

## Request for Proposal

### Grant Overview

Per [Minnesota Laws, 2011, 1<sup>st</sup> Special Session, Chapter 6, Article 4, Section 2, Subdivision 6](#), the Minnesota Department of Administration requests proposals to create and produce one radio project from March 2015 through June 2015. This project must educate, enhance, or promote local, regional, or statewide items of artistic, cultural, or historic significance that expands Minnesotans access to knowledge, information, arts, state history, or cultural heritage.

### Funding Availability

We currently have available funding in the amount of \$94,894.81. This amount includes the allowable 1% grants administration fee to the Office of Grants Management. Applicants who were eligible to receive funding in State Fiscal Years 2012 and 2013 are eligible to compete for the full amount available. KBFT, KKWE, and KOJB are eligible to apply, but may only compete for \$71,563.63 of the total available balance. This is due to the available balance from fiscal year 2013.

Total number of grant awards and grant amounts are subject to demonstrated grantee eligibility, selection criteria, and weight. Funding cannot be used on any events or projects currently receiving Legacy funds.

Funding expires June 30, 2015 with no possibility for extension. Any unused funds will no longer be available after that date.

We will allocate funding through a competitive process with review by a grant review committee. We expect to announce selected grantees in mid February 2015. If selected, grantees may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

### Eligibility

Applicants must meet all eligibility requirements per [Minn. Stat. § 129D.14, Subd. 3](#) and must have received a grant during SFY13 under Minnesota Laws, 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subdivision 6. Applicants who were eligible to receive funding in State Fiscal Years 2012 and 2013 are eligible to compete for the full amount available. Applicants who were eligible to receive funding in only State Fiscal Year 2013 are eligible to compete for \$71,563.63 due to the available balance from this fiscal year.

## 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 2011 Minnesota Session Law language.

- Arts, culture and history will be interwoven into every facet of community life (5 Points)
- More Minnesotans of all ages, ethnicities, abilities, and incomes will participate in the arts, culture and history (10 Points)
- People will trust Minnesota's stewardship of public arts, culture, and history funding. (As demonstrated by the applicant's proposed budget, 20 Points)
- Arts, culture, and history will thrive in Minnesota (5 Points)
- More student exposure to professional performing arts, and the work of professional artists (10 Points)
- More K-12 students can affordably learn to read music and play a music instrument, participate in dance, choral, drama and other performing arts (10 Points)
- Increased potential for visual and literary artists in Minnesota to earn income from their art (10 Points)
- Increased focus on local and Minnesota content (10 Points)
- More local artists, historians, writers, and others will have their work showcased through public broadcasting (10 Points)
- More knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future (10 Points)

### Questions:

Questions may be submitted by phone or email to Michael Hochhalter at 651-201-2525 or [michael.hochhalter@state.mn.us](mailto:michael.hochhalter@state.mn.us). All answers will be posted within 2 business days 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.

**Please submit questions no later than 4:30 p.m. Central Time, on January 16, 2015.**

### Application Content

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

- Exhibit A Project Description SFY15 Public Radio Grants of no more than 4 pages
- Exhibit B SFY15 Public Radio Work Plan, Budget, and Detailed Budget Breakdown
- Exhibit C Affidavit of Noncollusion Public Radio Grant
- A current internal financial statement, an IRS Form 990, or a certified financial audit, if applicable, per Office of Grants Management [Policy 08-06](#) (Please note, if the Office of Grants Management already has your most recent financial documents, you will not need to resubmit)

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

## Application Submission:

All applications **must be received by email no later than 4:30 p.m. Central Time, on February 2, 2015**. Late applications will not be considered. All costs incurred in applying to this RFP will be incurred by the applicant.

Applications may be submitted by email to:

Michael Hochhalter  
Grants Specialist  
Department of Administration  
50 Sherburne Avenue, Room 201  
St. Paul, MN 55155  
Email: [michael.hochhalter@state.mn.us](mailto:michael.hochhalter@state.mn.us)  
Fax: 651-282-5333

## Review Process and Timeline

All eligible and complete applications received by the deadline will be evaluated by a grant 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 2, 2015
Questions due no later than 4:30 pm Central Time	January 16, 2015
Applications due no later than 4:30 pm Central Time	February 2, 2015
Committee begins review of applications	Early February 2015
Committee recommendations submitted to Commissioner for review	Mid February 2015
Selected grantees announced; grant agreement negotiations begin	Mid February 2015
Work plans approved and grant begins	Early March 2015

## Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest for grant applicants and grant reviewers per Minn.Stat. §[16B.98](#) and Office of Grants Management [Policy 08-01](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

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

## Public Data

Per Minn.Stat. § [13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §[13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by 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 key 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 Minn.Stat. §[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, outputs, 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 Minnesota Laws, 2011, 1<sup>st</sup> Special Session, Chapter 6, 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 Minnesota Laws, 2011, 1<sup>st</sup> Special Session, Chapter 6, 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).

### **Accountability and Reporting**

Per Minn.Stat. § [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

The selected grantees receiving funds must report annually by January 15 to the Department of Administration and the Legislature regarding how the previous year's grant funds were expended and progress toward the measurable outcomes identified by the grantees in their approved work plan. Grantees 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](#), 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](#), 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:

May - August 2015 – Monitoring and financial reconciliation performed  
August 1, 2015 – End of fiscal year report due to Department of Administration  
January 15, 2016 – Annual report due to Legislature and 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:

Michael Hochhalter  
Grants Specialist  
Department of Administration  
50 Sherburne Avenue, Room 201  
St. Paul, MN 55155  
Email: [michael.hochhalter@state.mn.us](mailto:michael.hochhalter@state.mn.us)  
Fax: 651-282-5333

## Attachments

- Exhibit A Project Description SFY15 Public Radio Grants
- Exhibit B SFY15 Public Radio Work Plan, Budget, and Detailed Budget Breakdown
- Exhibit C Affidavit of Noncollusion Public Radio Grant
- Check List for Public Radio Grants
- Review Form for Public Radio Grants 4<sup>th</sup> Release
- Grant Agreement Shell SFY15 Public Radio
- Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes