

HENNEPIN COUNTY  
MINNESOTA

**Solicitation for Grant Applications**

Hennepin County Youth Activities Grants  
Facility Grants

Solicitation posted: [August 28, 2023](#)

Pre-Application Conference: [September 7, 2023 at 10:00 a.m.](#)

Closing date for all questions: [October 10, 2023 at 4:00 pm](#)

Solicitation due date: [October 17, 2023 at 4:00 p.m.](#)



# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota (“County”) is soliciting applications for the Youth Sports Facility Grant (the “Grant”). As used herein, the entity/individual responsible for any awarded Grant may be referred to as the “Applicant” and the Applicant’s response to this solicitation (the “Solicitation”) may be referred to as the “Application”.

Hennepin County Youth Activities Grants is a program focused on increasing youth access to activities by providing grant opportunities for Local Government Units (LGUs) within Hennepin County. The program has three grant initiatives:

- Water safety: grants support free and reduced cost swim lessons as well as lifeguard services.
- Sports: grants available for sports equipment, playgrounds, and sports facilities.
- Arts: funding for creative and musical youth activities.

Since it began in 2009, the program has awarded more than \$32.7 million in grants. State legislation authorizing the construction of Target Field allows Hennepin County to use a portion of the 0.15% sales tax surcharge to grant over \$2.5 million dollars each year to Hennepin County communities to assist with youth activities.

The County contracts with the Minnesota Amateur Sports Commission (MASC) as a third-party grant administrator for youth sports grants.

Over \$1.5 million has been made available for facility grants annually. Awards range from \$10,000 to \$300,000.

## 1.2 The Grant

The purpose of the facility grants is to allow municipalities, park districts, watershed districts and school districts to create, expand or improve athletic and recreational facilities to enhance opportunities for youth participation. Grant funds are meant to be the last funds for a project; therefore, funding is not meant to be used for fundraising purposes or as seed money for new projects. Grant funding may not be used for programming, operations, or maintenance of any facility.

**Grants between \$100,000 to \$300,000 are available.** Grant awards will be paid to grant recipients through a cost-reimbursement contract. The awards are paid as reimbursement after the Local Government Unit (LGU) submits documentation of project activity expenses.

To be eligible for the Grant:

- I. Applicants must be Local Government Units (LGUs).

*LGUs are defined as governmental entities. For the purposes of this grant, eligible LGUs are cities, public school districts, park districts, and watershed districts located in or operating within Hennepin County.*

*Charter schools, community education or other school departments, and community-based organizations must enlist a LGU to submit an application.*

*School departments, community education programs, and other subsidiaries of school districts are not partners for the purposes of this grant program and would be considered part of the school district.*

- II. The majority of youth served by the proposed project should reside within Hennepin County
- III. Recreational users should primarily be youth 18 years of age or younger

Eligible facility projects may include, but are not limited to:

<b>Eligible Facility Projects</b>	
<ul style="list-style-type: none"><li>• Baseball and softball fields</li><li>• Soccer, football, and lacrosse fields</li><li>• Tennis courts</li><li>• Hockey rinks</li><li>• Skate parks</li></ul>	<ul style="list-style-type: none"><li>• Gymnasiums</li><li>• Synthetic turf</li><li>• Adaptive recreation facilities</li><li>• Pools and water parks</li><li>• Facility upgrades that improve accessibility</li></ul>

LGUs are strongly encouraged to partner with businesses, nonprofits, and other organizations to promote youth activities in their communities.

### 1.3 Grant Application

When submitting an application, Applicants must follow the specific format and content requirements below. Failure to do so will likely prolong the evaluation process and/or may be grounds for rejection of the Application.

Applicant shall describe, in detail, the proposed uses of the Grant funds for the Project. Any other use of Grant funds is strictly prohibited. Applicant shall be solely responsible for securing all additional funds necessary for completion of the Project.

Applicant agrees to only use the Grant funds for the uses indicated above. Use of Grant funds for any other purpose is strictly prohibited. If Applicant uses Grant funds for any other purpose, Applicant shall, upon County’s written demand, repay all Grant funds awarded.

### 1.4 Pre-Application Conference

A pre-application conference will be held via Microsoft Teams on Thursday September 7, 2023 at 10:00am  
Access information:

# Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 253 099 706 388

Passcode: 3UetuN

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 612-263-6117,,806265144#](#) United States, Minneapolis

Phone Conference ID: 806 265 144#

## 2 Evaluation and selection

### 2.1 Applicant evaluation and recommendation for selection

MASC will consider the Application to determine whether it meets County’s requirements and is otherwise eligible for a Grant award. MASC will receive applications, review them for eligibility, and evaluate applications based on the criteria outlined in Section 2.3. Applications will be distributed to a review panel for evaluation. The review panel may consist of trained staff, community volunteers and professionals with a background in sports programming. All materials, including applications and review materials, will be turned over to Hennepin County following the evaluation process. The County will compile recommendations for award for presentation to the Hennepin County Board of Commissioners. The Hennepin County Board of Commissioners will determine which applicants receive awards.

Submission of an Application shall neither obligate nor entitle an Applicant to enter into a contract with the County or to receive a Grant. This Solicitation does not commit the County to award a contract. Submission of an application shall neither obligate nor entitle an Applicant to enter into a contract with the County. The County reserves the following rights, to be exercised in the County’s sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this Solicitation; 2) to seek clarification or additional information from any Applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Applicant; 4) to reject any or all application with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by addenda this Solicitation, in part or entirely; 7) to award multiple contracts to Applicant; and/or 8) award a contract to a grantee that did not submit an application.

### 2.2 Evaluation of responsiveness

MASC will consider all the material submitted by the Applicant to determine whether the Applicant’s offer is in compliance with the terms and conditions set forth in this Solicitation. Applications that do not comply with the provisions in this Solicitation may be considered nonresponsive and may be rejected. Notwithstanding the foregoing, MASC and the County expressly reserve the right to reject any or all Applications with or without cause.

**2.3 Evaluation Criteria**

Evaluation criteria shall include the following:

- A. Reach
  - I. Number of individual athletes served directly by new equipment purchase.
  - II. Relative to number of athletes served to population of city in which LGU is located.
  
- B. Project Readiness
  - I. Project proposal plans execution timeline – date of estimated completion.
  - II. Current funding levels relative to total project cost
  
- C. Environmental & Accessibility Improvements
  - I. Project proposal provides plans to improve facility accessibility and inclusivity.
  - II. Project proposal provides plans to address environmental improvements.
  
- D. Disparity Reduction
  - I. Project proposal addresses inclusivity and access for diverse populations.
  - II. Project will have a positive impact on populations who reside in areas that have been underserved or come from communities impacted by structural or institutional inequality.

MASC and the County reserve the right to consider the equitable geographic distribution of the award scheme throughout Hennepin County when presenting recommendations to the Hennepin County Board of Commissioners for award determination.

MASC and the County reserve the right to determine whether any aspect of the Application satisfactorily meets the criteria, the right to seek clarification or additional information from any Applicant(s), and the right to waive any irregularities or informalities that MASC and the County deem is in their best interest.

**2.4 Execution of Grant agreement**

The County may condition the Grant award upon Applicant’s execution of a Grant agreement provided by County. As applicable, the Grant agreement shall define the legal relationship between County and Applicant.

All awards are subject to approval by the Hennepin County Board of Commissioners. At the County’s discretion, some applications may not be funded or will only receive partial funding. When the County Board approves grants, the County announces all grant winners in a news release.

Grant awards will be paid to grant recipients through a cost-reimbursement contract. Before a contract becomes effective between the County and any Applicant, the contract award must be ratified and signed by the County Board or its designee. If for any reason the County Board or its designee does not ratify and sign the contract, then there are no binding obligations whatsoever between the County and the Applicant relative to the proposed contract.

The County may condition the Grant award upon Applicant's execution of a Grant agreement provided by County. As applicable, the Grant agreement shall define the legal relationship between County and Applicant.

The awards are paid as reimbursement after the Local Government Unit submits documentation showing services rendered. Grant recipients should maintain a system to track grant budget expenditures. Grant recipients will need to have documentation that supports budget line-item expenses. If subcontracting is an allowable expenditure in the approved budget, grant recipients should follow applicable state and federal procurement laws and select responsible vendors who are not debarred or suspended, not engaged in unlawful practices and who are qualified.

Hennepin County must be notified of programming events. Grant recipients may be asked to coordinate activities with Hennepin County departments including Purchasing, Finance and Communications. Hennepin County Communications may attend events and activities to take photos and promote the program with portable signage.

Grant recipients will be asked to submit periodic reports to Hennepin County including data for program evaluation purposes.

No awards may be used for programming, operations, or maintenance of any facility. Recipients may contract operations and maintenance to a non-public entity, but ownership and operational responsibility must remain with the local government unit.

If you receive a facility and playground award, you must include recognition of the Hennepin County Youth Sports program on your facility signage.

Hennepin County must be notified of grand opening events for facility and playground awards. Hennepin County Communications may attend to take photos and promote the program with portable signage.

When the County Board approves facility grants each year, the County announces all grant winners in a news release.

If the proposed facility site is privately owned, the owner must agree to a covenant with the local government unit to ensure long-term public access to the facility. See [mnsports.org/hennepin-county-youth-sports-grant/](https://mnsports.org/hennepin-county-youth-sports-grant/) for more details about this covenant.

Awardees may also be required to provide additional information as deemed appropriate by the County.

## 3 General rules

### 3.1 Solicitation for Grant Applications and Grant overview

This Solicitation for Grant Applications is an invitation for Applicants to submit a Grant Application to MASC. It is a means by which MASC and the County may facilitate the acquisition of information related to awarding the Grant and is **NOT A COMMITMENT OR OBLIGATION TO AWARD ANY AMOUNT.**

Nothing in this Application shall obligate County to (i) award any amount; (ii) award any subsequent grants; or (iii) pay or otherwise make any additional distributions.

### **3.2 Estimated timeline and extension of time**

Recommendation of award – December 2023

Anticipated Grant award – January 2024

These dates are subject to revision or cancellation by MASC and the County in their sole and absolute discretion.

### **3.3 Application submission**

Applications will be received by MASC. Submit an electronic copy to [grants@mnsports.org](mailto:grants@mnsports.org) or a hard copy to: Attn: MASC- HYSP, 1750 105th Ave. NE, Blaine, MN 55449.

MASC will receive electronic and paper applications during the open application period. While compiling materials from applicants, MASC will review applications to ensure that they contain all necessary and required information. If information is missing from an application, MASC reserves the right to contact applicants to request that the missing information is included with the final application.

MASC will compile, review, and evaluate applications. After review, application and review materials will be submitted to the County. Records will be stored by the County in adherence with County record retention policies. Award recommendations will be presented to the Hennepin County Board of Commissioners. The Hennepin County Board of Commissioners will determine which applicants receive awards.

Failure to submit an Application on time may be grounds for rejection of the Application; however, MASC and the County reserve the right, in their sole and absolute discretion, to accept Applications after the Application due date.

### **3.4 Questions and Pre-application Assistance**

Applicants are invited to schedule an individual Technical Assistance (TA) session with program staff to discuss questions specific to individual projects. TA sessions are offered in one hour time slots between the hours of 9am and 4pm, Monday through Friday. Prospective Applicants may sign up for a TA session by contacting MASC at [grants@mnsports.org](mailto:grants@mnsports.org).

### **3.5 Addenda**

The County reserves the right to modify this Solicitation at any time prior to the Application due date. It is the responsibility of each prospective Applicant to assure receipt of all addenda. Applications should be based on this Solicitation document and any formal written addenda. Applicants should not rely on oral statements, or site visits.

### **3.6 County's right to withdraw, cancel, suspend and/or modify the Solicitation**

The County reserves the right to withdraw, cancel, suspend, and/or modify this Solicitation for any reason and at any time with no liability to any prospective Applicant for any costs or expenses incurred in connection with the Solicitation or otherwise.

### **3.7 Applicant's right to edit or cancel an Application**

An Application may be edited or cancelled prior to the Application due date.

### **3.8 Applications will not be returned**

Upon submission, Applications will not be returned. Applications will be stored by Hennepin County for record keeping in accordance with County record keeping protocols.

### **3.9 Public disclosure of Application documents**

Under Minnesota law, applications are private or nonpublic until the proposals are opened on the proposal due date. Once the applications are opened, the name of the Applicant becomes public. All other data in the application is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with an Applicant. At that time, all remaining data submitted by all Applicants is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

**Applicants must not submit trade secret material, as defined by Minn. Stat. § 13.37**, as part of their application. The County does NOT consider cost or prices to be trade secret material, as defined by the statute. Applicants may present and discuss trade secret information during an interview or demonstration, if applicable.

The Applicant agrees, as a condition of submitting its Application, the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Application. The Applicant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision. This indemnification survives the County's award of a contract. In submitting an application in response to this Solicitation, the Applicant agrees that this indemnification survives as long as the Application is in the County's possession. The County is required to keep all the basic documents related to its contracts, including applications, for a minimum of seven years.

### **3.10 Applicant's costs**

The County shall not be responsible for any costs incurred by Applicant in relation to this Solicitation. Applicant shall bear all costs of Application preparation, submission, and attendance at interviews, or any other activity associated with this Solicitation or otherwise.



### **3.11 Conflict of interest**

The Applicant affirms that to the best of its knowledge the submission of its Application, or any resulting Grant award, does not present an actual or perceived conflict of interest. Strictly for illustration purposes, a personal relationship with a County employee directly or indirectly involved in the Grant process may be a conflict of interest.

The Applicant agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest by an Applicant. To avoid a conflict of interest by an Applicant, the County may utilize methods including disqualifying an Applicant from eligibility for the Grant or cancelling the Grant if the conflict is discovered after the Grant has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

## **4 Attachments**

### **4.1 Attachment 1 - Application Format and Content**

### **4.2 Attachment 2 - Attestation Letter Template**

## Attachment 1 – Application format and content

Include one copy of the signed attestation letter, completed application and any attachments. You should title all documents with the name of your organization and then the name of the document.

### 1. Attestations

All applications must include an attestation letter provided in Attachment 2. The letter must be on official letterhead and signed by the Local Government Unit (LGU). With the letter, the Applicant attests and discloses:

- a. The Local Government Unit (LGU) has reviewed this application and believes it is consistent with its program goals. The LGU is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in this application.
- b. Disclosure of any conflicts in accordance with the Solicitation.

### 2. Application

The Application shall contain the following information (and in the same order):

- a. Application Information
  - i. Legal name of Local Government Unit (LGU)
  - ii. Title for Proposal
  - iii. Official Mailing Address
  - iv. Proposal Contact Name, Professional Title, Phone Number, Email
  - v. Signatory Contact Name, Professional Title, Email
  - vi. Implementation model for grant funds
  - vii. Total grant request (in dollars)
  - viii. Facility Name
  - ix. Facility address
  - x. Number of youths estimated to be served/impacted by grant funding (number only)
  - xi. How did you estimate the number of youths served?
- b. Organizational Capacity and Project Information
  - i. A profile of the Applicant and/or partner organization, including, as applicable, the size, organizational structure, history, and mission
  - ii. Describe the relevance of the Grant to your organizations mission or the mission of your partner organization.
  - iii. Describe the proposed facility project.
- c. Project Readiness
  - i. Describe project timeline from intended start date and ensuing stages to completion date.

- ii. For collaborative groups/project partnerships, discuss the intended role each organization will play within the collaboration.
      - iii. List any matching funds and their source.
  - d. Project Impact on disparity reduction
    - i. Describe the demographics of who will be using the facility.
      - i. Statistics such as socioeconomic status, free and reduced lunch numbers of userbase based on participating school students, and any census data of catchment is helpful.
    - ii. Describe how the proposed project addresses inclusivity and access for a diverse population.
    - iii. Describe the impact the facility will have on communities that have been underserved by private and/or public resources AND on populations who have experienced structural and/or institutional inequality.
  - e. Project Environmental Improvements and Sustainability
    - i. Describe environmental sustainability elements of the proposed project and potential environmental impact.
      - i. Sustainable design features seek to reduce negative impacts on the environment and the health and comfort of building occupants.
      - ii. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments.
    - ii. Describe improvements or elements that address accessibility and inclusion in your proposed facility for your community.
      - i. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.
      - ii. Inclusion refers to the intentional, ongoing effort to ensure that diverse individuals fully participate.
  - f. Project Budget
    - i. Include your total project budget (may be attached as a separate document).
    - ii. Include narrative about your requested grant amount with justification.
    - iii. Include descriptions and pricing information of anticipated items for which you will be requesting reimbursement.

## Attachment 2 – Attestation letter template

Copy and paste the following attestation letter template on official Local Government Unit (LGU) letterhead and submit it with signature as part of your application.

(Date)

Hennepin County  
Contract and Purchasing Services  
ATTN: Youth Activities Grants Coordinator  
300 South 6<sup>th</sup> Street, MC 175  
Minneapolis, MN 55487

To Whom It May Concern:

This letter serves as an attestation to the following:

- The Local Government Unit (LGU) has reviewed this application and believes it is consistent with its program goals. The LGU is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in this application.
  
- Disclosure of any personal or organizational conflicts of interest in accordance with the Solicitation:
  - No conflicts of interest
  - The following conflict(s): \_\_\_\_\_

Sincerely,

(Name and Professional Title)  
(Signature with Date)