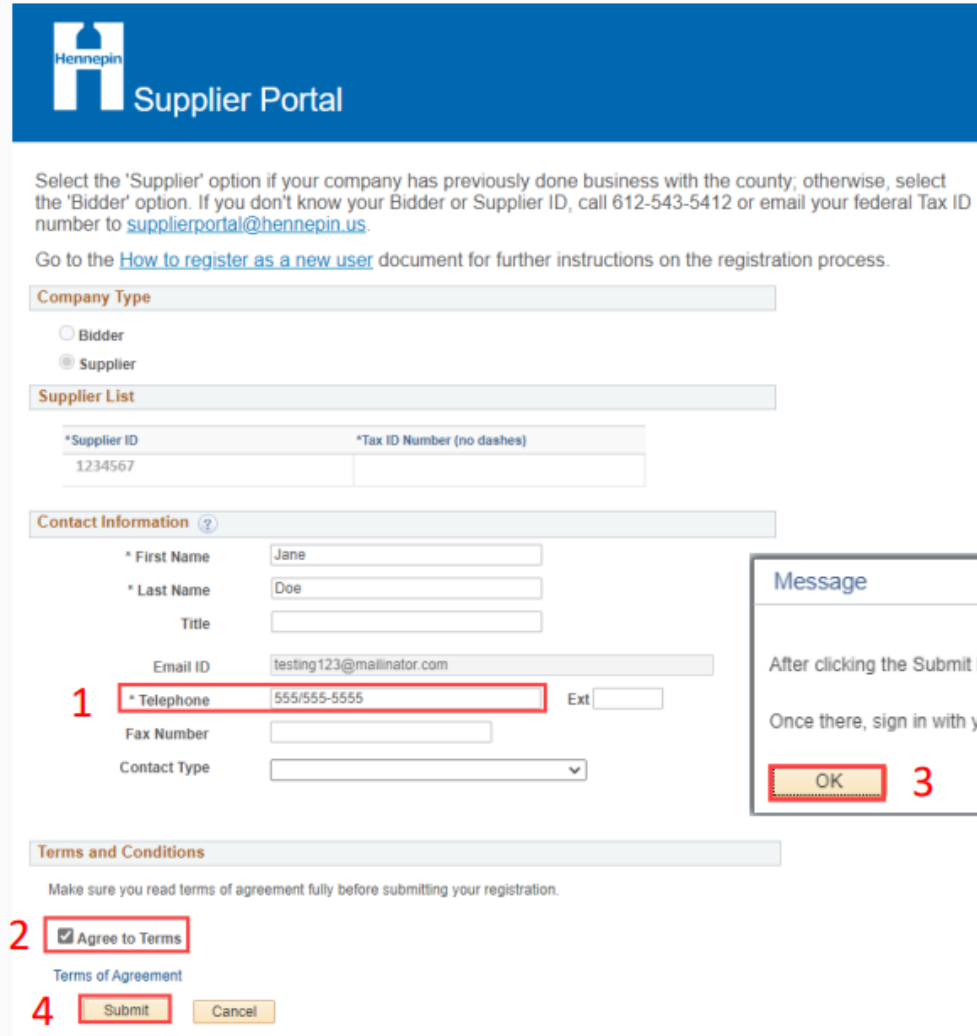
[Forgot your password?](#)

Sign in

Don't have an account?

Sign up now

Step 2 – Register in the Supplier Portal (existing users)



Hennepin Supplier Portal

Select the 'Supplier' option if your company has previously done business with the county; otherwise, select the 'Bidder' option. If you don't know your Bidder or Supplier ID, call 612-543-5412 or email your federal Tax ID number to supplierportal@hennepin.us.

Go to the [How to register as a new user](#) document for further instructions on the registration process.

Company Type

☐ Bidder
☒ Supplier

Supplier List

* Supplier ID	* Tax ID Number (no dashes)
1234567	

Contact Information

* First Name: Jane
* Last Name: Doe
Title:
Email ID: testing123@mailinator.com

1 * Telephone: 555/555-5555 Ext:
Fax Number:
Contact Type:

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

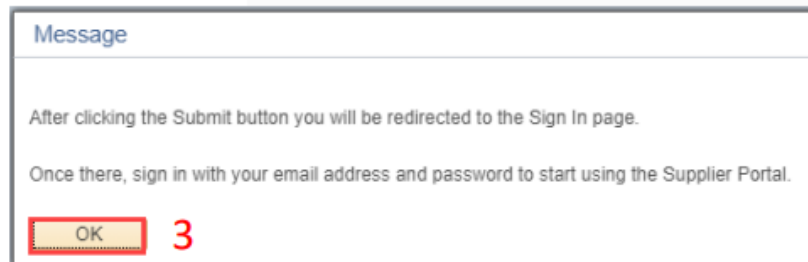
2 ☒ Agree to Terms

Terms of Agreement

4

If your screen looks different, you are a new bidder. Skip to [page 14](#).

1. Enter your telephone number
2. Click 'Agree to Terms' checkbox
3. Click the 'OK' button on the popup
4. Click the 'Submit' button



Message

After clicking the Submit button you will be redirected to the Sign In page.

Once there, sign in with your email address and password to start using the Supplier Portal.

3

Step 2 – Register in the Supplier Portal (new users)

The screenshot shows the 'Welcome' step of a 7-step registration process. A progress bar at the top indicates the current step, with a blue arrow pointing right. The steps are: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Categorization. The 'Welcome' step is highlighted with a blue circle. Below the progress bar, there are buttons for 'Exit', 'Previous', and 'Next'. The main content area contains instructions: 'Click the question mark icon in each section for more information. For further instructions, go to the [How to register as a bidder document](#). For questions or issues, call (612) 543-5412 or email supplierportal@hennepin.us.' Below this is a section titled 'Select an activity below:' with a question mark icon. The question is 'What type of entity do you represent?' with two radio button options: 'Business' (selected) and 'Individual'. A red text instruction says 'Select type of entity and click the Next button'. At the bottom, there are buttons for 'Exit', 'Previous', and 'Next', with the 'Next' button highlighted by a red rectangle.

Welcome - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the [How to register as a bidder document](#).

For questions or issues, call (612) 543-5412 or email supplierportal@hennepin.us.

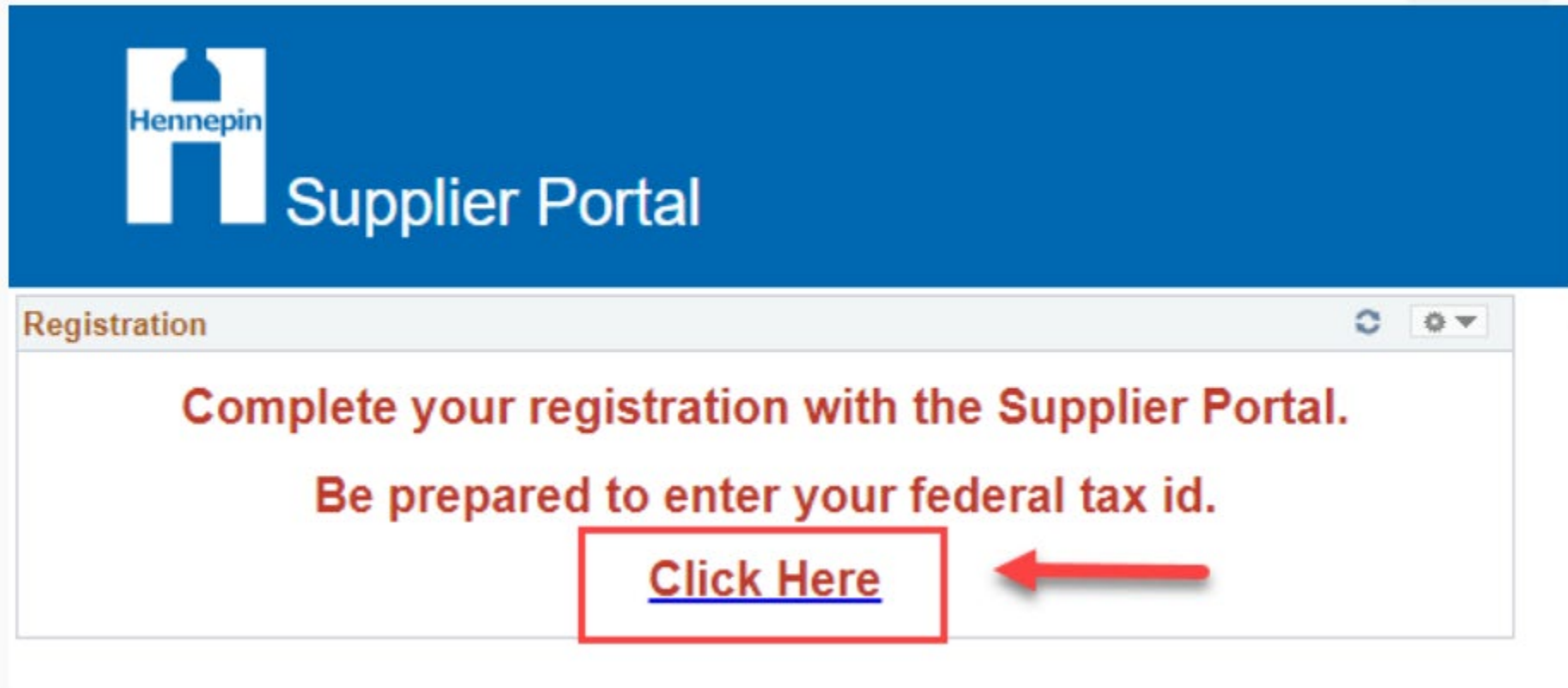
Select an activity below: ?

What type of entity do you represent?

☒ Business
☐ Individual

Select type of entity and click the Next button

You need your organization's Tax ID number



Step 2 – Register in the Supplier Portal (new users)

The screenshot shows a multi-step registration process. At the top, a progress bar includes steps: Identifying Information, Addresses, Contacts, Payment Information, **Categorization** (highlighted with a blue circle), and Submit. Below the progress bar are buttons: Exit, Previous, and Next (highlighted with a red rectangle). The main heading is "Categorization - Step 6 of 7".

Select the procurement categories that align with your business. The county will notify you of opportunities related to your specialties.
Pause between selections and review categories on the right side of the screen before proceeding to the next step.
Select to add or de-select to remove categories applicable to your business

[Select All](#) [Un Select All](#)

Hennepin County Procurement Categories

Sourcing - Sourcing Categories

Sell Categories

- ☐ 031 - Air conditioning/heating/ventilating equip, parts & supplies
- ☐ 035 - Aircraft and airport equipment, parts, and supplies
- ☐ 037 - Amusement, decorations, entertainment, gifts, toys, etc.
- ☐ 050 - Art equipment and supplies
- ☐ 052 - Art objects

My Categories

Category	Description
----------	-------------

Select categories of goods/services you provide

Step 3 – Download application materials

You do not need to be registered or logged in to download application materials.

Step 3 – Download application materials

Events			Find View All  	First  1-16 of 16  Last
Event Name	Type of Opportunity	End Date/Time:		
2022 Supportive Housing Capital Funding	Professional Services	04/14/2022 03:00 PM CDT		
24/7 Housing-focused Emergency Homeless Shelters	Human Services/Public Health	04/28/2022 02:00 PM CDT		
ARMER Batteries	Commodities/Goods	04/19/2022 02:00 PM CDT		
Community Engagement Consultant - Maternal Health	Human Services/Public Health	04/25/2022 02:00 PM CDT		
Community Investment Initiative	Grant/Loan Application	05/26/2022 03:00 PM CDT		
Digital Forensic services	Professional Services	04/20/2022 02:00 PM CDT		
Environmental Response Fund Spring 2022	Grant/Loan Application	05/02/2022 03:00 PM CDT		
Green Partners Environmental Action Grants	Grant/Loan Application	04/28/2022 03:00 PM CDT		
Green Partners Youth Environmental Education Grant	Grant/Loan Application	04/28/2022 03:00 PM CDT		



Event Details

Welcome, Guest
User: Guest

[Bid on Event](#)

Bidding Shortcuts:

[View Documents](#)

Event Name Green Partners Environmental Action Grants
Event ID HNCTY-GFP0000059
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 03/30/2022 12:00PM CDT
Event End Date 04/28/2022 03:00 PM CDT

Event Description:

REQUEST FOR PROPOSALS: Green Partners - environmental action grants

VIRTUAL INFORMATIONAL MEETINGS: Register for a meeting with form or at hennepin.us/greenpartners, see Environmental Education Grants
Wednesday, April 6, 2022, from 11am to 12pm.

Contact Christine A Longwell

Phone

Email Christine.Longwell@hennepin.us

Online Discussion

Payment Terms

My Bids 0

Edits to Submitted Bids Allowed

Multiple Bids Allowed



Event Comments and Attachments

Event ID GFP0000059

Attachments ?



Event RFx Doc▲

Attached File▲



Attachment_-_Environmental_action_projects_of_interest.pdf



GP-budget-form-2022.xlsx



GP-environmental-action-application-2022.docx



GP-environmental-action-grant-guidelines-2022.pdf



Green_Partners_Environmental_Action_Grants.pdf

OK

Cancel

When you click "view"

1-5 of 5

View

View




View

View

View



Step 4 – Log-in to submit your application

Events			Find View All  	First  1-16 of 16  Last
Event Name	Type of Opportunity	End Date/Time:		
2022 Supportive Housing Capital Funding	Professional Services	04/14/2022 03:00 PM CDT		
24/7 Housing-focused Emergency Homeless Shelters	Human Services/Public Health	04/28/2022 02:00 PM CDT		
ARMER Batteries	Commodities/Goods	04/19/2022 02:00 PM CDT		
Community Engagement Consultant - Maternal Health	Human Services/Public Health	04/25/2022 02:00 PM CDT		
Community Investment Initiative	Grant/Loan Application	05/26/2022 03:00 PM CDT		
Digital Forensic services	Professional Services	04/20/2022 02:00 PM CDT		
Environmental Response Fund Spring 2022	Grant/Loan Application	05/02/2022 03:00 PM CDT		
Green Partners Environmental Action Grants	Grant/Loan Application	04/28/2022 03:00 PM CDT		
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Event Details

Welcome, Guest
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Bid on Event

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Payment Terms

My Bids 0

Edits to Submitted Bids Allowed

Multiple Bids Allowed



Submitting your application

Hennepin

Supplier Portal

Favorites

Main Menu

Countdown To Timeout

02

Hours

38

Minutes

51

Seconds

Inactivity may log you out earlier - save often.

Event Questions

★ Bid Required

★ Ideal Response Required

General Questions

Previous Questions 1-7 of 7 Next Questions

★

Is your company's information up to date? Before submitting your bid, please review (and update, if necessary) your information by returning to the home page and selecting 'View/Update Company Info.'

Response

Add Comments or Attachments

★

Select the number of addenda you have received and reviewed. Find addenda by clicking on 'View Event Package'. If there are any addenda, each will be a separate file labeled as 'Addendum #_'.

Response

Add Comments or Attachments

★

Choose 'Yes' to confirm that your unit bid prices include all costs to perform the services. County will not pay for any additional costs not included in contractor's bid price.

Response

Add Comments or Attachments

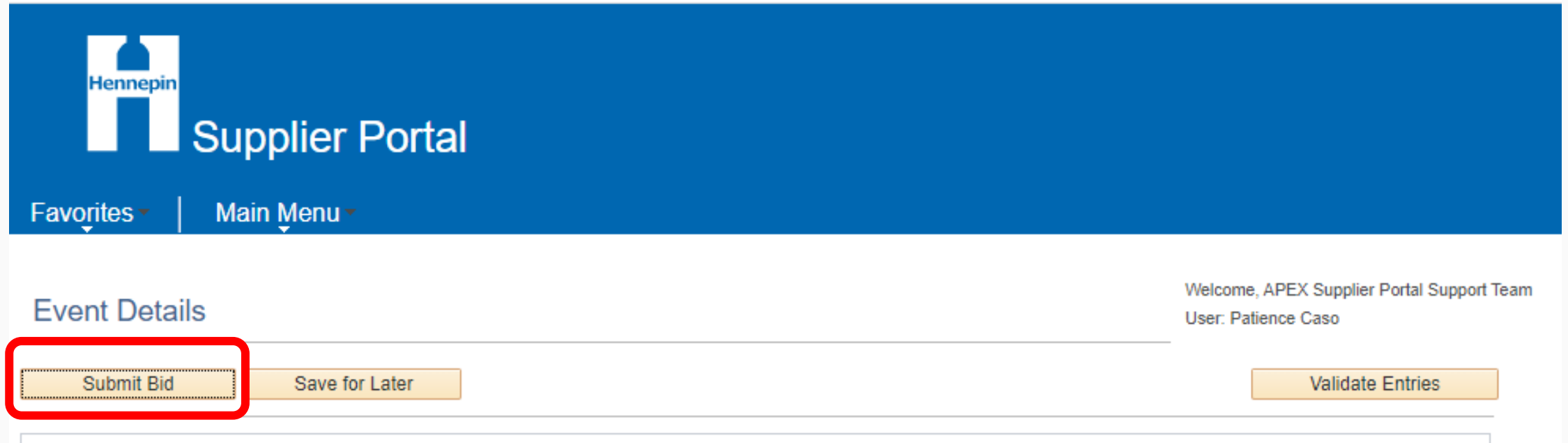
★

Provide the following information for your company's safety representative: name, phone, and email.

Response

Add Comments or Attachments

Submitting your application



What to submit:

1. Application
2. Budget
3. Supplemental documents (optional)

Supplier Portal Help Desk

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

supplierportal@hennepin.us

Patience Caso
Green Partners grant manager
Patience.Caso@hennepin.us
612-596-6856

Environment and Energy Department
701 4th Avenue South, Suite 700
Minneapolis, MN 55415

