



FY 2023-2024

**Performance Review and
Assistance Program Grant**

Request for Proposal (RFP)

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PURPOSE

The Performance Review and Assistance Program, commonly known as PRAP, was created through Minnesota Statutes, §103B.102 to monitor and assess the performance of local water management entities. BWSR uses the program to provide assistance grants to local government units (LGUs) that desire to make improvements, including improving the efficiency and effectiveness in delivering and executing planned organizational goals and objectives.

TIMELINE

Proposals will be accepted from January 1, 2023 ongoing through December 31, 2023 as funding is available

Proposals must be submitted electronically to Jennifer Mocol-Johnson at jennifer.mocol-johnson@state.mn.us

GRANT ELIGIBILITY AND REQUIREMENTS

APPLICANT ELIGIBILITY AND AVAILABLE FUNDING

Eligible applicants include County water management entities; Soil and Water Conservation Districts; Watershed Districts; Watershed Management Organizations. Joint Powers Associations or Boards, or other types of local government water management partnerships may be eligible for these grants as well. The maximum grant amount is \$10,000 for a single entity application and \$20,000 for a project that involves multiple entities or partnerships.

ELIGIBLE ACTIVITIES AND EXPENSES

Local Government Units do not need to have been the subject of a previous PRAP Performance Review to apply for grant funds but with limited funding, priority will be given to recommended activities or strategies from a previous review.

Typical PRAP assistance activities include professional services (facilitation, mediation, or consulting) related to organizational improvement strategies. Examples of past activities that have been funded are listed below.

1. Reorganizations or mergers
2. Strategic planning
3. Organizational development
4. Assessments for shared services
5. Non-routine financial audits
6. Staff and board capacity and workload assessments

Eligible expenses are those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. All grantees must follow the Grants Administration Manual, located: [Grants Administration Manual | MN Board of Water, Soil Resources \(state.mn.us\)](#).

GRANT MANAGEMENT AND REPORTING

All grant recipients are required to report on the outcomes, activities, and accomplishments of the PRAP grant.

INELIGIBLE EXPENSES

1. Normal operating expenses

2. Infrastructure improvements
3. Staff performance incentives, bonuses, rewards programs
4. Staff training
5. Water planning
6. Conservation practices design or installation
7. Publications or publicity material
8. Regularly scheduled meetings

PREVAILING WAGE

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>. Questions about the proposal of prevailing wage rates should be directed to DOLI at 651-284-5091.

APPLYING FOR THE GRANT

HOW TO SUBMIT A QUESTION

Questions regarding grant applications and eligibility should be directed to the PRAP Coordinator, in consultation with your area Board Conservationist; a map of work areas and contact information is available at [BWSR Maps and Apps Gallery](#)

For questions regarding the eLINK grants management system, email elinksupport@state.mn.us. Please review the eLINK-related topics on [BWSR's eLINK webpage](#) before contacting eLINK support.

HOW TO APPLY

Applicants must provide answers to the following questions as part of their proposal.

1. Describe the purpose and scope of work for the proposed activity
 - If the activity or services will be contracted, do you have a contracting procedure in the by-laws or operating guidelines?
2. Expected products or deliverables
3. Desired outcome or result
4. Does this activity address any recommendations associated with a recent PRAP Review? If so, describe how.
5. How has your Board indicated support for this project? How will they be kept involved? What is your organization's contribution to this effort?
6. Duration of activity: proposed start and end dates.
7. Itemized Project Budget, including:
 - Amount of request
 - Local Contribution
 - Total project budget

APPLICATION GUIDELINES

- The maximum grant amount is \$10,000 for a single entity application and \$20,000 for projects that involve multiple entities or partnerships. Proposals submitted that do not fall within this dollar range will not be accepted. Proposals may receive partial funding based on eligibility or availability of funds.
- Applications that do not comply with all requirements, including incomplete or missing application components, will not be considered for funding.

APPLICATION REVIEW

The PRAP Coordinator and Board Conservationist will initially review the request for eligibility. Once the application is deemed eligible, the application will receive formal review and approval by an internal panel made up of BWSR staff. Included within this are the following: Executive Director, Organizational Effectiveness Manager, PRAP Coordinator, Regional Manager and Board Conservationist.

CONFLICTS OF INTEREST

State Grant Policy 08-01 (see [Grants Management Policies, Statutes, and Forms / Minnesota.gov \(mn.gov\)](#)) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

PRIVACY NOTICE

Under Minnesota Statute 13.599, responses to an RFP are nonpublic until the proposal deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the proposal evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed. For additional information please refer to [Sec. 13.599 MN Statutes](#).

GRANT RECIPIENT INFORMATION

GRANT AGREEMENT AND PROJECT PERIOD

Notification of grant award will be in the form of an automated notification from the BWSR eLINK system or an email from BWSR Grants staff to the grantee. Notifications are sent to the Day-to-Day Contact(s) identified by the organization within the eLINK system. This notification includes instructions for further processing of the grant agreement and may also contain grant-specific information such as requirements for completing work plans, disbursement terms, or additional required documentation for processing the grant. Read these instructions carefully as requirements can vary by grant and fiscal year.

Successful applicants for a PRAP Assistance Grant are required to develop and submit a work plan in eLINK prior to execution of the grant agreement.

BWSR will use grant agreements and an associated work plan, as contracts for assurance of deliverables and compliance with appropriate statutes, rules, and established policies. BWSR reserves the right to require a work plan revision or grant agreement amendment for changes in scope. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds. All grants must be completed by the expiration date as referenced in the grant agreement.

PAYMENT SCHEDULE

This program operates on a reimbursement basis for actual costs incurred under the agreement. All grantees are required to report on eligible costs incurred to receive reimbursement.

REPORTING AND ADMINISTRATION REQUIREMENTS

- All grant recipients are subject to BWSR's Grant Noncompliance Policy (<https://bwsr.state.mn.us/grant-noncompliance-policy>)
- All BWSR funded grants are managed through eLINK. Successful applicants will be required to complete a work plan in eLINK. All required reporting will be completed through eLINK. For more information go to <https://bwsr.state.mn.us/elink>
- The grantee's governing board is the authority and has the responsibility to approve the expenditure of funds within their own organization. The approval or denial of expenditures of funds must be documented in the Grantee's meeting minutes.
- BWSR recommends all contracts be reviewed by the grantee's legal counsel.
- Grant reporting, fiscal management, and administrative requirements are the responsibility of the grantee.
- BWSR PRAP funds are administered via a standard grant agreement. BWSR uses the grant agreement as a contract for assurance of deliverables and compliance with appropriate statutes, rules and established policies. As defined within the executed grant agreement, the recipient of the grant is required to complete annual reporting.
- All grant recipients are required to report on the outcomes, activities, and accomplishments of PRAP grants. Outputs will serve as surrogates for outcomes.
- In the event there is a violation of the terms of the grant agreement, BWSR will enforce the grant agreement and evaluate appropriate actions.