

## Request for Proposal

### **Grant Overview**

Per Minnesota Session Laws-2023, Chapter 40, Article 4, Section 2, Subdivision 6 the Minnesota Department of Administration requests proposals to improve and further the development of a unified and standardized Latin alphabet form of the Hmong Romanized Popular Alphabet (RPA) writing system as a means to preserve Hmong Minnesotans' heritage, history, language and culture. Proposals are strongly encouraged from collaborating organizations working in partnership, such as elementary/secondary education, higher education, faith-based organizations, and community-based Hmong cultural organizations. At a minimum, an applicant partnership must be in conjunction with at least one Minnesota-based accredited higher education institution.

Those who receive this grant are responsible for spending Arts and Cultural Heritage Fund (ACHF) dollars in a way that is consistent with the MN Office of Grants Management grants policies, Legacy Amendment Guidelines, the approved work plan, and grant agreement signed between the Office of Grants Management and the grantee. Agencies or organizations receiving Legacy Fund dollars are responsible for spending the money efficiently and effectively. Money may not be spent on activities unless they are directly related to and necessary for the project purpose that will be outlined in the grant agreement. All money from the arts and cultural heritage fund must be for projects located in Minnesota.

### **Funding Availability**

The total amount of funding available is \$288,000 for State Fiscal Year 2024 and \$288,000 for State Fiscal Year 2025. This appropriation states that the commissioner of administration may use a portion of the appropriation for costs that are directly related to and necessary for the administration of grants in the subdivision. The Department of Administration is claiming four percent each year to administer the Arts and Cultural Heritage Fund grants in the FY24-25 biennium.

- Collaboration among multiple educational and Hmong cultural organizations is encouraged.
- Funding will be allocated through a competitive process with review by a committee representing content specialists. We expect to announce selected grantees in June of 2024. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

### **Minimum Requirements:**

Applicants must meet the minimum requirements to be fully considered for this grant opportunity. Minimum requirements are:

- a. Applicant must have a track record of preserving Hmong Minnesotans' heritage, history, language, and culture. If the applicant is a partnership of organizations, then each partner must have a track record of preserving Hmong heritage, history, language, or culture in Minnesota.
- b. Applicants must include a Community Involvement Plan to share information and involve Hmong Minnesotans in the RPA system development and adoption.
- c. Applicant must be an accredited higher education institution in Minnesota with the technical expertise and academic credentials to perform the project or an applicant must be working in conjunction with an accredited higher education institution in Minnesota that will devote substantial technical, academic and/or other expertise throughout the duration of the project.

- d. Projects funded by the ACHF must have measurable outcomes and a plan for evaluating the results.
- e. Applicant must include one or more persons with knowledge and ability to preserve Hmong culture through further development of Hmong writing RPA system.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will preserve Hmong culture by improving and furthering the development of a unified and standardized Latin alphabet form of the Hmong Romanized Popular Alphabet (RPA) writing system as a means to preserve Hmong Minnesotans' heritage, history, language and culture.

## Eligibility

Applicant must be an accredited higher education institution in Minnesota, an elementary/secondary education institution working in conjunction with an accredited higher education institution in Minnesota, or a 501(c)(3) non-profit, registered with the Minnesota Secretary of State's office and working in conjunction with an accredited higher education institution in Minnesota. Applicant must possess the administrative and financial capacity to manage the grant fiscally and responsibly.

## Collaboration

Multi-organization collaboration is encouraged.

## Selection Criteria and Weight

The scoring factors and weight that applications will be judged are based on:

- [2023 Minnesota Session Law Language](#)
- [Minn. Stat. §129D.17](#)

**The review committee will be reviewing each applicant on a 100-point scale.**

### 1. Minnesota Culture and Heritage (20 points)

- Describe how this grant will be used to preserve the culture and heritage of Minnesota. (5 points)
- Describe how this grant will be used to preserve Hmong language, including various dialects of Hmong language, through improving and developing a unified and standardized Latin alphabet form of the Hmong RPA writing system. (5 points)
- Describe track record and demonstrated knowledge and interest in preserving Hmong Minnesotans' heritage, history, language, and culture. If the applicant is a partnership of organizations, then describe each partners' track record of preserving Hmong heritage, history, language, or culture in Minnesota. (10 points)

## 2. Community Involvement Plan (20 points)

- How will Hmong Minnesotans be involved in the improvement, development, and adoption of a unified and standardized Latin alphabet form of the 3500 Hmong RPA writing system? (5 points)
- How will the project involve the diversity of Hmong Minnesotans, including diversity of age, education level, geography, and dialect? (5 points)
- How will the improvement, development, and adoption of a unified and standardized Latin alphabet form of the Hmong RPA writing system be communicated and marketed to the Hmong community? (5 points)
- Describe actions or activities that will be used to help the public and Hmong communities understand the change and apply it in their educational, social, and cultural experiences? (5 points)

## 3. Collaboration (20 points)

- Describe how collaboration with a Minnesota accredited higher education institution will occur to improve and develop a unified and standardized Latin alphabet form of the Hmong RPA writing system. Describe how the accredited higher education institution will devote substantial technical, academic and/or other expertise throughout the duration of the project. (10 points)
- Describe contributions and roles of other partners, such as elementary/secondary education organizations, faith-based organizations, and community-based Hmong cultural organizations and how decisions will be made across the partners, if applicable. (6 points)
- Describe other collaboration activities. (4 points)

## 4. Measurable Outcomes, Evaluation and Assessment Methods and Milestones (20 points)

Projects funded by the ACHF must have measurable outcomes and a plan for evaluating the results. "Measurable Outcomes" means outcomes, indicators, or other performance measures that may be quantified or otherwise measured in order to measure the effectiveness of a project or program in meeting its intended goal or purpose.

This requirement is set by [Minnesota Statutes 129D.17 Subdivision 2](#). Please see the following resources:

1. ACHF [Evaluation and Outcome Guide](#)

2. [Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010](#)

- a. Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
- b. Principles and desired outcomes for use of the ACHF funds are on pages 10-11.

3. [25-Year Vision, Framework, Guiding Principles, and Ten-Year Goals - January 15, 2010 \(mn.gov\)](#)

- What are the proposed, measurable outcomes for this project? (5 points)
- How will the outcomes be measured and evaluated? What will a successful project look like? What, if any, qualitative and quantitative data will be collected? What is your understanding of the baseline from which you will measure change? (5 points)

- What is the work plan for accomplishing the project? Namely: What are the key activities with milestones, dates, and key personnel that will indicate you are making progress toward desired outcomes? Ensure resumes of all key personnel are uploaded. (10 points)
- 5. Improve and Develop a Unified and Standardized Latin Form of Hmong RPA writing system (20 points)**
- Describe the approach that will be taken to compliment and build on previous academic work to improve and develop a unified and standardized Latin alphabet form of the Hmong RPA writing system. How will a unified and standardized Latin alphabet form of the Hmong RPA writing system be developed, improved, and sustained? Describe the research that will take place and the credentials of the lead researcher(s) Upload CVs of lead researchers. (7 points)
  - Describe how different dialects and other differences regarding characters and words will be considered and differences overcome. (7 points)
  - Describe how modern words and language will be incorporated and how different fonts and characters in the alphabet will be considered and differences resolved. (6 points)

**Questions:**

- Questions may be submitted by phone or email to Sarah Hernandez at [sarah.hernandez@state.mn.us](mailto:sarah.hernandez@state.mn.us).
- All answers will be posted within two business days at [Competitive Grant Opportunities / Minnesota.gov \(mn.gov\)](https://www.mn.gov)
- Please submit questions no later than 4:30 p.m. Central Time on ~~March 12, 2024~~ April 2, 2024.

**Required financial and grantee capacity review**

Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minn. Stat. §16B.981 Subd. 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed:

**I. Capacity Responses:**

- a) Please describe your history of performing the work that will be funded by the grant:
  - This includes describing your organization's current staffing and current budget.

**II. Certification: Certify that no current principals have been convicted of a felony financial crime in the last ten years:**

**III. Evidence of good standing with the Secretary of State**

- Filed and up-to-date with the Secretary of State

**IV. Nonprofit grantees as applicable**

- Most recent Form 990 or Form 990-EZ
- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minn. Stat. §309.53](#)

- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

#### V. For-profit Certification Disclosure and required documents

- Most recent federal and state tax returns:
  - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
- Current financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight.
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
  - The potential grantee has 30 business days to respond.
- Develop a plan to address the risk or concerns identified.
- Not award the grant.
  - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
  - The notice must include the following:
    - The reason for postponing/not awarding the grant.
    - The timeline for the process for contesting the agency's decision.

#### Application Content

Applications will be submitted via an online grants management system, Foundant. Click [HERE](#) to access the application.

- If you have previously applied for grant with the Office of Grants Management or the State Historic Preservation Office, you should have a username and password. Please click "Forgot your password?" to reset your password if necessary.
- If you are a new applicant, please click "Create New Account" to get started.
- Please contact Sarah Hernandez at [sarah.hernandez@state.mn.us](mailto:sarah.hernandez@state.mn.us) for any Foundant-related questions.

Please do not submit any unrequested materials (binders, photos, etc.).  
Unrequested materials will not be reviewed.

#### Application Submission:



**All applications must be received no later than 4:30p.m. Central Time, on ~~March 19, 2024~~ April 9, 2024.**

Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Applications must be submitted electronically in Foundant, our online grants management system.

**Review Process and Timeline**

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

RFP posted on the Office of Grants Management web site	February 6, 2024
Questions due no later than 4:30 pm Central Time	<del>March 12, 2024</del> <b>April 2, 2024</b>
Applications due no later than 4:30 pm central time	<del>March 19, 2024</del> <b>April 9, 2024</b>
Committee begins review of applications	April of 2024
Selected applicants undergo pre-award risk assessment	May of 2024
Applicants submitted to commissioner for review	May of 2024
Grant agreement negotiations begin	June of 2024
Work plans approved and grant begins	June of 2024

**Conflicts of Interest**

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

**Public Data**

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested 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, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by the Department of Administration 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, Data will be considered public when all the grant contract agreements have been fully executed.

### Grant Provisions

Below is an overview of some of the requirements, terms, and conditions of this funding opportunity.

[General grant contract agreement templates are](#) available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

Per [Minn. Stat. §129D.17](#)

- Funding from the arts and cultural heritage fund may be spent only for arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage. A project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring and evaluating 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.
- Funding from the arts and cultural heritage fund may be granted for an entire project or for part of a project so long as the recipient provides a description and cost for the entire project and can demonstrate that it has adequate resources to ensure that the entire project will be completed.
- Money from the arts and cultural heritage fund shall be expended for benefits across all regions and residents of the state.
- Grants funded by a Legacy fund must be implemented according to [Minn. Stat. §16B.98](#), and must account for all expenditures of funds. Priority for grant proposals must be given to proposals involving grants that will be competitively awarded.
- All money from the arts and cultural heritage fund must be for projects located in Minnesota.
- When practicable, a direct recipient of an appropriation from the arts and cultural heritage fund shall prominently display on the recipient's website home page the legacy logo required under Laws 2009, chapter 172, article 5, section 10, as amended by Laws 2010, chapter 361, article 3, section 5, accompanied by the phrase "Click here for more information." When a person clicks on the legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Legislative Coordinating Commission website required under section [3.303, subdivision 10](#).
- Future eligibility for money from the arts and cultural heritage fund is contingent upon a state agency or other recipient satisfying all applicable requirements in this section, as well as any additional requirements contained in applicable session law. If the Office of the Legislative Auditor, in the course of an audit or investigation, publicly reports that a recipient of money from the arts and cultural heritage fund has not complied with the laws, rules, or regulations in this section or other laws applicable to the recipient, the recipient must be



listed in an annual report to the legislative committees with jurisdiction over the legacy funds. The list must be publicly available. The legislative auditor shall remove a recipient from the list upon determination that the recipient is in compliance. A recipient on the list is not eligible for future funding from the arts and cultural heritage fund until the recipient demonstrates compliance to the legislative auditor.

Per Minnesota Session Laws-2023, Chapter 40, Article 4, Subdivision 2

- Money appropriated in this article must 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 institutional overhead charges that are not directly related to and necessary for a specific appropriation. Money appropriated in this article must be spent in accordance with Minnesota Management and Budget MMB Guidance to Agencies on Legacy Fund Expenditure. Notwithstanding Minnesota Statutes, section 16A.28, and unless otherwise specified in this article, fiscal year 2024 appropriations are available until June 30, 2025, and fiscal year 2025 appropriations are available until June 30, 2026. If a project receives federal funds, the period of the appropriation is extended to equal the availability of federal funding.

Per Minnesota Session Laws-2023, Chapter 40, Article 4, Subdivision 6

- Grant agreements entered into by the commissioner and recipients of appropriations under this subdivision must ensure that money appropriated in this subdivision 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 and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and 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**

A state agency or other recipient of a direct appropriation from the arts and cultural heritage fund must compile and submit all information for funded projects or programs, including the proposed measurable outcomes and all other items required under section [3.303, subdivision 10](#), to the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first. The Legislative Coordinating Commission must post submitted information on the website required under section [3.303, subdivision 10](#), as soon as it becomes available.

### **Grant Payments**



Per [Policy 08-08](#) 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 the Department of Administration has given the grantee a written extension.

The Department of Administration may consider requests for issuing advance grant payments on a case-by-case basis.

### **Grant Monitoring**

[Minn. Stat. §16B.97](#) and [Policy 08-10](#) 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.

### **Grantee Bidding Requirements:**

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.

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 of verbal quotes or bids and justifying a single/sole source bid, if applicable.

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

[Suspended/Debarred Vendor Information](#)

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.

### **Grantee Bidding Requirements:**

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, 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 not contract with vendors who are suspended or debarred in MN:

[Suspended/Debarred Vendor Information](#)

### **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 Commissioner of Administration, the state 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 contract 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.

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

Office of Grants Management Sarah Hernandez  
Portfolio Supervisor

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