



PARKS & DOCKS COMMISSION  
MEETING AGENDA

February 27, 2023 – 5:30 pm

1. CALL MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA<sup>1</sup>
  - A. Meeting Minutes from December 19, 2022
  - B. Meeting Minutes from January 23, 2023
5. PUBLIC FORUM<sup>2</sup> (*maximum time of five minutes per person*)
6. OLD BUSINESS
  - A. 2023 Capital Projects
    - a. Trail Connection
    - b. Manitou Backstop
    - c. Wekota Tennis Courts
    - d. Pleasant Park Study
  - B. Cambria Donation Update
  - C. Other Grant/Donation Opportunities Update
  - D. Manitou Parking Lot Lighting
  - E. Docks Update
7. NEW BUSINESS
  - A. Arctic Fever Recap & Review
  - B. Search for Commissioners Update
8. MISCELLANEOUS
  - A. None
9. UPCOMING MEETINGS
  - A. March 27, 2023 – Parks & Docks Commission – 5:30 pm
10. ADJOURNMENT

<sup>1</sup>All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one Commission motion. Items on the Consent Agenda are reviewed in total by the Commission and may be approved through one motion with no further discussion by Commission. Any item may be removed by any Commissioner, staff member or person from the public for separate consideration.

<sup>2</sup>For individuals who wish to address the Commission on subjects which are not a part of the meeting agenda. Typically, the Commission will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future action.

## Parks 5 Year Capital Improvement Plan

Project	2023	2024	2025	2026	2027
Manitou Park Trail Connection	\$80,000	\$0	\$0	\$0	\$0
Manitou Park Parking Lot Expansion	\$0	\$0	\$0	\$100,000	\$0
Manitou Parking Lot Lighting	\$0	\$0	\$0	\$25,000	\$0
Manitou Park Multi-Purpose Facility	\$0	\$600,000	\$0	\$0	\$0
Manitou Park Playground	\$0	\$150,000	\$0	\$0	\$0
Manitou Park Baseball Field Backstop	\$85,000	\$0	\$0	\$0	\$0
Manitou Park Hockey Rink	\$0	\$0	\$175,000	\$0	\$0
Manitou Park Shared Storage Facility	\$20,000	\$0	\$0	\$0	\$0
Manitou Park Landscaping and Pathways	\$20,000	\$0	\$0	\$50,000	\$0
Manitou Park Scoreboard	\$0	\$15,000	\$0	\$0	\$0
Docks Safety/ Security Upgrades	\$5,000	\$0	\$30,000	\$0	\$0
Pleasant Park Concept Plan	\$10,000	\$0	\$0	\$0	\$0
Pleasant Park Rehabilitation	\$0		\$32,500	\$50,000	\$0
Old Orchard Park Pier Rehabilitation	\$50,000	\$0	\$0	\$0	\$0
Wekota Tennis Court Resurfacing	\$0	\$50,000	\$0	\$0	\$0
Wekota Beach Rehabilitation	\$0	\$0	\$0	\$25,000	\$0
Fire Lane Concept Plan	\$0	\$10,000	\$0	\$0	\$0
Fire Lane Improvements	\$0	\$0	\$20,000	\$20,000	\$20,000
Crescent Beach Rehabilitation	\$0	\$0	\$25,000	\$0	\$0
Total Expenses	\$270,000	\$825,000	\$282,500	\$270,000	\$20,000
Revenue Source	2023	2024	2025	2026	2027
General Fund	\$85,000	\$85,000	\$85,000	\$50,000	\$0
Dock Revenue	\$150,000	\$150,000	\$175,000	\$175,000	\$175,000
Grant Revenue	\$20,000	\$0	\$0	\$0	\$0
Donation Revenue	\$10,000	\$600,000	\$100,000	\$0	\$0
Field/ Facility Rental Revenue	\$5,000	\$5,000	\$7,500	\$10,000	\$10,000
Other / TBD	\$0	\$0	\$0	\$0	\$0
Funding Total	\$270,000	\$840,000	\$367,500	\$235,000	\$185,000
<b>Fund Balance as of 12/31</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$100,000</b>	<b>\$65,000</b>	<b>\$230,000</b>

## Solicitation for Grant Applications

# Hennepin County Youth Sports Playground Grant

Solicitation due date: **March 17, 2023 at 4 p.m.**

Closing date for all questions: **March 10, 2023 at 4 p.m.**

# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota (“County”) is soliciting applications for the Youth Sports Playground 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”.

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 million dollars each year to Hennepin County communities to assist with youth activities. A total of \$250,000 annually has been made available for playground grants.

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

## 1.2 The Grant

The purpose of the playground grants is to build and improve playground structures throughout Hennepin County. Grant funds may be used for new playground construction, playground renovations or improvements. 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. The awards are paid as reimbursement to the local government unit after the playground structure has been installed and paperwork showing payment has been submitted. **Grants up to \$50,000 are available.**

To be eligible for the Grant:

- Applicants must be Local Government Units (LGUs). LGUs are defined as governmental entities. For the purposes of this grant, eligible LGUs are municipalities, park districts, public school districts and watershed districts located or operating in Hennepin County. Charter schools and youth sports associations must enlist a local government unit to submit the application.
- LGUs are strongly encouraged to partner with businesses, nonprofits, and other organizations to promote youth activities in their communities. Partnerships between local government units can include playgrounds co-located on school and park facilities or other operating arrangements. Partnerships with non-profit organizations can include matching funds from a source outside the LGU making the request or volunteering hours for community build installations. Athletic Departments, Community Education, and other subsidiaries of school districts are not partners for the purposes of this grant program.
- The playground must be located within Hennepin County

## 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.

## 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. Financial need
  - I. Demonstrated provision of programming in financially underserved areas or working with populations who have been financially underserved in Hennepin County
  - II. Lack of funding from internal or external entities available to cover requested costs
  - III. Projects demonstrating financial need will be shown greater preference when evaluated
- B. Number of people served
  - I. Impact on communities that have been underserved
  - II. Impact on populations who have experienced structural and/or institutional inequality
  - III. Number of projected youths who would be able to access the playground
  - IV. Projects demonstrating impact and greatest number of youths served will be shown greater preference when evaluated
- C. Partnerships between local units of government and community or non-profit organizations
  - I. Demonstrated collaboration and/or partnership with a community-based agency or non-profit organization
  - II. Projects with community involvement and partnerships will be shown greater preference when evaluated
- D. Leveraging non-Hennepin County funds and in-kind contributions
  - I. Availability of matching funds
  - II. Ability to leverage non-Hennepin County funds and in-kind contributions
- E. Sustainability
  - I. Capacity to improve playground accessibility and inclusivity
  - II. Community support - Community support can include letters from parent or neighborhood groups, a public process for seeking community input, or other evidence of community engagement with the project.
  - III. Environmental impact of proposed playground construction
  - IV. Projects demonstrating sustainability will be shown greater preference when evaluated
- F. Equitable distribution throughout the County
  - I. To the extent possible, grants will be awarded to a mix of activities and distributed to communities throughout Hennepin County

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.

The Grant awards are paid as reimbursement to the local government unit after the playground structure has been installed and paperwork showing payment has been submitted.

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 an application is selected for a grant award, the Applicant will need to provide a W9 form and will need to supply a Minnesota Tax Identification Number and Federal Tax Identification Number (Employer Identification Number). 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 – May 2023

Anticipated Grant award – June 2023

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 half 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 Attestation Letter Template

# Attachment 1 – Application format and content

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.

Applicants must use the application template and attestation letter template when submitting applications. Applicants must adhere to template formatting and content guidelines.

Applications content:

## 1. Statement Attestations

The Applicant must attest:

- a. That the Applicant has reviewed and agrees to be bound by the Hennepin County Grant Agreement.
- b. 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.
- c. 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. LGU Mailing Address:
  - iii. Applicant Contact and Title, Telephone Number, Email address:
  - iv. Signatory Contact and Title, Telephone Number, Email address (*must have signatory authority for the grant amount and/or amount of the matching funds*):
  - v. Collaborating/Partnership Agency:
  - vi. Collaborating Agency Address:
  - vii. Collaborating Agency Contact and Title, Telephone Number, Email address:
  - viii. Delegation of authority – list contacts and/or agencies to whom you wish to delegate authority:
  - ix. Name of Playground:
  - x. Address of playground:
  - xi. Number of estimated youths who will use the playground annually:
- 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 organization’s mission or the mission of



## Attachment 2 – Attestation letter template

Copy and paste the following attestation letter template onto official letterhead and submit it with signature as part of your application:

*(Date)*

Minnesota Amateur Sports Commission  
Attn: Karah Lodge  
1750 105<sup>th</sup> Avenue NE  
Blaine MN 55449

To Whom It May Concern:

This letter serves as an attestation to the following:

- That I, the Applicant, have reviewed and agree to be bound by the Hennepin County Grant Agreement.
- 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 conflicts in accordance with the Solicitation:
  - No conflicts of interest
  - The following conflict(s): \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*(Name and Title)*

\_\_\_\_\_  
*(Signature with Date)*

## Solicitation for Grant Applications

# Hennepin County Youth Sports Equipment Grant

Solicitation due date: **March 17, 2023 at 4 p.m.**

Closing date for all questions: **March 10, 2023 at 4 p.m.**

# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota (“County”) is soliciting applications for the Youth Sports Equipment 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”.

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 million dollars each year to Hennepin County communities to assist with youth activities. In 2011, the Hennepin County Board of Commissioners approved a youth sports equipment grant program, which allows local government units and youth sports associations to apply for grants to purchase capital equipment relating to youth athletics or recreation. A total of \$250,000 annually has been made available for equipment grants.

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

## 1.2 The Grant

The purpose of the equipment grants is to increase capacity for number of youths served, improve playability, provide enhanced training, and promote stronger relationships between local government units and youth sports associations. 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. Funds can be granted for up to the full amount of the equipment. The awards are paid as reimbursement to the local government unit after the equipment has been purchased and a reimbursement request showing payment has been submitted. A total of \$125,000 has been made available for this Spring 2023 equipment grant cycle. **Grants up to \$10,000 are available.**

To be eligible for the Grant:

- Applicants must be Local Government Units (LGUs). LGUs are defined as governmental entities. For the purposes of this grant, eligible LGUs are municipalities, park districts, public school districts and watershed districts located or operating in Hennepin County. Charter schools and youth sports associations must enlist a local government unit to submit the application.
- LGUs are strongly encouraged to partner with businesses, nonprofits, and other organizations to promote youth activities in their communities. Athletic Departments, Community Education, and other subsidiaries of school districts are not partners for the purposes of this grant program.
- Equipment must be used for youth sports activities in Hennepin County
- The majority of youth served should reside within Hennepin County
- Youth served must be 21 years of age or younger, with preference given to projects focusing on youth 18 years or younger

All equipment must be for association or team use – items worn or used by just one person are not allowed. Equipment must be used for youth sports activities and used by youths aged 21 years or younger. Applications for sound systems will be evaluated based on intended use and applicability to youth sports functions.

Eligible youth sports equipment may include, but is not limited to:

- Goals and nets
- Pitching machines
- Field maintenance equipment for the purpose of supporting playability and game readiness
- Backboards
- Blocking sleds and dummies
- Gymnastics and tumbling equipment
- Volleyball standards
- Wrestling mats
- Track and field equipment
- Balls (basketballs, softballs, soccer and futsal balls, baseballs, volleyballs, etc)
- Bats, rackets, hockey sticks, lacrosse sticks
- Ice skates, skating aides
- Helmets and safety equipment that may be sanitized and used by multiple players
- Adaptive sports equipment

### 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.

## 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. Financial need
  - I. Demonstrated provision of programming in financially underserved areas or working with populations who have been financially underserved in Hennepin County
  - II. Lack of funding from internal or external entities available to cover requested equipment costs
  - III. Projects demonstrating financial need will be shown greater preference when evaluated
- B. Number of people served
  - I. Impact on communities that have been underserved
  - II. Impact on populations who have experienced structural and/or institutional inequality
  - III. Number of youths served by the project and the proportion of youths served by the project residing in Hennepin County
  - IV. Projects demonstrating impact and greatest number of youths served will be shown greater preference when evaluated
- C. Partnerships between local units of government and community or non-profit organizations
  - I. Demonstrated collaboration and/or partnership with a community-based agency or non-profit organization
  - II. Projects with community involvement and partnerships will be shown greater preference when evaluated
- D. Leveraging non-Hennepin County funds and in-kind contributions
  - I. Availability of matching funds for youth sports activities
  - II. Ability to leverage non-Hennepin County funds and in-kind contributions
- E. Sustainability
  - I. Capacity of project to increase access to youth sports activities in Hennepin County

- II. Capacity to promote accessibility and inclusivity
- III. Projects demonstrating sustainability will be shown greater preference when evaluated
- F. Equitable distribution throughout the County
  - I. To the extent possible, grants will be awarded to a mix of activities and distributed to communities throughout Hennepin County.

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.

The Grant awards are paid as reimbursement to the local government unit after the equipment has been purchased and a reimbursement request showing payment has been submitted.

If an application is selected for a grant award, the Applicant will need to provide a W9 form and will need to supply a Minnesota Tax Identification Number and Federal Tax Identification Number (Employer Identification Number). 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 – May 2023

Anticipated Grant award – June 2023

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.

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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 half 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 Attestation Letter Template

# Attachment 1 – Application format and content

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.

Applicants must use the application template and attestation letter template when submitting applications. Applicants must adhere to template formatting and content guidelines.

Applications content:

## 1. Statement Attestations

The Applicant must attest:

- a. That the Applicant has reviewed and agrees to be bound by the Hennepin County Grant Agreement.
- b. 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.
- c. 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. LGU Mailing Address:
  - iii. Applicant Contact and Title, Telephone Number, Email address:
  - iv. Signatory Contact and Title, Telephone Number, Email address (*must have signatory authority for the grant amount and/or amount of the matching funds*):
  - v. Collaborating/Partnership Agency:
  - vi. Collaborating Agency Address:
  - vii. Collaborating Agency Contact and Title, Telephone Number, Email address:
  - viii. Delegation of authority – list contacts and/or agencies to whom you wish to delegate authority:
  - ix. Name of Project:
  - x. Address of project location(s):
  - xi. Number of estimated youth to be served/impacted by project:
- 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 organization’s mission or the mission of



## Attachment 2 – Attestation letter template

Copy and paste the following attestation letter template onto official letterhead and submit it with signature as part of your application:

*(Date)*

Minnesota Amateur Sports Commission  
Attn: Karah Lodge  
1750 105<sup>th</sup> Avenue NE  
Blaine MN 55449

To Whom It May Concern:

This letter serves as an attestation to the following:

- That I, the Applicant, have reviewed and agree to be bound by the Hennepin County Grant Agreement.
- 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 conflicts in accordance with the Solicitation:
  - No conflicts of interest
  - The following conflict(s): \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*(Name and Title)*

\_\_\_\_\_  
*(Signature with Date)*



# Local Trail Connections Program

This program provides grants to local units of government to promote relatively short trail connections between where people live and desirable locations, not to develop significant new trails. Funding for this grant program is from "In Lieu Of" lottery proceeds. This program is established in Minnesota Statutes 85.019 (<https://www.revisor.mn.gov/statutes/?id=85.019>) .

## Eligible projects

Eligible projects include acquisition and development of trail facilities. Projects must result in a trail linkage that is immediately available for use by the general public. Trail linkages include connecting where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails). Acquisition of trail right-of-way is eligible only when proposed in conjunction with trail development. Acquisition projects require a perpetual easement for recreational purposes. Development projects require a 20 year maintenance commitment by the project sponsor. Projects inside state park boundaries, state recreation areas, on state trail corridors and elements of the Regional Open Space System in the Twin Cities Metro System are not eligible.

## Eligible applicants

Eligible applicants include counties, cities, and townships.

## Level of assistance

Grants are reimbursement based up to 75 percent of the total eligible project costs, and recipients must provide a non-state cash match of at least 25 percent. Other state funds or grants, such as Parks and Trails Legacy Grants, or Metropolitan Council Grants cannot match these grants. Project costs must be incurred and paid before reimbursement can be made. Project costs become eligible for reimbursement once a contract agreement is established between the DNR and the grantee.

The minimum grant request is \$5,000, and the maximum grant award is \$250,000.

## Grant funding available

Funding available for FY 2024 is a portion of \$1.1 million from "In Lieu Of" lottery proceeds available for three Park and Trail grant programs. Additional state Environment and Natural Resources Trust Fund dollars may be recommended by the Legislative Citizens Commission

on Minnesota Resources (LCCMR) (<https://www.lccmr.leg.mn/>) . Other state funding may be available but is subject to Legislative approval. Final amounts available will not be known until after the legislative session ends.

## Funding priorities

Priority for trail project funding will be given to projects that provide significant connectivity. Considerations also include trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.

## Grant awards

The Department of Natural Resources will review and rank applications during the spring of 2023. Grant awards will be announced in the summer of 2023.

## Funded grants



- [2022](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2022)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/local\\_trails\\_connection/2022](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2022)  
 PDF
- [2021](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/21fu-grants-ltc.pdf)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/regional\\_trail\\_program/21fu-grants-ltc.pdf](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/21fu-grants-ltc.pdf))  PDF
- [2020](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/2020)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/regional\\_trail\\_program/2020](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/2020)  
 PDF
- [2019](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/19fu-grants-ltc.pdf)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/regional\\_trail\\_program/19fu-grants-ltc.pdf](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/19fu-grants-ltc.pdf))  PDF
- [2018](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/18fu)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/regional\\_trail\\_program/18fu](https://files.dnr.state.mn.us/assistance/grants/recreation/regional_trail_program/18fu)  
 PDF

## Project period

Projects cannot begin until all requested final documentation has been submitted and an agreement between the applicant and the state has been signed. Funded projects must begin promptly after an agreement has been signed. All work funded with FY 2024 appropriations must be completed no later than June 30, 2025.

## How to apply

The completed application is **due March 31, 2023**. If you would like feedback on your application, please submit it by March 10, 2023. Grant application materials are linked below.

- [2023 Grant Application](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2023)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/local\\_trails\\_connection/2023](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2023))  
 DOC
- [2023 Program Manual](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2023)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/local\\_trails\\_connection/2023](https://files.dnr.state.mn.us/assistance/grants/recreation/local_trails_connection/2023))  
 PDF

## Contact information

Dan Golner, Grants Specialist Coordinator, 651-259-5599  
[Daniel.Golner@state.mn.us](mailto:Daniel.Golner@state.mn.us) (<mailto:Daniel.Golner@state.mn.us?subject=Local%20Trail%20Connection%20Program%20Grants>)

Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road, Box 39  
Saint Paul, MN 55155

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### Questions?

Call 651-296-6157 or 888-646-6367

Email us: [info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

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# Outdoor Recreation Grant Program


## Program purpose

To increase and enhance outdoor recreation facilities in local and community parks throughout the state. This program is established in Minnesota Statutes 85.019 (<https://www.revisor.mn.gov/statutes/?id=85.019>) .

Metro regional parks and Greater Minnesota regional parks are not eligible for funding under this program. Funding for designated regional parks and trails is available from the Metropolitan Council (<https://metro council.org/Parks/About.aspx>) and the Greater Minnesota Regional Park and Trails Commission (<https://www.gmrptcommission.org/>) .

## How it works

The Outdoor Recreation Grant Program provides matching grants to local units of government for up to 50% of the cost of acquisition, development and/or redevelopment of local parks and recreation areas.

Only one park may be included in an application and only one application per park. Applicants are eligible to submit more than one application and receive more than one grant. Significant progress must be completed on active projects before an additional proposal can be submitted. Review frequently asked questions ([https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor\\_rec/faqs.pdf](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/faqs.pdf))  PDF.


## Eligible applicants

Cities, counties, and townships.

## Eligible projects

Park acquisition and/or development/redevelopment including, internal park trails, picnic shelters, playgrounds, athletic facilities, boat accesses, fishing piers, swimming beaches and campgrounds. All park projects must be maintained for outdoor recreation into perpetuity.

## Minimum requirements

Project proposals must include, at least, one of the eligible primary outdoor recreation facilities in the program manual ([https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor\\_rec/fy24-or-manual.pdf](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/fy24-or-manual.pdf))  PDF and have a total project cost of at least \$20,000. Support facilities such

as restrooms and parking lots can only be funded as part of a larger project that includes a primary recreation facility. Land proposed for development and/or redevelopment must be owned by the applicant or be part of an acquisition project.

## **Level of assistance**

Grants are reimbursed based up to 50 percent of the total eligible costs. The maximum grant award is \$350,000 (for a total project cost of \$700,000). The local match can consist of cash; the value of materials, labor and equipment usage by the local sponsor; donations; or any combination thereof. Costs must be incurred and paid for before reimbursement can be made.

## **Grant funding available**

There are two sources of funding for the Outdoor Recreation Grant Program: federal and state funds. Federal funds come from the Land and Water Conservation Fund (LWCF) (<https://www.dnr.state.mn.us/aboutdnr/lawcon/index.html>). Federal funding available for FY 2024 has not yet been allocated but should be at least \$2.5 million for the Outdoor Recreation Grant Program and the Natural and Scenic Areas Grant Program.

State funding available for FY 2024 is a portion of \$1.1 million from “In Lieu Of” lottery proceeds available for three Park and Trail grant programs. Additional state Environment and Natural Resources Trust Fund dollars may be recommended by the Legislative Citizens Commission on Minnesota Resources (LCCMR) (<https://www.lccmr.leg.mn/>). Other state funding may be available but is subject to Legislative approval. Final amounts available will not be known until after the legislative session ends.

## **Funding priorities**

The 2020-2024 State Comprehensive Outdoor Recreation Plan (SCORP) (<https://www.dnr.state.mn.us/aboutdnr/reports/scorp/index.html>) is Minnesota’s outdoor recreation policy plan. This plan was developed with public and stakeholder input. It establishes outdoor recreation priorities for Minnesota to assist outdoor recreation and natural resource managers, the state legislature, and the executive branch in decision-making about the state’s outdoor recreation system and sets out criteria for awarding grants consistent with these identified priorities.

A majority of the review and selection process will focus on guidelines outlined in the 2020-2024 SCORP. Additional review components will assess the design of the proposed project and existing park facilities. Project design should be compatible with the physical characteristics of the site, consistent with generally accepted engineering and architectural design standards, in accordance with accessibility standards and minimize risk to the health and safety of users.

## **Grant awards**



The Department of Natural Resources will review and rank applications during the spring of 2023. Preliminary grant awards will be announced in the summer of 2023.

## Project period

The project start date will be the fall of 2023 or later depending on requirements for environmental resources, historical and archeological resources, and federal approval, if applicable. All work must be completed by June 30, 2025. Most of our funding does not allow for a project extension beyond this date. Applicants should focus on projects that will be completed during the 2024 construction season.

## How to apply

The completed application is **due March 31, 2023**. If you would like feedback on your application, please submit it by March 10, 2023.

- [2023 Outdoor recreation grant application](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/fy24-or-application.docx)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor\\_rec/fy24-or-application.docx](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/fy24-or-application.docx))  DOC
- [2023 Outdoor recreation program manual](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/fy24-or-manual.pdf)  
([https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor\\_rec/fy24-or-manual.pdf](https://files.dnr.state.mn.us/assistance/grants/recreation/outdoor_rec/fy24-or-manual.pdf))  PDF

## Contact

**Audrey Mularie, Grants Specialist**

[audrey.mularie@state.mn.us](mailto:audrey.mularie@state.mn.us) (<mailto:audrey.mularie@state.mn.us?subject=Outdoor%20Recreation%20Grant%20Program>) or 651-259-5549

Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road, Box 39  
Saint Paul, MN 55155

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