

# Request for Interest (RFI) Response Process in eLINK for External Users

## Purpose

This document outlines the step-by-step process for external users to respond to a Request for Interest (RFI) through the eLINK system.

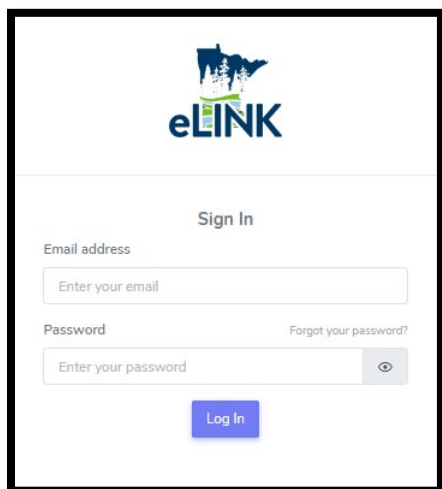
## Applicability

This guidance document is applicable to all external users who wish to respond to a RFI on behalf of their organization through the eLINK system. It provides guidance for users from the initial login to the final submission of the RFI response.

## RFI Response Process

### 1. User Sign-In

- User signs in to the eLINK application.

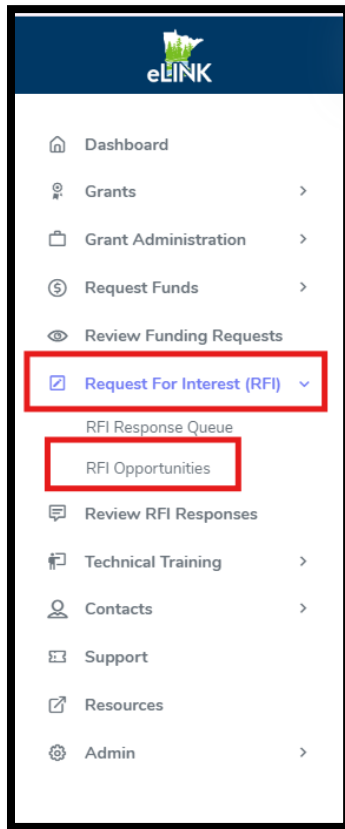


### 2. Request For Interest (RFI)

- User clicks on “Request For Interest (RFI)” in the side menu.

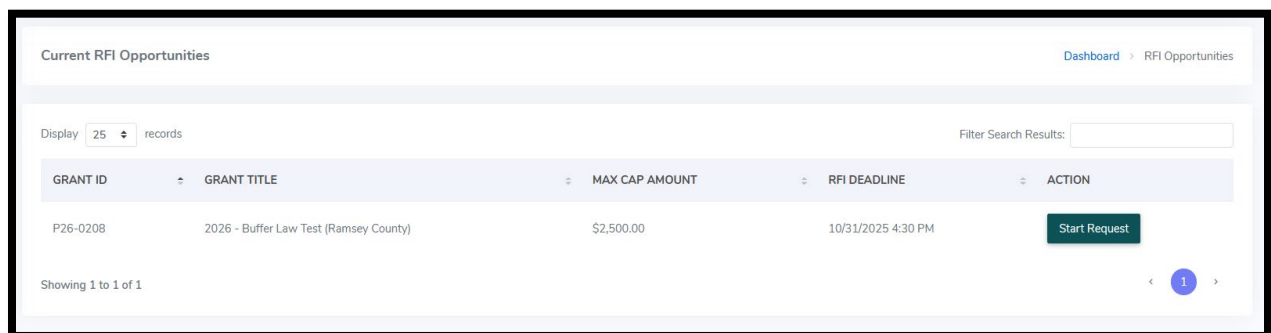
## 2.1 RFI Opportunities

- User clicks on “RFI Opportunities” in the dropdown menu.

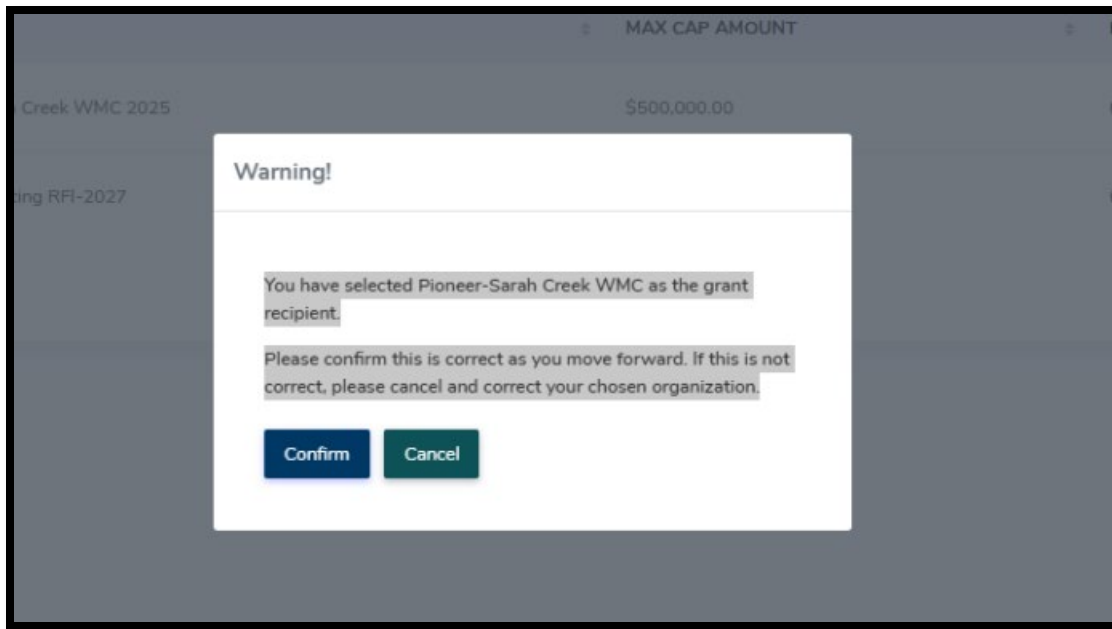


## 2.2 Start Request

- Current RFI opportunities will display for all organizations assigned to the user.
- User should click “Start Request” for the desired grant program with the correct organization name.



- A warning message will appear asking the user to confirm they have selected the correct organization to be the grant recipient. Selecting “Confirm” will move the user forward into the RFI response. Selecting “Cancel” will return the user to the RFI Opportunities screen.



## 2.3 RFI Opportunity Creation

### RFI Response Tabs Navigation (Breadcrumbs)

- The user navigates through multiple tabs to complete the RFI response.



### RFI Response Tab

- Grant Title, Grant ID, RFI Deadline, and Max Cap Amount are pre-filled and displayed at the top of this tab for user's reference.
- User enters their requested amount (required). This cannot exceed the Max Cap Amount displayed at the top. If the amount entered does exceed the Max Cap Amount, a warning message will display requiring the user to change the request amount. Refer to the contextual help button for additional information.
- User adds a primary contact (required). Refer to the contextual help button for additional information.
- User can add a fiscal agent (optional). Refer to the contextual help button for additional information.
- For certain grant programs, additional questions may be displayed which should be answered by the user.

- User should click the “Save” button at the bottom of the screen to save their response and stay on the same page or click the “Save and Continue” button to save their response and advance to the next tab.

CREATE RFI OPPORTUNITY

○ RFI Response    ○ Team Membership    ○ Attachments    ○ Review & Submit

**RFI Response**

Organization Name: Ramsey County      Deadline: 10/31/2025  
 Grant Title: 2026 - Buffer Law Test (Ramsey County)      ID: P26-0208  
 Allocation: Buffer Law Test 2026      Max Cap Amount: \$2,500.00

**Save and Continue**

What is your Requested Amount? \* ?

\$ 2000 .00

Who will be the primary contact for this grant? \* ?

████████████████████

Fiscal Agent ?

Ramsey County SWCD

**Save**    **Save and Continue**

## Team Membership Tab

- User confirms team membership information for the grant.
- User clicks on “Confirm and Continue” to advance to the next tab.

CREATE RFI OPPORTUNITY



○ RFI Response    **○ Team Membership**    ○ Attachments    ○ Review & Submit

**Team Membership**

Organization Name: Ramsey County      Deadline: 10/31/2025  
 Grant Title: 2026 - Buffer Law Test (Ramsey County)      ID: P26-0208  
 Allocation: Buffer Law Test 2026      Max Cap Amount: \$2,500.00

**Confirm and Continue**    Go Back

**Current Team Members**

NAME	PRIMARY ORGANIZATION	PERMISSION LEVEL	EDIT
██████████	Ramsey County	Edit	
██████████	Ramsey County SWCD	Edit	

## Attachments Tab

- User attaches supporting images (optional). Refer to the grant program’s RFI document to determine if an attachment is needed for the RFI response.

- User clicks on “Confirm and Continue” to advance to the final tab.

CREATE RFI OPPORTUNITY

RFI Response Team Membership **Attachments** Review & Submit

Attachments

Organization Name: **Yellow Medicine SWCD** Deadline: **09/10/2025**  
 Grant Title: **Klondike Yellow Medicine SWCD 2025** ID: **P25-0856**  
 Allocation: **Klondike Test 2025** Max Cap Amount: **\$80,000.00**

**Confirm and Continue** Go Back

Default Optional Image (acceptable images jpg, jpeg, gif, png and tiff) pdf files are unacceptable:

**Choose File** Confirmation - Fitzgerald.pdf

**Upload Image**

## Review & Submit Tab

- User can generate a preview of the RFI response using the link at the bottom of this tab.
- User clicks on “Validate”.

CREATE RFI OPPORTUNITY

RFI Response Team Membership Attachments **Review & Submit**

Review RFI Response

Organization Name: **Lyon SWCD** Deadline: **12/31/2025**  
 Grant Title: **RIZ-RFI opportunity screen Lyon SWCD** ID: **P26-0101**  
 Allocation: **RIZ-RFI opportunity screen 882 2026** Max Cap Amount: **\$61,000.00**

**Validate** Go Back

[Generate preview for RFI Response](#)

- System prompts user to make any necessary changes.
- User submits the RFI response if satisfied.

CREATE RFI OPPORTUNITY

RFI Response Team Membership Attachments **Review & Submit**

Review RFI Response

Organization Name: **Lyon SWCD** Deadline: **12/31/2025**  
 Grant Title: **RIZ-RFI opportunity screen Lyon SWCD** ID: **P26-0101**  
 Allocation: **RIZ-RFI opportunity screen 882 2026** Max Cap Amount: **\$61,000.00**

**Submit Request** Go Back

Before submitting your request, we recommend you review your RFI Response by generating a preview.

[Generate preview for RFI Response](#)

- Once the RFI response is submitted, the user is given the option to click “Return to Dashboard” to exit or “Withdraw Request” to withdraw their RFI response if any changes need to be made

prior to the RFI deadline. If the RFI response is withdrawn, the user must remember to submit the response prior to the deadline of the RFI for it to be accepted.

CREATE RFI OPPORTUNITY

RFI Response

Team Membership

Attachments

Review & Submit

Review RFI Response - Your request has been submitted

Organization Name: Ramsey County

Deadline: 10/31/2025

Grant Title: 2026 - Buffer Law Test (Ramsey County)

ID: P26-0208

Allocation: Buffer Law Test 2026

Max Cap Amount: \$2,500.00

Return to Dashboard

Withdraw Request

Your request has been successfully submitted! You may view your submitted request (what reviewers will see) below.

If you need to make changes, you may withdraw your request. However, only those RFI Responses that are in a submitted status at the time the request period closes will be considered for funding.

[Generate preview for RFI Response](#)