

## Request for Proposal

### Grant Overview

Per Minnesota Session Law, 2013, Chapter 137, Article 4, Section 2, Subdivision 6, Clause L, the Minnesota Department of Administration requests proposals from local units of government in Minnesota to build memorials in municipal parks that will allow community members to reflect on the service of Veterans and to preserve the culture and heritage of Minnesota.

### Funding Availability

The total amount of funding available for State Fiscal Year 2014 grants is \$80,000. Up to one percent of funds may be used by the commissioner for grant administration. Funding expires June 30, 2015. Funding will be allocated through a competitive process with review by a committee representing Minnesota communities statewide with content knowledge. Grantees selected as recipients will be announced April 14, 2014. The effective date of grants will be the date grant agreements are fully executed. Eligible expenditures can only be incurred upon full execution of the grant contract.

### Funding Priorities

Priority is for grants for veteran's memorials that consist of, at a minimum, a plaque, a rock, and flowers. Priority shall be given to memorials that involve the local community and incorporate the work of local artists in the memorial. The local unit of government must provide a non-state cash match equal to the amount requested for the grant. The legislative intent for these grants funds is to ensure that the statewide applicant pool reflects the diversity of Minnesota's rich and broad geographic regions. In addition, legislative intent recommends that up to eight grant awards are made.

### Application Content

Applicants must submit the following in order for their application to be considered complete:

- Arts and Cultural Heritage Fund Competitive Veterans Memorial Parks Cover Sheet
- Project Description Form (Exhibit A)
- Budget Form (Exhibit B)
- An internal financial statement, an IRS Form 990, or a certified financial audit, per Office of Grants Management Policy 08-06, [grants\\_policy\\_08-06.pdf](#)
- Documentation demonstrating a non-state cash match equal to the amount requested for the grant.
- Plans and layout of the memorial site.

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

## Questions

Frequently asked questions will be posted at <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Questions may be submitted by email to Michael Hochhalter at [michael.hochhalter@state.mn.us](mailto:michael.hochhalter@state.mn.us) or to Tyler Schiefelbein at [tyler.schiefelbein@state.mn.us](mailto:tyler.schiefelbein@state.mn.us). Answers will be posted within 2 business days at the web page above. **Please submit questions by 4:30 p.m. Central Time, February 7, 2014.**

## Application Submission

**All applications must be received no later than 4:30 p.m. Central Time, on March 7, 2014** (applications submitted by email or fax is recommended). Late applications will not be considered. All costs incurred in applying to this RFP will be borne by the applicant. Applications may be submitted in person, by fax, mail or email to:

Michael Hochhalter, Grants Specialist  
Department of Administration  
50 Sherburne Avenue Room 309  
St. Paul, MN 55155  
Email: [michael.hochhalter@state.mn.us](mailto:michael.hochhalter@state.mn.us)  
Fax: 651-282-5333

## Selection Criteria and Weight

Each application will be reviewed on a 100-point scale. The factors and weighting on which applications will be judged are based upon the 2013 Minnesota Session Law language and legislative intent. The Review Form is attached for reference.

## Review Process and Approximate Timeline

All eligible and complete applications received by the deadline will be evaluated by a review committee. Committee recommendations will be reviewed by the Department of Administration, which is responsible for award decisions. *The award decisions of the Department of Administration are final and not subject to appeal.*

RFP posted on the Department of Administration web site	January 13, 2014
Questions due no later than 4:30 pm Central Time	February 7, 2014
Applications due no later than 4:30 pm Central Time	March 7, 2014
Committee begins review of applications	March 17, 2014
Committee recommendations submitted to Commissioner for review	March 31, 2014
Selected grantees announced; grant agreement negotiations begin	April 14, 2014

**\*All grant awards are pending final eligibility and work plan/budget review**

### **Conflicts of Interest**

Per M.S. § [16B.98](#) and Office of Grants Management Policy 08-01, [grants\\_policy\\_08-01.pdf](#) the Department will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers.

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 applicant or grantee 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 M.S. § [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 the Department 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**

Below is an overview of some of the requirements, terms and conditions of this funding opportunity. The general grant agreement template is available for review at <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Per M.S. §[129D.17](#)

- Grants funded by a Legacy fund must be implemented according to Minnesota Statutes §16B.98, and the responsible entity must account for all expenditures of funds.
- All money from the arts and cultural heritage fund must be for projects located in Minnesota.
- A project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring the results. A project or program must be consistent with current scholarship, or best practices, when appropriate, and must incorporate state of the art technology when appropriate.

Per 2013 Minnesota Session Laws, Chapter 137, Article 4, Section 2, Subdivision 2,

- Money appropriated in this article may not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated in this article must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.

Per 2013 Minnesota Session Laws, Chapter 137, Article 4, Section 2, Subdivision 6,

- A recipient of money from a Legacy fund must comply with the Minnesota Constitution, Article XI, §15, and money appropriated in this article is used to supplement and not substitute for traditional sources of funding.

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).

The Department of Administration is not responsible for maintenance or repair of equipment and has no ownership rights of equipment.

### **Accountability and Reporting**

Per M.S. § [3.303](#) Subd. 10, all Fund recipients must submit as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first, the following information for posting on the Legacy Web site:

- i. The name of the project and project description;
- ii. The name, telephone number, members of the board or equivalent governing body, and e-mail address of the funding recipient and, when applicable, the Web site address where the public can directly access detailed information on the recipient's receipt and use of money for the project;
- iii. The amount and source of funding, including the fiscal year of the appropriation;
- iv. The amount and source of any additional funding or leverage;
- v. The duration of the projects;
- vi. The number of full-time equivalents funded under the project. For the purposes of this item, "full-time equivalent" means a position directly attributed to the receipt of money from one or more of the funds covered under this section, calculated as the total number of hours planned for the position divided by 2,088;
- vii. The direct expenses and administration costs of the project; and
- viii. Actual measured outcomes and evaluation of projects as required by statute

A grantee receiving funds must also include in the January 15<sup>th</sup> report to the Department of Administration and the Legislature how the previous year's grant funds were expended and the progress made toward the measurable outcomes identified by the Grantee in the approved work plan.

The Grantee must submit to the Department of Administration an end of fiscal year report by August 1.

All projects funded by the ACHF must publicly credit the fund. Publicity and logo guidelines are detailed at <http://www.legacy.leg.mn/legacy-logo>

### **Grant Payments**

Per Office of Grants Management Policy 08-08, [grants\\_policy\\_08-08.pdf](#), reimbursement is the preferred method for making grant payments. 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 the state agency has given the grantee a written extension.

### **Grant Monitoring**

Per Minnesota Statutes §16B.97 and Office of Grants Management Policy 08-10, [policy 08-10.pdf](#) it is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000. State agencies must also conduct a financial reconciliation of grantee's expenditures at least once during the grant period on grants of over \$50,000. For this purpose, the Grantee must make expense receipts, employee timesheets, invoices and any other supporting documents available upon request by the State. The schedule for grant reporting and monitoring will be:

January 15 – Annual report due to Legislature and Department of Administration  
February to May– Site visit and financial reconciliation performed  
August 1 – End of fiscal year report due to Department of Administration

This schedule does not include any reporting due with invoices for payment.

### **Bidding Requirements**

- Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee's financial records

### **Audits**

Per Minnesota Statutes §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, 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.

### Contact Information

For more information about this RFP, contact:

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or

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St. Paul, MN 55155  
Fax: 651-282-5333  
[tyler.schiefelbein@state.mn.us](mailto:tyler.schiefelbein@state.mn.us)

### Attachments

- Cover Sheet FY14 Arts and Cultural Heritage Fund Competitive Veterans' Memorial Grants
- Project Description FY14 Veterans' Memorial Grants Form (Exhibit A)
- FY14 Veterans' Memorial Budget Form (Exhibit B)
- Checklist FY14 Veterans' Memorial Grants
- Veterans' Memorial Competitive Review Form
- Grant Contract Shell FY14 Veterans' Memorial Grants
- Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes