

**CHAPTER 1220**  
**DEPARTMENT OF ADMINISTRATION**  
**INFORMATION SYSTEMS GRANT PROPOSALS**

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**1220.0200 PURPOSE AND SCOPE.**

Pursuant to Minnesota Statutes, sections 16B.40 and 16B.42, parts 1220.0200 to 1220.0900 govern the application, solicitation, review, analysis, and final disposition of grant proposals received by the Intergovernmental Information Systems Advisory Council for possible funding of projects or programs under the auspices of the commissioner of administration relating to data processing and systems analysis proposals.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1220.0300 DEFINITIONS.**

Subpart 1. **Scope.** For the purposes of parts 1220.0200 to 1220.0900, the following terms have the meanings given.

Subp. 2. **Commissioner.** "Commissioner" means commissioner of administration.

Subp. 3. **IISAC or council.** "IISAC" or "council" means the Intergovernmental Information Systems Advisory Council.

Subp. 4. **Executive director or director.** "Executive director" or "director" means the executive director of IISAC.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1220.0400 ELIGIBILITY FOR PROJECT GRANTS.**

All Minnesota governmental entities and/or organizations composed of groups of such entities are eligible to submit applications for project grants to IISAC. Information as to the availability of funding and conditions of funding may be obtained from: Executive Director, Intergovernmental Information Systems Advisory Council, Centennial Office Building - 5th Floor, 658 Cedar Street, Saint Paul, Minnesota 55155.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1220.0500 DIRECTIONS FOR SUBMISSION OF PROPOSALS.**

Subpart 1. **Form.** Applications shall be submitted in writing to: Executive Director, Intergovernmental Information Systems Advisory Council, Centennial Office Building - 5th Floor, 658 Cedar Street, Saint Paul, Minnesota 55155, in accordance with the following procedures.

All proposals shall be typed on letter sized paper, 8-1/2 by 11 inches. Pages shall be numbered for ease of reference. Twenty-five copies of each proposal shall be submitted with the application. The proposals shall follow the proposal format as described in subpart 2. All proposals shall identify the name, title, address, and telephone number of the person who will represent the eligible agency on matters regarding the proposal content. No standard forms are required. The commissioner or executive director may require other information relevant to processing an application.

Subp. 2. **Contents.** Proposal format:

A. a cover sheet stating the title of the proposal; the agency submitting the proposal; and names, address, and telephone number of agency and project director;

B. a narrative section describing the overall background of the organization, its mission, goals, objectives, whom it services, and its relationship to state agencies and political subdivisions;

C. a section containing a clear, concise explanation of the purpose of the proposal;

D. a section containing a narrative which details and expands on the purpose of the proposal;

E. a section itemizing tasks to be performed and deliverable products resulting from the proposal;

F. a budget section itemizing expenses and showing matching contributions if applicable;

G. a section containing a time schedule relating to the tasks to be accomplished and deliverable products; and

H. a section containing pertinent enclosures and endorsements relating to support of the application.

**Statutory Authority:** *MS s 16B.04 subd 1*

#### **1220.0600 ACKNOWLEDGMENT OF RECEIPT.**

All applicants shall be notified of formal receipt of applications. Such notification shall include: date of distribution to council members; date of council meeting at which the application will be reviewed; and notification of completeness of application or requests for additional information.

**Statutory Authority:** *MS s 16B.04 subd 1*

#### **1220.0700 ORAL PRESENTATIONS.**

Oral presentations or testimony may be requested by the council to clarify or further explain portions of the proposal. Such presentations or testimony shall be requested in writing by the director.

**Statutory Authority:** *MS s 16B.04 subd 1*

#### **1220.0800 APPROVAL OR DISAPPROVAL OF APPLICATIONS.**

**Subpart 1. Procedure and grounds.** Council approval or disapproval of recommendations for funding shall be made by a majority vote of those members present at a regular meeting of the council. The recommendations shall be based on a consideration of the following factors: available funding; potential technological advancements; cost-benefit relationship; transferability of anticipated technological advancements to other potential users; applicant's experience and expertise in the field of data processing and system analysis; and applicant's financial need.

**Subp. 2. Commissioner's approval.** Recommendations shall be forwarded to the commissioner for his or her approval. The commissioner's approval shall be contingent upon his or her consideration of the above factors and the determination that the proposal is consistent with state information systems priorities. The commissioner shall notify the council which shall in turn notify all applicants as to action taken on applications.

**Statutory Authority:** *MS s 16B.04 subd 1*

#### **1220.0900 DISCLAIMER.**

The submission of a proposal or application to the Intergovernmental Information Systems Advisory Council does not commit the council to fund the proposal or to pay for any cost incurred by the applicant in the development or presentation of the proposal.

**Statutory Authority:** *MS s 16B.04 subd 1*