



Request for Proposal

Grant Overview

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 the Minnesota Department of Administration requests proposals from local units of government for veterans memorials to preserve the culture and heritage of Minnesota. The local unit of government must provide a nonstate cash match equal to the amount of the grant received under this paragraph.

Funding Availability

The total amount of funding available for State Fiscal Year 2022 is \$72,750. 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 three percent each year to administer Arts and Cultural Heritage Fund grants in the FY22-23 biennium.

- This Request for Proposal is for Fiscal Year 2022.
- An additional Request for Proposal will be issued later in Fiscal Year 2022 for Fiscal Year 2023 funds.

Funding will be allocated through a competitive process with review by a committee representing Minnesota communities statewide with content knowledge. We expect to announce selected grantees in February, 2022. 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 following minimum requirement for consideration of this grant opportunity.
 - The local unit of government **must** provide a nonstate cash match equal to the amount of the grant received.

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. State Grants 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 serve veterans and veteran communities across the State of Minnesota. Grant awards will take into account the geographic diversity within and across Minnesota, including how local veterans, community members, and MN artists are included and contribute to the memorial design and implementation.

Grant outcomes will include, per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6, a veterans memorial to preserve the culture and heritage of Minnesota.

Grant awards will reflect the diversity of Minnesota's rich and broad geographic regions. Up to eight grant awards may be made.



**DEPARTMENT OF
ADMINISTRATION**
GRANTS MANAGEMENT

Eligibility

Local governmental units are eligible to apply for a grant. The local unit of government must provide a nonstate cash match equal to the amount of the grant received.

Collaboration

Multi-organization collaboration is welcomed, but not required.

Selection Criteria and Weight

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

- 2021 Minnesota Session Law language
- Minn. Stat. §129D.17

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

The nonstate cash match is an eligibility requirement; the nonstate cash match documentation and the budget section of the application will not be scored.

1. Minnesota Culture and Heritage (20 points)

Describe how the ACHF grant will be used to preserve the culture and heritage of Minnesota.

2. Minnesota Artists (20 points)

How will the work of Minnesota artists, including veterans who are artists, be incorporated into the memorial? Please provide details on the artist(s), examples of their work, and describe how their work will be incorporated in the memorial.

3. Community Input and Involvement (20 points)

How will local community members be involved in any part of the memorial process? Please describe how community members will be involved.

4. Veteran Input and Involvement (20 points)

How will local veterans be involved in any part of the memorial process? Please describe how they will be involved.

5. Measurable Outcomes and Evaluation and Assessment Methods (20 points)

What are the proposed, measurable outcomes for this project? How will the outcomes be measured and evaluated?

Questions

- Questions may be submitted by email to Sarah Hernandez at 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/CompetitiveGrantOpportunities/)
- Please submit questions no later than 4:30 p.m. Central Time, on December 8, 2021.



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 for any Foundant-related questions.

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

- Budget form
- Budget narrative
- Documentation demonstrating a non-state cash match equal to the amount requested for the grant
- Project overview and description
- A description of how the ACHF grant will be used to supplement and not substitute for traditional sources of funding

Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on Friday, December 17. 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 Department of Administration web site	November 1, 2021
Questions due no later than 4:30 pm Central Time	December 8, 2021
Applications due no later than 4:30 pm central time	December 17, 2021
Committee begins review of applications	January 3, 2022
Committee recommendations submitted to commissioner for review	January 31, 2022
Selected grantees notified; grant contract agreement negotiations begin	February of 2022

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

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both for applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21](#).

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 in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, the evaluation process is complete when all 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 in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, the evaluation process is complete when all 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-2021, 1st Special Session, Chapter 1, Article 4

- 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 2022 appropriations are available until June 30, 2023, and fiscal year 2023 appropriations are available until June 30, 2024. If a project receives federal funds, the period of the appropriation is extended to equal the availability of federal funding.

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, 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.

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



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 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

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.

Grant Monitoring

Per Minn. Stat. §16B.97 and Policy 08-10 grant monitoring will be conducted as needed and required.

Grantee Bidding Requirements for municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat. §471.345
- As applicable, 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:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

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 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:

As applicable, 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
Business Unit Coordinator
Email: sarah.hernandez@state.mn.us

Additional Links and Resources

- [Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes](#)
- [FY22/23 Grant Guidelines](#)
- [MMB Guidance to Agencies on Legacy Fund Expenditure](#)