

# Request for Proposals

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**City of Minneapolis**

**Neighborhood and Community Relations Department**

**One Minneapolis Fund**

February 3, 2016

**Proposals Due by: April 11, 2016 at 4:00p.m.**

# City of Minneapolis One Minneapolis Fund

## Funding Application

### **Fund Goals:**

The One Minneapolis Fund is designed to support diverse leadership development and community engagement in the City of Minneapolis. Proposals are requested to do this work in one of two ways:

### **Group A Funding**

Community or Cultural organizations should submit proposals for projects that develop leaders and engage communities and result in increased involvement in City leadership structures by diverse people. For the purpose of this RFP, “City leadership structures” refers to City of Minneapolis boards, commissions, neighborhood organizations, and other similar advisory or civic engagement groups.

Group A proposals may request a maximum of \$15,000.

### **Group B Funding**

Community or Cultural organizations should submit proposals for projects that develop leaders and engage communities in specific targeted audiences. These leaders and communities will demonstrate their leadership and engagement by defining a specific community issue, and ways to address them through their program.

Preferred (but not limited to) target audiences:

Youth (ages 12-24)  
Renters  
People experiencing homelessness  
African-Americans  
American Indians

The proposal must explain:

- The community issue to be addressed
- Why it is of concern to the target audience
- What actions (at a high level) the leaders will take to address the issue

Group B proposals may request a maximum of \$25,000.

### **Selection Criteria:**

All project proposals will be reviewed by the Neighborhood Community Engagement Commission (NCEC). The NCEC will recommend proposals to be funded to the Minneapolis City Council, which will make final decisions. To learn more information

# City of Minneapolis One Minneapolis Fund

## Funding Application

about the NCEC, please visit:

<http://www.minneapolismn.gov/ncr/boards/ncec/index.htm>.

The following general criteria will be used to evaluate proposals:

- Goals and outcomes of the project are clear and in line with the fund goals.
- Previous experience in managing projects that address leadership development and community engagement.
- The organization is meaningfully connected to the communities it serves in this project.
- The organization is actively working toward building an inclusive Minneapolis.
- Organizational and management capacity of the proposer to successfully complete the project.
- Project outcomes will be sustainable after funding is complete.
- Budget fits goals and outcomes.

While it is not a requirement of the fund, the selection process will also favor projects that are based on collaborations or connections between community or cultural organizations and other organizations (possibly neighborhood organizations, civic groups, etc.)

### ***Funding Available:***

For contracts awarded in 2016, a total of \$182,000 in funding is available.

### ***Indirect or Administrative Costs:***

The proposals may include indirect or administrative costs, at a rate of not to exceed 10 percent

### ***Funding Timeline:***

Proposals should state the requested timeline, which should be between 6 to 24 months, and should start within 3 months of receiving funding.

### ***Eligibility:***

Organizations eligible for funding from the fund must meet the following criteria:

- May not be a local, regional or state governmental entity. The exception to this is universities or colleges, which are eligible.

# City of Minneapolis One Minneapolis Fund

## Funding Application

- The applicant is non-profit organization registered as a 501(c)(3) with the U.S. Internal Revenue Service (or a university or college based in Minneapolis).
- Have a history of serving people in Minneapolis.
- Must show reliable fiscal agency meeting standards established by the City of Minneapolis.
- The headquarters is located in the City of Minneapolis.
- Must receive less than 50 percent of their annual budget from the City of Minneapolis.
- Only one application may be submitted by a single organization.
- A minimum of 75 percent of funding will be awarded to organizations with total annual budgets of less than \$1 million.

Organizations that have not been funded by the city before, and that represent diverse communities, are highly encouraged to apply. Past One Minneapolis Fund recipients are allowed to apply.

### ***Ineligible Organizations:***

Organizations that are ineligible for funding from the fund include the following:

- Local, regional or state governmental entities.
- Organizations that currently receive funding from the Minneapolis Community Participation Program.
- Receive 50 percent or more of the organization's budget from the City of Minneapolis.

### ***Eligible Activities:***

Activities described in the proposal must support leadership development and community engagement by members of under engaged communities. While events and conferences may be a part of the proposed activities, preference will be given to proposals which do not include a major event (one that costs more than 35 percent of the budget).

### ***Ineligible Activities:***

Fund raising, religious based activities, electoral campaigning, and professional lobbying.

### ***Reporting and***

# City of Minneapolis One Minneapolis Fund

## Funding Application

### **Measurement:**

Projects should begin upon receiving the grant, or on the start date given in the proposal. The organization will provide a letter to the NCEC attesting to the start date.

Funding recipients must submit an interim report the NCR Department six months after execution of a funding agreement. This interim report will describe process on achieving the project goals. At the completion of the funding agreement, funding recipients will submit a report to the Minneapolis Neighborhood and Community Development Department. Reports will include a final account of the use of funds, a description of the accomplishments of the project and how they relate to the project goals, and a description issues encountered in the project and recommendations for further work needed to address these issues.

Funded organizations will be expected to work with the NCEC to evaluate the One Minneapolis Fund program and formulate future guidelines for the program. This may include participating in work groups and promoting One Minneapolis activities.

### **Deadline:**

All applications must be submitted to the Minneapolis Procurement Office at the email address provided below, no later than 4:00 PM on April 11, 2015.

[RFP.Responses@minneapolismn.gov](mailto:RFP.Responses@minneapolismn.gov)

The Procurement Office is located at:

City of Minneapolis-Procurement  
330 South 2<sup>nd</sup> Ave, Suite 552  
Minneapolis, MN 55401

### **Questions:**

Any questions on the Request for Proposals may be submitted in writing to:

Howard Blin, Community Engagement Manager

[Howard.Blin@minneapolismn.gov](mailto:Howard.Blin@minneapolismn.gov)

City of Minneapolis Neighborhood and Community Relations Department

### **Support for Proposal Preparation:**

If your organization would like to apply for the One Minneapolis Fund and needs support in preparing your proposal, please contact Howard Blin in the NCR Department. [Howard.Blin@minneapolismn.gov](mailto:Howard.Blin@minneapolismn.gov) or 612-673-3163. The NCEC is very

# City of Minneapolis One Minneapolis Fund

## Funding Application

interested in understanding proposed projects clearly in order to decide if they fit the vision for the One Minneapolis Fund.

### *Schedule:*

Proposal Release:	February 3, 2016
Pre-proposal Conference:	February 25, 2016 2:00p.m Crown Roller Mill, 2 <sup>nd</sup> floor Conference Room 105 5 <sup>th</sup> Avenue South Minneapolis 55401
Questions Submission:	March 10, 2016
Questions Response:	March 15, 2015
Proposals Due	April 11, 2016

### *Additional Fund Information:*

The name “One Minneapolis” is used for the fund as a challenge to create an inclusive community in which all people are valued, all communities are engaged, and leadership mirrors the great diversity of our city.

The One Minneapolis Fund is facilitated by the Minneapolis Neighborhood and Community Engagement Commission (NCEC) and is funded by the General Fund of the city budget.

Organizations who receive funding are expected to support the ongoing One Minneapolis engagement efforts of the city.

# City of Minneapolis One Minneapolis Fund

## Funding Application

### **General Conditions for Request For Proposals (RFP)**

(Revised: Dec, 2015)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

#### **1. City's Rights**

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

#### **2. Equal Opportunity Statement**

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into a Contract.

#### **3. Insurance**

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The

# City of Minneapolis One Minneapolis Fund

## Funding Application

Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.
- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

#### 4. Hold Harmless

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs

# City of Minneapolis One Minneapolis Fund

## Funding Application

and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

### 5. **Subcontracting**

The Consultant shall provide written notice to the City and obtain the City's authorization to subcontract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

### 6. **Assignment or Transfer of Interest**

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

### 7. **General Compliance**

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

### 8. **Performance Monitoring**

# City of Minneapolis One Minneapolis Fund

## Funding Application

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

### **9. Prior Uncured Defaults**

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

### **10. Independent Consultant**

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

### **11. Accounting Standards**

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

### **12. Retention of Records**

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution

# City of Minneapolis One Minneapolis Fund

## Funding Application

of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

### **13. Data Practices**

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

### **14. Inspection of Records**

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

### **15. Living Wage Ordinance**

The Consultant may be required to comply with the "[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)" ([http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_255695.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)), Chapter 38 of the City's Code of Ordinances (the "Ordinance"). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be

# City of Minneapolis One Minneapolis Fund

## Funding Application

subject to the Ordinance's requirement that the Consultant and its subcontractors pay their employees a "living wage" as defined and provided for in the Ordinance.

### **16. Applicable Law**

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

### **17. Conflict and Priority**

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

### **18. Travel**

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City's [Consultant Travel Reimbursement Conditions](#)

(<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

### **19. Billboard Advertising**

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

### **20. Conflict of Interest/Code of Ethics**

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Consultant are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City's Code of Ethics will also apply to the Consultant in its role as an "interested person" since Consultant has a direct financial interest in this Agreement. The City's

# City of Minneapolis One Minneapolis Fund

## Funding Application

Code of Ethics prevents “interested persons” from giving certain gifts to employees and elected officials.

### **21. Termination, Default and Remedies**

The City may cancel this Contract for any reason without cause upon thirty (30) days’ written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days’ written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days’ written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

### **22. Ownership of Materials**

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City’s payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

### **23. Intellectual Property**

# City of Minneapolis One Minneapolis Fund

## Funding Application

All Work produced by the Consultant under this Contract is classified as “work for hire” and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. “Work” covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does not affect the ownership of each party’s pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party’s pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

### **24. Equal Benefits Ordinance**

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a “contract”, as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

[http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_261694.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf)

It is the Consultant’s and subcontractor’s responsibility to review and understand the requirements and applicability of this ordinance.

### **25. City Ownership and Use of Data**

The City has adopted an Open Data Policy (“Policy”). The City owns all Data Sets as part of its

# City of Minneapolis One Minneapolis Fund

## Funding Application

compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City's use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant's subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

### **26. Cardholder Data and Security Standards**

Should the Consultant collect revenue on behalf of the City through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Consultant represents and acknowledges that the Consultant will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Consultant represents that it will protect cardholder data. Consultant will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the City upon request. Consultant agrees at reasonable times to provide to the City or to its assigns, the audit rights contained herein for all physical locations, systems or networks that process credit cards on behalf of the City. Consultant also agrees to provide written notice to the City of any breach of a system owned, operated or maintained by the Consultant that contains cardholder data or information.

### **27. Audit Requirements for Cloud-Based Storage of City Data**

If the Consultant's services include the storage of City data using a cloud based solution, then the Consultant agrees to secure the data as though it were "private data" as defined in Minnesota Statutes, Chapter 13. The Consultant shall provide the City with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 16 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Consultant agrees to

# City of Minneapolis One Minneapolis Fund

## Funding Application

provide a .pdf copy to the City's Contract Manager, upon the Consultant's receipt of the audit results.

### **28. Small & Underutilized Business Program (SUBP) Requirements**

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucp.metc.state.mn.us/> or contact [contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov).

# City of Minneapolis One Minneapolis Fund

## Funding Application

Date of application: \_\_\_\_\_

### Organization Information

*Name of organization* \_\_\_\_\_ *Legal name, if different* \_\_\_\_\_

*Address* \_\_\_\_\_ *City, State, Zip* \_\_\_\_\_ *Employer Identification Number (EIN)* \_\_\_\_\_

*Phone* \_\_\_\_\_ *Fax* \_\_\_\_\_ *Web site* \_\_\_\_\_

*Name of top paid staff* \_\_\_\_\_ *Title* \_\_\_\_\_ *Phone* \_\_\_\_\_ *E-mail* \_\_\_\_\_

*Name of contact person regarding this application* \_\_\_\_\_ *Title* \_\_\_\_\_ *Phone* \_\_\_\_\_ *E-mail* \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If no*, is your organization a public agency/unit of government? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If no*, you must secure a fiscal agent. List name and address of fiscal agent:

\_\_\_\_\_  
\_\_\_\_\_ *Fiscal agent's EIN number*

### Proposal Information

This is a request for (check one) \_\_\_ Group A \_\_\_ Group B

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

Project dates (if applicable): \_\_\_\_\_

Fiscal year end: \_\_\_\_\_

### Budget

Dollar amount requested: \$ \_\_\_\_\_

Total annual organization budget: \$ \_\_\_\_\_

Percent of annual budget received from government source \_\_\_\_\_ \$ \_\_\_\_\_

Total project budget (for support other than general operating): \$ \_\_\_\_\_

# City of Minneapolis One Minneapolis Fund

## Funding Application

<b>Authorization</b>
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Name and title of top paid staff or board

chair:

**Signature**

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# City of Minneapolis One Minneapolis Fund

## Funding Application

### PROPOSAL NARRATIVE

Please answer each question specifically and separately. Do not exceed 6 pages total for this portion. Please include the cover sheet with your application, and the required attachments.

#### **I. ORGANIZATION INFORMATION (AROUND 2 PAGES)**

- A. Brief summary of organization history, mission and goals.
- B. Contact person for application.
- C. Answer these questions:
  - a. How does the organizational leadership, both paid and volunteer, represent the communities you work with – be specific?
  - b. How the organization is connected to the communities it serves?
  - c. What previous experiences does the organization have with community engagement and leadership development work and how will it support this project?
  - d. Does the organization have the capacity to manage this project? Explain.
  - e. How is the organization (not just this project) actively working to build an inclusive Minneapolis?

#### **II. PROJECT INFORMATION (AROUND 4 PAGES)**

- A. Project description, including goals and measurable outcomes of the project.
- B. Answers to these questions:
  - 1. Which underrepresented groups will the project engage?
  - 2. How many people will this project serve?
  - 3. How will this project increase civic engagement for the targeted community?
  - 4. How will this project increase leadership development within the targeted community?
  - 5. Why is this project needed in the community?
  - 6. How will this project integrate the leadership or community engagement with other communities, neighborhood organizations, or with City Departments?
  - 7. How, without ongoing funding from the city, will the work of this project be sustained after the grant is completed?
  - 8. How will this project advance equity in the city, either in City Departments or in communities or neighborhoods?
  - 9. Are collaborations or partnerships an essential part of this project? Explain.
- C. Detailed project schedule with work plan.
- D. Detailed budget.

# City of Minneapolis One Minneapolis Fund

## Funding Application

### ATTACHMENTS

#### Attachments Required:

1. Finances
  - Most recent financial statement with a balance sheet
  - Organization budget for current year, including income and expenses. Clearly mark the funding received from government entities.
  - Most recent 990 tax form or audit
  - Project Budget, including income and expenses
  - Annual report (if available)
2. List of board members and their affiliations.
3. Brief description of key staff, including qualifications relevant to the specific request. (no more than 2 pages)
4. A current copy of the IRS determination letter (or fiscal agent's letter) to indicate a tax-exempt 501(c)(3) status.

#### **Community and cultural organizations are encouraged to apply.**

If you would like assistance with this application or process in another language, please contact the City of Minneapolis Neighborhood Community Relations Department at the following numbers:

Spanish Line: (612) 673-2700

Somali Line: (612) 673-3500

Hmong Line: (612) 673-2800

American Sign Language Line: (612) 673-3220

TTY Line: (612) 673-2157

**PROJECT BUDGET**

This format is optional and may be used to submit your project budget. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

<u>INCOME</u>		<u>Amount</u>
<u>Source</u>		
<i>Support</i>		
Government grants		\$
Foundations		\$
Corporations		\$
United Way or other federated campaigns		\$
Individual contributions		\$
Fundraising events and products		\$
Membership income		\$
In-kind support		\$
Investment income		\$
<i>Revenue</i>		
Government contracts		\$
Earned income		\$
Other (specify)		\$
		\$
<b>Total Income</b>		<b>\$</b>

<u>EXPENSES</u>		<u>Amount</u>	<u>%FT/PT</u>
<u>Item</u>			
Salaries and wages (breakdown by individual position and indicate full- or part-time.)		\$	
		\$	
		\$	
		\$	
		\$	
<b>SUBTOTAL</b>		<b>\$</b>	
Insurance, benefits and other related taxes		\$	
Consultants and professional fees		\$	
Travel		\$	
Equipment		\$	
Supplies		\$	
Printing and copying		\$	
Telephone and fax		\$	
Postage and delivery		\$	
Rent and utilities		\$	
In-kind expenses		\$	
Indirect (up to 10%)		\$	
Other (specify)		\$	
		\$	
<b>Total Expense</b>		<b>\$</b>	
<b>Difference (Income less Expense)</b>		<b>\$</b>	