



Minnesota Community-Based Suicide Prevention Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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January 9, 2023

To obtain this information in a different format, call: 218-332-5167.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Minnesota Community-Based Suicide Prevention Grant Request for Proposal
- **Minnesota Department of Health (MDH) Program Website:** www.health.state.mn.us/communities/suicide/index.html
- **Application Deadline:** March 22, 2023

1.2 Program Description

The Minnesota Department of Health, herein after MDH, is soliciting proposals for community-based suicide prevention in Minnesota, which will serve the needs of Minnesotans at risk of suicide.

MDH is seeking proposals for the grant period July 1, 2023-June 30, 2027. The department will award up to 2,855,000.00.

Activity 1: Regional Suicide Prevention Coordinators.

Activity 2: Comprehensive Suicide Prevention: Develop and evaluate a comprehensive suicide prevention model in a targeted community of high need and risk.

It is anticipated that up to \$2,855,000.00 will be available for each year of the grant period. A minimum of four grants or 25% of the available funding is reserved for an American Indian community-based organization (tribal or non-tribal).

1.3 Funding and Project Dates

Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date. The total grant award will reflect four equal installments of funding for four years. MDH’s fiscal year (FY) start July 1 and end June 30.

Funding	Estimate
Estimated Amount to Grant	\$2,855,000.00 is available Fiscal Year 2024, 2025, 2026, 2027
Estimated Number of Awards	Up to 13
Estimated Award Maximum	\$2,250,000.00 (each year)
Estimated Award Minimum	\$60,500.00 (each Year)

Match Requirement

There is no match requirement for this grant.

Project Dates

The estimated grant start date is July 1, 2023, and the projected end date is June 30, 2027. The project period will follow the state fiscal year. The grant period will be for four years, contingent on satisfactory grantee performance and funding availability.

Grant Year/Fiscal Year	Project Period
Year 1 (Fiscal Year 2024)	July 1, 2023 – June 30, 2024
Year 2 (Fiscal Year 2025)	July 1, 2024 – June 30, 2025
Year 3 (Fiscal Year 2026)	July 1, 2025 – June 30, 2026
Year 4 (Fiscal Year 2027)	July 1, 2026 – June 30, 2027

1.4 Eligible Applicants

Applicants eligible to apply in this competitive process include, but are not limited to, local public health and social services agencies, nonprofit organizations, tribal governments, tribal organizations, and urban tribal organizations, units of government, schools and/or school districts, health care organizations, faith communities, emergency response organizations and other interested agencies demonstrating experience (or that desire the experience) to provide evidence-based or practice-based-evidence suicide prevention. Applicants must be located within and conduct grant activities in the state of Minnesota.

Collaboration

Multi-organization collaboration is welcomed and encouraged. MDH recognizes that achieving health equity and reducing suicidal behavior will happen only as we work together. Organizations that collaborate on proposals are encouraged to compensate partners appropriately for their contributions and to consider equity in deciding how resources are distributed among partner organizations. Collaboration is highly encouraged and is required dependent upon the activity for which the applicant applies.

MDH recognizes the sovereignty of Tribal nations. MDH will only fund non-Tribal projects led in Tribal communities if the applicant has full support of the Tribal government. If a non-Tribal applicant proposes to work with a Tribal government or Tribal community, the applicant must be prepared to provide written verification that the Tribal government approves of the project before a grant agreement can be made final. Written verification will be requested at the time an award is offered.

1.5 Letters of Intent

Organizations intending to submit a proposal should email a Letter of Intent by 4:30 p.m., on Wednesday, February 1, 2023. Letters of Intent are requested and not used as a screening tool. Letters of Intent are used by MDH to assist staff in planning for adequate agency resources to complete the proposal review process. An email is sufficient.

Letters should be an email with “Suicide Prevention RFP Grant Letter of Intent” that provides in the body of the email the name of the agency and contact information for individuals who would like to

receive communications related to the RFP. An email acknowledging the Letter of Intent was received will be emailed to the contact person identified for the agency submitting the letter.

Send Letters of Intent via **email:** health.suicideprev.MDH@state.mn.us

Questions and Answers

All questions regarding this RFP must be submitted by email to health.suicideprev.MDH@state.mn.us. In the subject line of the email, include the phrase, “**Suicide Prevention RFP Question.**” All answers will be posted within two business days at [Community-based Suicide PRevention Grant RFP Questions and Answers \(https://health.state.mn.us/communities/suicide/rfpqa.html\)](https://health.state.mn.us/communities/suicide/rfpqa.html).

Questions regarding retrieving data from public data sources will be directed to MDH’s senior suicide prevention epidemiologist, Stefan Gingerich. Applicants may submit data questions by phone to Stefan Gingerich at 651-201-5449 or email at stefan.gingerich@state.mn.us. All inquiries will be responded to within two business days directly to the applicant. The subject line of the email should be “**Suicide Prevention RFP Data Question.**”

Please submit questions no later than 4:30 p.m. Central Time, on March 17, 2023.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written, or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

While applicants may not communicate with MDH staff regarding the RFP itself, applicants may communicate with MDH staff regarding requests for data. MDH staff may not advise any grantees on their application or review drafts of proposals.

1.6 RFP Information Meeting

MDH will host a one-hour webinar meeting (Microsoft Teams Meeting) to assist applicants in preparing an application. All prospective applicants are encouraged to attend, but attendance is not required. The PowerPoint and all questions and answers from the one-hour webinar will be posted at [Community-based Suicide Prevention Grant RFP Questions and Answers \(https://health.state.mn.us/communities/suicide/rfpqa.html\)](https://health.state.mn.us/communities/suicide/rfpqa.html).

Tuesday, January 17, 2023: 1 p.m.- 2 p.m

(https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%23%2F%2Fmeetup-join%2F19%3Ameeting_ZmNhYmQ3NmQtMmEwZS00ZTJlTgwMzktOWU2MzQ3Zjk1NDZh%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522eb14b046-24c4-4519-8f26-b89c2159828c%2522%252c%2522Oid%2522%253a%2522512a4110-8b28-4836-8104-fb8eafa3e1c5%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=7767ead2-7d0d-4886-b30e-aaac59b6e1f9&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

(Central Standard Time) or call in (audio only) 651-395-7448, Phone Conference ID: 916077326#

RFP Part 2: Program Details

2.1 Grant Goals and Expected Outcomes

Grant Goals: Communities and organizations will coordinate suicide prevention efforts across sectors and disciplines that lead toward a more comprehensive suicide prevention approach.

- Will serve populations most burdened by suicide, self-inflicted injury and or ideation.
- Applicant will reduce factors that increase risk and increase factors that promote resilience.
- Tribal applicant(s) will strengthen cultural infrastructure to employ suicide prevention across the community.

Grant outcomes:

- Expand individuals, organizations and communities understanding of their role in promoting wellness and preventing suicidal experiences.
- Build capacity to develop a multi-sector partnership, develop culturally appropriate strategies to understand and respond to the needs and culture of the community.
- Increase collaboration with partners working on shared risk and protective factors, to include those working on promoting wellness, mental health and suicide, substance use, and adverse childhood experiences.
- Implement selected strategies that were informed by data to promote changes to policies, practices, and programs across the spectrum of suicide prevention. To include:
 - Promote factors that offer protection for suicidal experiences.
 - Expand informal supports by identify and support individuals who are experiencing mental health challenges or who are having suicidal experiences to get the help and care that they need.
 - Strengthen formal supports and improve access and delivery of care for mental health and suicide.
 - Connect, heal, and restore hope to those impacted by suicide.

2.2 Priorities

Health Equity

The vision of the MDH is for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy. Achieving health equity means creating the conditions in which all people have the opportunity to attain their highest possible level of health. For more information on health equity, please see the [MDH Center for Health Equity](https://www.health.state.mn.us/communities/equity/index.html) (<https://www.health.state.mn.us/communities/equity/index.html>).

This RFP is intended to serve the full-life span of Minnesotans at risk of suicide as suicide impacts individuals from every race, age, nationality, sexual orientation, gender identity, and ability in Minnesota. Applicants will be asked to identify populations in their service area(s) most at risk of suicide based on such data as suicide death, hospital treated self-directed injury, ideation, and Minnesota Student Survey measures. These data are available from MDH. Applicants may also use other forms of data such as crisis service visits, school data, health service utilization data or different

community collected data available. Applicants that demonstrate a clear needs statement and explain why a specific population(s) will be targeted will score higher.

The MDH follows the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Policy on Rating Criteria for Competitive Grant Review \(https://mn.gov/admin/assets/grants_policy_08-02_tcm36-207109.pdf\)](https://mn.gov/admin/assets/grants_policy_08-02_tcm36-207109.pdf) which establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Align with the Minnesota State Suicide Prevention Plan

In 2015, the Minnesota Legislature amended [Minnesota Statutes 145.56 \(https://www.revisor.mn.gov/statutes/cite/145.56\)](https://www.revisor.mn.gov/statutes/cite/145.56). The statute calls for the revision, coordination, and implementation of a [Minnesota Suicide Prevention Plan \(http://www.health.state.mn.us/injury/pub/SuicidePreventionStatePlan2015.pdf\)](http://www.health.state.mn.us/injury/pub/SuicidePreventionStatePlan2015.pdf) to provide funding for community-based suicide prevention; to collect and report data on suicide prevention; and to evaluate prevention program and policies.

The Suicide Prevention Unit in collaboration with the Minnesota Suicide Prevention Taskforce are in the process of writing the 2023-2027 Minnesota State Suicide Prevention Plan, which will be released in spring of 2023. The creation of this plan was guided by a community engagement process that started during the summer of 2021 through spring of 2022. Feedback was provided by almost 600 Minnesotans, which were used to determine the goals of the State Plan. The 2023-2027 State Plan will focus on the following goals:

- Goal 1: Increase individuals, organizations, and communities' capacity to develop and implement a comprehensive public health approach to prevent suicide.
- Goal 2: Promote factors that offer protection for suicidal experiences across the individual, relationship, community, and societal levels.
- Goal 3: Identify and support individuals who are experiencing mental health challenges or who are having suicidal experiences.
- Goal 4: Strengthen access and delivery of care for mental health and suicide.
- Goal 5: Connect, heal, and restore hope to those impacted by suicide.
- Goal 6: Improve the timeliness and usefulness of data.

These goals, along with the community feedback received guided the creation of this RFP.

Align with the Center for Disease Control (CDC) Suicide Prevention Resource for Action

[The Center for Disease Control Suicide Prevention Resource for Action \(www.cdc.gov/suicide/pdf/preventionresource.pdf\)](http://www.cdc.gov/suicide/pdf/preventionresource.pdf) is a resource guide that provides strategies based on the best available evidence to help communities and states identify activities with the greatest potential to prevent suicide.

Comprehensive Prevention Efforts

The publications overarching goal is to stress the importance of comprehensive prevention efforts. Comprehensive suicide prevention starts with convening, connecting, and communicating with multi-

sectoral partners. It relies on quality data for decision-making; leveraging existing suicide prevention programming in communities; implementing and evaluating multiple strategies and approaches with the best available evidence.

It also includes strategies that range from a focus on the whole population regardless of risk to strategies designed to support people at highest risk. It addresses multiple risk and protective factors at the individual, relationship, community, and societal levels. It includes strategies and approaches to prevent the risk of suicide in the first place, as well as strategies focused on lessening the immediate and long-term harms of suicidal behavior.

Comprehensive prevention goes beyond typical prevention strategies to consider approaches that go beyond individual behavior change to better address risk and protective factors impacting communities and populations. This includes changes to programs, practices, and policies that span multiple sectors and influence multiple levels of the social ecology, as these strategies are more likely to have a greater effect on the overall burden of suicide.

- **Collaboration**

A comprehensive approach to suicide prevention includes multi-sectoral partnerships as no agency or sector can accomplish suicide prevention on its own. Such partnerships include partners from both private and public sectors such as: Community members, including individuals with lived experience, individuals from populations disproportionately affected by suicide, non-governmental and community-based organizations, education systems, local, state, tribal government, social services, criminal justice, health, and behavioral health, first responders, businesses, housing, news media, policy makers.

Community collaboration is required. Letters of support should accompany the application for any organization in which you intend to partner with.

- **Data Driven Plan**

The effectiveness of suicide prevention strategies, including changes to programs, policies and practices will depend on how well they fit the needs of a community. A data-driven strategic planning process that engages a multi-sector approach will allow for a better understanding of local context, needs and strengths. This will be required as a part of this grant to ensure that all strategies being implemented address the needs and culture of the community.

- **Risk and Protective Factors across the Social Ecology**

Multiple strategies across the social ecology will be required as a part of this grant. Suicide risk for individuals vary because of a number of risk and protective factors, which interplay between individuals, relationships, community and society. Looking at risk and protective factor data at a community level across the social ecology, will allow for strategies to be selected that will address the specific needs and culture of communities.

- **Best Available Evidence**

While the field is continuing to expand, research remains limited in suicide prevention regarding evidence-based strategies and best practices. Below represents a select group of policies, programs, and practices with evidence of impact on suicide, suicide attempts or risk and protective factors.

1. Strengthen economic supports
 - Strengthening household financial and security
 - Housing stabilization policies
2. Strengthen access and deliver of suicide care
 - Coverage of mental health conditions in health insurance policies
 - Reduce provider shortages of underserved areas
 - Safer suicide care through systems changes
3. Create protective environments
 - Reduce access to lethal means among persons at risk of suicide
 - Organizational policies and culture
 - Community-based policies to reduce excessive alcohol use
4. Promote connectedness
 - Peer norm programs
 - Community engagement activities
5. Teach coping and problem-solving skills
 - Social-emotional learning programs
 - Parenting skill and family relationship programs
6. Identify and support people at risk
 - Gatekeeper suicide prevention training (QPR, safeTALK, ASIST)
 - Crisis Intervention
 - Treatment for people at risk of suicide
 - Treatment to prevent re-attempts
7. Lessen harms and prevent future risk
 - Postvention (after a sudden death by suicide or another unexpected death)
 - Safe reporting and messaging about suicide

It is important to note that a comprehensive strategic approach goes beyond the implementation of one strategy and will include multiple strategies across the social ecology, within multiple sectors and across the spectrum of suicide prevention to include preventing suicide risk, supporting those at increased risk of suicide, preventing reattempts and supporting survivors of suicide loss. The collection of policies, programs, and practices described above can be implemented now while the evidence base continues to emerge. Monitoring and evaluation play a key role in that implementation.

2.3 Eligible Projects

Applicants may apply for any of the eligible activities. A minimum of four grants or 25% of the available funding is reserved for an American Indian community-based organization (tribal or non-tribal).

Table 1: Annual grant amounts and total number of grants issued per activity

Activity	Funding Available	Total Number of Awards
Activity 1: Regional Suicide Prevention Coordination	2,250,000.00	Up to 3
Activity 2: Comprehensive Suicide Prevention	605,000.00	Up to 10

Activity 1: Regional Suicide Prevention Coordination

The purpose of regional suicide prevention coordination is to increase awareness of suicide prevention, provide information on how to access the 988 Suicide & Crisis Lifeline and statewide mobile crisis services and build the capacity of individuals, organizations, and communities to implement effective suicide prevention strategies.

Mandatory Requirements

Increase coordination and collaboration within the region: Provide a full-time suicide prevention regional coordinator for each defined region within the service area being proposed. Applicant may apply to cover all or a portion of Minnesota's 87 counties. All 87 counties and tribal nations in the state of Minnesota must be covered to support the regional suicide prevention coordination model. A minimum of three **Letters of commitment** from local public health or community mental health centers from the regions being proposed to serve are required.

Convene regional meetings to:

- Network and encourage alignment and collaboration among community partners who are working on shared risk and protective factors to maximize availability of services and access across the state.
- Complete a landscape analysis of available mental health and suicide prevention resources available within the region. Including, but not limited to local community mental health options, substance misuse, emergency departments, mobile crisis teams, housing resources, faith based/spiritual resources, postvention (bereavement) and the 988 Suicide and Crisis Lifeline.
- Provide updated local resources quarterly to the 211 United Way data base, which is also used by the 988 Suicide & Crisis Lifeline.
- Develop a process for intentional collaboration with mental health centers, mobile crisis, to collectively develop a protocol to be implemented for response to a death by suicide to reduce contagion.

Increase individuals, organizations, and communities' capacity to develop and implement a comprehensive public health approach for regional suicide prevention efforts.

- Provide resources to individuals, organizations, and communities to help them understand their roles on promoting wellness and preventing suicidal experiences.
- Deliver, promote, and coordinate evidence-based mental health and suicide prevention trainings regionally with partners from both private and public sectors such as: Community members, including individuals with lived experience, individuals from populations disproportionately affected by suicide, non-governmental and community-based organizations, education systems, local, state, tribal government, social services, criminal justice, health, and behavioral health, first responders, businesses, housing, news media, policy makers. Trainings may include, but are not limited to:
 - Increase knowledge and awareness of the warning signs for suicide and how to connect individuals in crisis with assistance and care. Which include the following trainings:

ASIST (Applied Suicide Intervention Skills Training), QPR (Question, Persuade, Refer), safeTALK (suicide awareness for everyone, TELL, ASK, LISTEN, KEEPSAFE), Sources of Strength, Recognizing and Responding to Suicide Risk (RRSR).

- Safety planning
- Counseling on Access to Lethal Means (CALM) training.
- Trainings for loss and attempt survivors to share their personal story safely.
- Postvention training to communities and organizations to prepare them in the event there is a death by suicide.
- Coordinate with the Minnesota Department of Health Suicide Prevention Coordinators on efforts for trainings and suicide awareness on a regional level to prevent duplication of services and to ensure and complement existing efforts amongst all Regional Coordinators across the State.
- Host an annual Mental Health and Suicide Prevention conference in collaboration with the Minnesota Department of Health.

Disseminate information on:

- Effective policies, practices and programs that can be implemented to promote wellness, early intervention, crisis intervention, and postvention.
- Available trainings occurring throughout the region, by developing and promoting a training calendar for trainings on mental health and suicide prevention.
- Help with the promotion of mental health and suicide prevention resources so that individuals have access to high-quality culturally appropriate services.
- Promote the availability and how to access the 988 Suicide & Crisis Lifeline as a part of the continuum of care. This will include marketing of the statewide 988 Suicide and Crisis Lifeline.
- Resources developed by the Minnesota Suicide Prevention Taskforce.

Intentional Outreach

- Partner with the Minnesota 988 Suicide & Crisis Lifeline Centers and the Minnesota Suicide Prevention Taskforce, Data Action Team to utilize data to inform the needs of the region and to plan for services to support the identified need of each region throughout the State.

Provide and Coordinate Technical Assistance for those that are:

- Interested in expanding their prevention work to incorporate suicide prevention.
- Interested in building a multi-sector, data driven plan for suicide prevention.

Evaluation

- MDH will work with grantees to determine collective process and outcome indicators for measurement across grant efforts in alignment with program goals. Grantees will be expected to submit an evaluation plan within the first year of the grant.

Eligible Number of Grants: Up to 3 grantees, of which one will be awarded to a Tribe, Tribal organization or entity demonstrating their partnership with the Tribes. A minimum of \$400,000 per year will be awarded per grantee and a maximum of \$2,250,000 will be awarded per grantee per year.

Activity 2: Comprehensive Suicide Prevention

Mandatory Requirements: Coordinate and evaluate a comprehensive approach to suicide prevention.

Increase individuals, organizations, and communities' capacity to develop and implement a comprehensive public health approach.

- Lead the coordination of comprehensive suicide prevention, within a community of choice and support MDH in evaluating the comprehensive community approach to suicide prevention.
 - Must demonstrate the need by taking a data-driven approach to identify a high-burdened geographic area (e.g., community, region, town, city, culturally specific community, tribal community, or community as defined) with high rates/numbers of suicidal ideation, attempts or deaths.
- Coordinate comprehensive suicide prevention in phases across the four-year grant period.
 - Applicant is not required to implement a full comprehensive approach in the first year. Within the first year, applicant will participate in monthly strategic planning sessions with MDH. Within the first year, grantees will be provided grounding language on mental health and suicide prevention, understand health equity within suicide prevention and the public health approach. Applicant will work on the development of a multi-sector coalition or work with an already established coalition. Complete a community assessment by gathering qualitative and quantitative data, analyze their data, prioritize a high-risk population, and risk and protective factors that they will focus on changing over the course of the grant. Will choose strategies, develop, and action plan and evaluation plan. The work plan and the budget justification should be reflective of these activities for the first year of the grant.
 - Applicant will participate in MDH's strategic planning monthly learning collaborative to develop years 2, 3, and 4 work plans. The learning strategic planning monthly learning collaborative will be two hours per month, the first year and one hour per month year, 2, 3, and 4.
- Develop a suicide prevention coalition of community partners that will assist with the implementation of a comprehensive suicide prevention plan. Partnerships should include both private and public sectors such as: Community members, including individuals with lived experience, individuals from populations disproportionately affected by suicide, non-governmental and community-based organizations, education systems, local, state, tribal government, social services, criminal justice, health, and behavioral health, first responders, businesses, housing, news media, policy makers. including expertise and lived experience for the planning and implementation process of the comprehensive suicide prevention model.
 - Include **Letters of Support** for any organization in which you intend to have as members of the coalition.
 - If a coalition for this purpose is already established within the applicant's catchment area, expand how the existing group will be utilized.
- Applicants must commit to partnering with one health or behavioral healthcare organization who is willing to implement the Zero Suicide framework [Zero Suicide \(https://zerosuicide.edc.org/\)](https://zerosuicide.edc.org/). The Zero Suicide framework is an organizational commitment to take a system wide approach to increase suicide care management, access to mental health services, and follow-up care for individuals identified at-risk for suicide.

- Include a **Letter of Commitment** from the health or behavioral healthcare organization with whom the applicant proposes to partner with for Zero Suicide.
- Partner with MDH Suicide Prevention Coordinators and MDH grant funded entities to coordinate trainings, co-facilitate activities, and coordinate outreach.
- Tribal applicants may implement cultural-based activities that support comprehensive approach to suicide prevention. (e.g., tribal zero suicide framework, culturally adapted gatekeeper trainings, strengthen cultural protective factors, collaborate with tribal health and behavioral health, outreach to villages and tribal communities).

Evaluation:

- MDH will work with grantees to determine collective process and outcome indicators for measurement across grant efforts in alignment with program goals. Grantees will be expected to submit an evaluation plan within the first year of the grant.

Eligible Number of Grants: Up to 10 grants, minimum award amount per year is \$60,500, maximum award amount per year is \$100,000.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Construction (new or remodel)

2.4 Additional Tasks, Deliverables and Expectations of All Grantees

- Serve as community expert and resource to communities and professionals who need information on how to prevent suicides.
- Participate in monthly meetings through Microsoft Teams with MDH grant manager.
- Meet quarterly with the MDH suicide prevention team and other MDH suicide prevention grantees.
- Present at regional and statewide conferences to highlight the work being done within the designated grantee region.
- Participate on the Minnesota State Suicide Prevention Taskforce to stay up to date on suicide prevention activities in Minnesota and to assist with the implementation of the 2023-2027 Minnesota State Suicide Prevention Plan.
- Participate in State lead trainings for suicide prevention as requested by the MDH grant manager. (Minimum of one time per year, maximum of four times per year)
- Participate in one, two day in-person grant on-boarding meeting the first year.
- Participate in one in-person grant meeting per year.
- Provide technical assistance as requested by MDH (for example, supporting MDH requests for applicant’s local community)

- Provide a verbal update of the grant one time per year to the Minnesota State Suicide Prevention Taskforce on grant progress. The date and time for this update will be coordinated with the Minnesota State Suicide Prevention Coordinator and the MDH grant manager. Grantee will be given a minimum of 30 days’ notice prior to their presentation.
- Participate in grant evaluation activities in collaboration with MDH evaluator.

2.5 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is signed, the grantee is expected to read and comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement is attached as **Attachment B “Sample Community Suicide Prevention Grant Agreement”**. Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker’s compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is signed, the grantee is expected to read and comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants. Reporting for this grant will follow the state fiscal year (July 1 – June 30). The grantee must submit **quarterly** fiscal invoices to MDH. Written program progress reports are required twice a year.

The reporting schedule will be:

Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Quarterly Reporting Period	Report Type	Due Date
Quarter1: July 1– September 30	Quarterly Fiscal Invoice	October 15
Quarter 2: October 1 – December 31	Quarterly Fiscal Invoice and Program Progress Report	January 15
Quarter 3: January 1 – March 31	Quarterly Fiscal Invoice	April 15

Quarterly Reporting Period	Report Type	Due Date
Quarter 4: April 1 – June 30	Quarterly Fiscal Invoice and Program Progress Report	July 10

Fiscal year 2025, 2026, and 2027 will have the same reporting period as Fiscal year 2024, noted above.

Grant Monitoring

“[Minn. Stat. §16B.97 \(https://www.revisor.mn.gov/statutes/?id=16B.97\)](https://www.revisor.mn.gov/statutes/?id=16B.97) and [Policy on Grant Monitoring \(https://mn.gov/admin/assets/grants_policy_08-10.pdf tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10.pdf) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over \$50,000

Technical Assistance

MDH will provide technical assistance on specific projects that require review of materials such as work or evaluation plans. If there is need for additional technical assistance during the grant period, applicants are welcome to request further support.

Grant Payments

Per [State Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20 tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20 tcm36-438962.pdf), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

State policy allows advance payments to be made to grantees only in certain exceptional situations. If a grantee requires advance payment to start up a program, negotiations will be made after a grant award is offered but before a grant agreement is executed.

Grantees will submit quarterly invoices according to the schedule in the table below.

Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Reporting Period	Document	Due Date
Quarter1: July 1– September 30	Quarterly Fiscal Invoice	October 15
Quarter 2: October 1 – December 31	Quarterly Fiscal Invoice	January 15
Quarter 3: January 1 – March 31	Quarterly Fiscal Invoice	April 15
Quarter 4: April 1 – June 30	Quarterly Fiscal Invoice	July 10

MDH will issue payment no later than 30 days after receipt of invoice.

2.6 Grant Provisions

Award Decisions

The award decisions of MDH are final and not subject to appeal. Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.

MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration's Certified Targeted Group, [Economically Disadvantaged and Veteran-Owned Vendor List \(http://www.mmd.admin.state.mn.us/process/search\)](http://www.mmd.admin.state.mn.us/process/search);
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program \(https://mnuccp.metc.state.mn.us/\)](https://mnuccp.metc.state.mn.us/), or;

- [Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program \(https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9\)](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: [View the list of debarred vendors \(http://www.mmd.admin.state.mn.us/debarredreport.asp\)](http://www.mmd.admin.state.mn.us/debarredreport.asp).

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98) and [Conflict of Interest Policy for State Grant-Making \(https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%20effective%20date%20January%201%2C%202021_tcm36-442645.docx\)](https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%20effective%20date%20January%201%2C%202021_tcm36-442645.docx).

Applicants must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. The list must provide the name of the entity, the relationship, and a discussion of the conflict. Submit the list as an attachment to the application. If an applicant does not submit a list of conflicts of interest, MDH will assume that no conflicts of interest exist for that applicant.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantees or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with Minnesota Statute Section 13.599, all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37, Subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. (Minn. Stat. § 13.599, subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by Minnesota Statute Section 13.37, the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret and indemnify and hold harmless MDH and the State of Minnesota, its agents, and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. §16B.98 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02 \(https://www.revisor.mn.gov/statutes/?id=363A.02\)](https://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500 \(https://www.revisor.mn.gov/rules/?id=5000.3500\)](https://www.revisor.mn.gov/rules/?id=5000.3500)

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Statutory Authority

Minnesota Statute 145.56 governs this grant.

2.7 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee comprised of diverse external and internal reviewers. The review committee will evaluate all eligible and complete applications received by the deadline. Further, the review committee will attempt to recognize and neutralize implicit bias in the review and scoring of applicants.

MDH will review all committee recommendations and is responsible for final award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.

- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

The review committee will be divided into teams of approximately four to six reviewers. Each reviewer will review and score the applications assigned to their team individually using a provided score sheet (refer to Attachment D for sample score sheet). Reviewers will score each application on a 100-point scale. This standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria for this grant.

The review teams will then participate in a review meeting where applications are discussed as a team. Reviewers will be able to modify their individual scores based on discussions at the review meeting. At the end of the meeting, team members will make recommendations to MDH based on the scoring criteria and discussion.

MDH will make final decisions on all applications and will balance the recommendations by the review teams with other factors including, but not limited to:

- Review team scores
- Geographic distribution of services
- Total funding available
- Inclusion of health equity
- Addressing social determinants of health

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations \(https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf\)](https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf).

Notification

MDH anticipates notifying all applicants of funding decisions via email in mid-April 2023. All notices of award and non-award will be sent via email to the contact person listed on the application.

Awarded applicants who are not current vendors in the State's SWIFT system will need to become vendors before a grant agreement can be made final. Instructions on how to become a vendor will be sent to awarded applicants when they are notified of the award.

There may be negotiations to finalize a grantee’s work plan and or budget before a grant agreement can be made final (“executed”). Once a work plan and/or budget have been agreed upon, a grant agreement can then be executed with the applicant agency being awarded the funds. The effective date of the agreement will be July 1, 2023, or the date in which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until June 30, 2027, contingent on satisfactory grantee performance and funding availability.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time, on March 22, 2023. If applications are *mailed*, they must be postmarked by March 22, 2023, and received by MDH no later than March 30, 2023.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems. The applicant will incur all costs incurred in applying to this RFP.

3.2 Application Submission Instructions

Applicants are strongly encouraged to submit applications via email to health.suicideprev.MDH@state.mn.us with the subject "Community Suicide Prevention RFP Application – (Insert applicant organization name)

Applicants who are unable to submit via email may submit their application via mail. If submitting by mail, please submit a single printed copy bound with a paper clip (do not staple). Applications may **not** be hand-delivered to MDH. Applications submitted by mail must be sent to:

Minnesota Department of Health
Suicide Prevention Unit – Attn: Tanya Carter
2312 College Way
Fergus Falls, MN 56537
tanya.carter@state.mn.us

3.3 Application Instructions

You must submit the following for the application to be considered complete:

- Signed coversheet on agency letterhead (one page)
- Table of Contents (Up to two pages)
- Section 1: Organization Capacity (Up to three pages)
- Section 2: Project Narrative (Up to five pages)
- Section 3: Work Plan (attachment A, Form A Up to six pages)
- Section 4: Equity (up to three pages)
- Section 5: Budget Detail and Justification (Attachment A, Form B and C)
- Letters of Commitments (minimum of three, one page per letter)
- Due Diligence Review (Attachment E)
- Copy of 501c3 (if applicable)
- Copy of most recent IRS 990 or Certified Financial Audit

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

MDH reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Attachments

- [Attachment A: Minnesota Community-Based Suicide Prevention Grant Application Form](https://www.health.state.mn.us/communities/suicide/documents/attachmenta.docx)
(Includes Narrative Questions, Work Plan, Budget Summary and Detailed Budget)
- [Attachment B: Sample Grant Agreement](https://www.health.state.mn.us/communities/suicide/documents/attachmentb.pdf)
- [Attachment C: Invoice Template](https://www.health.state.mn.us/communities/suicide/documents/attachmentc.pdf)
- [Attachment D: Application Scoring Criteria Scorecard](https://www.health.state.mn.us/communities/suicide/documents/attachmentd.pdf)
- [Attachment E: Due Diligence form](https://www.health.state.mn.us/communities/suicide/documents/attachmente.pdf)
- [Attachment F: RFP Checklist](https://www.health.state.mn.us/communities/suicide/documents/attachmentf.pdf)

RFP: Appendix

Definitions

Cultural community is a geographical area(s) and / or group (cultural, ethnic, racial, disabled, specific-age, gender, sexual orientation) or any other type of identifiable community. *MDH definition*

Culturally specific organization has the mission to serve a specific community. The leadership and/or staff may represent the predominant community served. *MDH, Center for Health Equity*

Evidence-based practices (EBP) is a treatment practice or approach that is backed by a strong body of research evidence. See [Issues in Defining and Applying Evidence-Based Practices Criteria for the Treatment of Criminal-Justice Involved Clients \(https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3246745/\)](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3246745/)

Health equity is when every person has the opportunity to realize their health potential — the highest level of health possible for that person — without limits imposed by structural inequities. Health equity means achieving the conditions in which all people have the opportunity to attain their highest possible level of health. *MDH definition*

Health disparity is when there is a population-based difference in health outcomes (e.g., women have more breast cancer than men). *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Means is the instrument or object used to carry out a self-destructive act (e.g., chemicals, medications, illicit drugs). *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Methods are the actions or techniques that result in an individual inflicting self-directed injurious behavior (e.g., overdose). *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Postvention is an intervention conducted after a suicide to promote healing and reduce the risk after a suicide for those affected by the suicide of a loved one. *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Practice-based evidence includes a range of approaches that are developed over time through practice and experience. PBE approaches are often embedded in the culture, accepted as effective by local communities and support community healing from a cultural framework. *MDH, Center for Health Equity*

Protective factors are skills, strengths, or resources that help people deal more effectively with stressful life events. <https://www.cdc.gov/violenceprevention/suicide/riskprotectivefactors.html>

Risk factors are those characteristics associated with suicide—they might not be direct causes—such as a family history of suicide, previous suicide attempts, a history of mental health disorder or substance abuse disorder, barriers to accessing mental health services, loss (relational, social, work, financial), stigma that prevents help-seeking behaviors and easy access to means.

<https://www.cdc.gov/violenceprevention/suicide/riskprotectivefactors.html>

Social determinants of health are the economic and social conditions that determine the health of individuals and communities. <https://www.cdc.gov/nchhstp/socialdeterminants/definitions.html>

Suicide attempt is a nonfatal, self-directed, potentially injurious behavior with any intent to die because of the behavior. A suicide attempt may or may not result in injury. *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Suicide attempt survivor is an individual who has survived a prior suicide attempt. *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Suicidal behaviors are behaviors related to suicide, including preparatory acts, suicide attempts, and deaths.
MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP

Suicidal ideation are thoughts of engaging in suicide-related behavior. *MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP*

Survivor of suicide loss are family members, friends, and others affected by the suicide of a loved one.
MDH Statewide Integrated Suicide Prevention and Postvention Training and Support Grant Program RFP

Attachment A: Minnesota Community-Based Suicide Prevention Grant Application Form

(INCLUDES NARRATIVE QUESTIONS, WORK PLAN, BUDGET SUMMARY, AND DETAILED BUDGET)

The Minnesota Department of Health (MDH) is soliciting proposals for community-based suicide prevention in Minnesota, which will serve the needs of Minnesotans at risk of suicide. MDH is seeking grant proposals for the grant period July 1, 2023-July 30, 2027. Applicants may apply for any of the eligible activities. Strong considerations will be given to make awards to as many distinct organizational entities as possible, given satisfactory scoring of the proposal submitted.

Please provide the following information below.

Organization Name: _____
Mailing Address: _____
Primary Contact Name: _____
Phone: _____
Email: _____

CEO/Director/Administrator

Name: _____
Phone: _____
Email: _____

Grant Goals: Communities and organizations will coordinate suicide prevention efforts across sectors and disciplines that lead toward a more comprehensive suicide prevention approach.

- Will serve populations most burdened by suicide, self-inflicted injury and or ideation.
- Applicant will reduce factors that increase risk and increase factors that promote resilience.
- Tribal applicant will strengthen cultural infrastructure to employ suicide prevention across the community.

Grant outcomes:

- Expand individuals, organizations and communities understanding of their role in promoting wellness and preventing suicidal experiences.
- Build capacity to develop a multi-sector partnership, develop culturally appropriate strategies to understand and respond to the needs and culture of the community.
- Increase collaboration with partners working on shared risk and protective factors, to include those working on promoting wellness, mental health and suicide, substance use, and adverse childhood experiences.
- Implement selected strategies that were informed by data to promote changes to policies, practices, and programs across the spectrum of suicide prevention. To include:
 - Promote factors that offer protection for suicidal experiences.
 - Expand informal supports by identify and support individuals who are experiencing mental health challenges or who are having suicidal experiences to get the help and care that they need.

- Strengthen formal supports and improve access and delivery of care for mental health and suicide.
- Connect, heal, and restore hope to those impacted by suicide.

Instructions (Application Guidance for Preparing your Narrative Responses, Work Plan and Timeline)

Please use Attachment E as a guide to prepare your application. This will help ensure that all components are included in your proposal. The following are the scores and weights on which applications will be evaluated based on the following criteria:

- Section 1: Organizational Capacity: 20 points
- Section 2: Project Narrative: 20 Points
- Section 3: Work Plan: 30 Points
- Section 4: Equity: 20 Points
- Section 5: Budget: 10 Points

It is expected that Attachment A (Organizational Capacity, Narrative Questions, Work Plan, Budget Summary, Budget Detail, and Justification) should not exceed 20 pages. Refer to Section 3.3 “Application Instructions” in the RFP on page 21. Parameters: one-inch margins, size 12 font, single-spaced are required. Tables and charts may be 10-inch font, single-spaced.

Eligible Activities

Please check the box indicating the eligible activity for which you are applying, and the grant amount requested per activity:

Regional Suicide Prevention Coordination – coordinate suicide prevention utilizing a comprehensive regional approach to suicide prevention.

Annual Request Amount: _____

Comprehensive Suicide Prevention – coordinate and evaluate a comprehensive approach to suicide prevention.

Annual Request Amount: _____

Narrative Questions, Work Plan, Budget, Attachment A

Provide detailed explanations on the following questions. Do not exceed 20 pages in this section. Please complete the Work Plan (one-year), Budget Summary (4-year), and Detailed Budget (one-year).

Section 1: Organizational Capacity

1. Briefly describe the experience the applicant organization has with the proposed activity for which you are applying and the high need communities you are proposing to serve.
2. Describe your current staff capacity to meet the mandatory requirements for the activity you are applying for. If your organization does not have the current capacity, how do you plan to increase capacity to meet the mandatory requirements? Priority will be given to those that include full-time coordination.

3. Describe how you intend to build off from or complement your organizations mission, current programs, and broader work of suicide prevention and how your work aligns with MDH’s approaches, and principles for suicide prevention.
4. Describe how the applicant organizations program staff, leadership, and board reflect the communities intended to serve. If staff leadership, and board are not reflective of the population intended to serve, what improvements do you intend to make within this area.
5. Describe your ability to build capacity of local suicide prevention efforts and engage a wide network of suicide prevention partners.

Section 2: Project Narrative

1. Define what community/communities or population(s) you will serve that is/are experiencing challenges with mental health and suicide risk or supports those that are at-risk of suicide.
 - a. Provide evidence (may include multiple forms of data and lived experience) to demonstrate significant health disparities or inequities in the community or communities you propose to serve.
 - b. What data (gathered by your organization or from other sources), cultural considerations and/or lived experience informed your choice for the activity you chose?
 - c. What evidence do you have (formal research or community information) that the activity will work well in the chosen community or region served?
2. Describe the geographic area(s) in which these services will be offered. State whether there are one or more specific target geographic areas. Describe how these areas were selected and what data was used for the analysis.
3. Describe how you intend to integrate primary prevention, trauma-informed, and healing centered approach to address suicide, particularly for communities or populations at higher risk.
4. Describe how you will collaborate with members of the communities you wish to serve in implementing and evaluating this proposal.

Section 3: Work Plan

This section of the report provides applications with the opportunity to think through the first year of the grant period’s work plan. The overall work plan describes how achievement of the proposed goals, strategies, and action steps will expand suicide prevention promotion in the selected local, region, and or state. **Attachment A: Form A** provides the template and examples that would guide the applicants to complete the form.

1. Ensure goals are aligned with the project activity.
2. Strategies: support the project goals, are specific, measurable. Feasible, and appropriate for the scope of the project activity.
3. Actions steps: are comprehensive and clearly describe how they will support the identified strategies.

Section 4: Equity

1. Describe how the proposed goals, strategies, and action steps will work with or complement related projects or services in the community served.
2. Describe how your proposed project fills an unmet need or gap in the communities or population(s), especially those at a highest risk of suicide.
3. Describe how your organization will engage communities or populations most impacted by suicide.
4. Describe how community leaders, community members, and/or people with lived experiences will contribute to the greater understanding of the issues, priorities, and values of the identified community/population(s) at highest risk for suicide.

Section 5: Budget and Budget Justification

Four-Year Summary Budget and One-Year Detailed Budget

A summary budget must reflect a four-year budget and include the activity you have applied for. The detailed budget must be included as part of the application to document how funds will be used to accomplish the activity for the first year of the grant. Please complete Attachment A, Form B and Form C.

Attachment A: Form A – One-Year Work Plan

The work plan should include all anticipated goals, strategies, and action steps the organization intends to complete in the first year of the grant period. The work plan should reflect the overarching activity that is selected by the organization. Award recipients will be required to submit an annual work plan to MDH.

Additional objectives and action steps can be added to the tables, if needed. You may delete goals, objectives, and action step rows as needed.

Goals: Goals are broad and should reflect the long-term expectations of what your organization hopes to achieve from this grant. It serves as the foundation for developing objectives.

Strategies: Strategies describe the results you anticipate achieving and should support the goal. They should be clear, measurable, feasible, and appropriate for the scope of the project activity. SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound) is a helpful way to develop your strategies. Often, multiple strategies are usually needed to address a single goal.

Action Steps: Action steps should be comprehensive and describe how the identified objective(s) will be achieved. For each action step, include a description of the anticipated outcome along with the expected timeline and staff/partners that will be involved. Action steps may include evaluation activities to measure the impact of proposed projects. For staff/partners involved, please list either the name of the person or the position title who will be responsible for overseeing the action step.

Organization Name:	Click or tap here to enter text.
Project Activity:	Select your grant activity focus area.

Population(s) Served:	Population(s) you anticipate to reach.
Geographic Focus:	City/Town, County, Region of Minnesota, Statewide.
Grant Period:	Select grant period

GOAL 1: Enter Goal

Strategy 1.1: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 1.2: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 1.3: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

GOAL 2: Enter Goal

Strategy 2.1: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 2.2: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 2.3: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

GOAL 3: Enter Goal

Strategy 3.1: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 3.2: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 3.3: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

GOAL 4: Enter Goal

Strategy 4.1: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 4.2: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Strategy 4.3: Click or tap here to enter text.

Action Steps

Action Step	Description and Outcome	Start Date	End Date	Staff Lead and Partners
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Enter date.	Enter date.	Click or tap here to enter text.

Attachment A: Form B – Budget Summary

Applicants are required to submit a **four-year budget summary** based on the total grant request amount for all eligible activities applied. This will be followed by the **first-year detailed budget** that includes year one of the grant period for all eligible activities. In the table below, remove the dollar sign in column two of each row and fill in the appropriate dollar amount requested.

Grant Application Information

Organization Name:	Click or tap here to enter text.
Budget Period:	Select a budget period
Annual Award Amount:	\$Enter dollar amount

Budget Contact Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.

Budget Summary (4-Year Grant)

Budget by Line Item	Total Dollars (July 1, 2023– June 30, 2024)
Salaries and Fringe	\$ Enter dollar amount
Contractual Services	\$ Enter dollar amount
Travel Expenses	\$ Enter dollar amount
Supplies and Expenses	\$ Enter dollar amount
Subtotal	\$ Enter dollar amount
Administrative Costs	\$ Enter dollar amount
GRANT FUNDS TOTAL	\$ Enter dollar amount

Attachment A: Form C – Budget Detail and Justification (One-Year)

Instructions: The budget detail and justification should include all anticipated expenses in the first year of the grant period. Each budget category should be completed. If you do not anticipate expenses in one or more budget categories, please list the total amount as \$0.00. Awarded grant recipients will be required to submit an annual budget.

Grant Application Information

Organization Name:	Click or tap here to enter text.
Budget Period:	Select a budget period
Annual Award Amount:	\$Enter dollar amount

Budget Contact Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.

For MDH Use Only

Revision #:	Click or tap here to enter text.
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Salary and Fringe

For each funded position, list the title, position justification including expected rate of pay, full-time equivalent, and fringe percent. Additional rows can be added or deleted, if needed.

Position	Position Justification	FTE	Fringe %	Total (dollars)
Position Title	Click or tap here to enter text.	FTE	Fringe	\$ Enter amount
Position Title	Click or tap here to enter text.	FTE	Fringe	\$ Enter amount
Position Title	Click or tap here to enter text.	FTE	Fringe	\$ Enter amount
Position Title	Click or tap here to enter text.	FTE	Fringe	\$ Enter amount

Annual Salary and Fringe Total:	\$ Enter Amount
--	-----------------

Contractual Services

List the services you expect to contract out, the contractor's or consultant's name, whether the contractor is non-profit or for-profit, the length of time the services will be provided and the total amount you expect to pay. Supplies and travel should be included, if applicable. Itemize equipment rented or leased for the project. Additional rows can be added or deleted, if needed.

Contractor	Description of Service	Total (dollars)
Contractor	Click or tap here to enter text.	\$ Enter amount
Contractor	Click or tap here to enter text.	\$ Enter amount
Contractor	Click or tap here to enter text.	\$ Enter amount
Contractor	Click or tap here to enter text.	\$ Enter amount

Annual Contractual Services Total:	\$ Enter Amount
---	-----------------

Travel

Explain your expected in-state travel costs, including mileage, hotel, and meals. If program staff will travel, itemize the costs, frequency, and the nature of the travel. Please add \$200 for annual grantee conference. Additional rows can be added or deleted, as needed.

Description of Travel	Total (dollars)
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount

Annual Travel Total:	\$ Enter Amount
-----------------------------	-----------------

Supplies and Expenses

Briefly explain the expected costs for items and services you will purchase to run your program. Include telephone expenses that are part of your proposal. Estimate postage if it is part of the project. List any printing and copying costs necessary for the project (other than occasional copying on an office copy machine). List office and program supplies and expendable equipment such as training materials, curriculum, and software. Generally, supplies include items that are consumed during the course of the project, equipment and items such as additional rent for program space, participant transportation, participant training and other direct costs as needed. Additional rows can be added or deleted, if needed.

Description of Supplies and Expenses	Total (dollars)
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount

Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount
Click or tap here to enter text.	\$ Enter amount

Annual Travel Total:	\$ Enter Amount
-----------------------------	-----------------

Subtotal

Enter the subtotal of expenses from all budget categories.

Salary and Fringe:	\$ Enter Amount
Contractual Services:	\$ Enter Amount
Travel:	\$ Enter Amount
Supplies and Expenses:	\$ Enter Amount
Subtotal:	\$ Enter Amount

Administrative Costs

Administrative costs are defined as “costs that represent the expenses of doing business that are not easily identified with a particular grant, contract, project, function or activity but are necessary for the general operation of the organization and the conduct of activities it performs.” Examples of such expenses include accounting, administrative, and costs to operate and maintain facilities, not to exceed 10% of overall budget, unless you have an approved federal rate that is higher. Explain in just a sentence or two how you arrived at this percentage or how the calculations were derived.

Administrative Cost:	\$ Enter Amount
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Award Funds Total

Subtotal:	\$ Enter Amount
Administrative Cost:	\$ Enter Amount
Grant Total:	\$ Enter Amount
(Subtotal + Administrative Cost)	

Attachment B: Sample Grant Agreement

Minnesota Department of Health

Grant Agreement Cover Sheet

You have received a grant agreement from the Minnesota Department of Health (MDH). Information about the grant agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

ATTACHMENT: Grant Agreement

CONTACT FOR MDH: [Click or tap here to enter text.](#)

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
<p>Name of MDH Grantee (as it appears in SWIFT):</p>	<p>SWIFT Contract Number: Click or tap here to enter text.</p>	<p>MDH Program Name: Click or tap here to enter text.</p>
<p>Grantee SWIFT Vendor Number: Click or tap here to enter text.</p> <p>SWIFT Vendor Location Code: Click or tap here to enter text.</p>	<p>Effective Date: Click or tap to enter a date., OR the date all signatures are collected and the agreement is fully executed, whichever is later.</p> <p>Expiration Date: Click or tap to enter a date.</p>	<p>Total State Grant Funds: \$0.00</p> <p>Total Federal Grant Funds: \$0.00</p> <p>Total Grant Funds (all funds): \$0.00</p>

Minnesota Department of Health

Grant Agreement - Sample

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and **Insert name of Grantee** (“Grantee”). Grantee’s address is **Insert complete address.**

Recitals

MDH is empowered to enter into this grant agreement under Minn. Stat. §§ [144.05](#) and [144.0742](#) [Click or tap here to enter text.](#)

MDH is in need of [Click or tap here to enter text.](#)

The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity

to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.

Grantee represents that it is duly qualified and will perform all the activities according to the terms of this grant agreement. Grantee agrees to minimize administrative costs as a condition of this grant agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1.

Grant Agreement

Term of Agreement

Effective Date

Select the date, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this grant agreement is fully executed. Grantee must not begin work until this grant agreement is fully executed and MDH's Authorized Representative has notified Grantee that work may commence.

Expiration Date

Select the date, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

Survival of Terms

The following clauses survive the expiration or cancellation of this grant agreement: Liability; Financial Examinations; Government Data Practices and Data Disclosure; Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

Activities

MDH's Activities

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

Grantee's Activities

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant agreement.

Time

Grantee is required to perform all of the activities stated in this grant agreement, and any incorporated exhibits, within the grant agreement period. MDH is not obligated to extend the grant agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the grant agreement.

Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this grant agreement.

Grant Award

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this grant agreement

Travel Expenses

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

Budget Modifications

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

Total Obligation

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed \$0.00.

Terms of Payment

Invoices

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement.

[Click or tap here to enter text.](#)

Contracting and Bidding Requirements

Municipalities

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under [Minn. Stat. ch. 16B](#).

Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.

Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.

Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:

Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search/>);

Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or

Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>).

Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.

Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:

Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant agreement or

There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.

Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41](#) through [177.44](#).

Grantee must not contract with vendors who are suspended or debarred in Minnesota. The list of debarred vendors is available at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

Authorized Representatives

MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant agreement is [Click or tap here to enter text.](#), or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

Grantee's Authorized Representative

Grantee's Authorized Representative is [Click or tap here to enter text.](#), or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this grant agreement. If Grantee selects a new Authorized Representative at any time during this grant agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

Assignment, Amendments, Waiver, and Grant Agreement Complete

Assignment

Grantee shall neither assign nor transfer any rights or obligations under this grant agreement.

Amendments

If there are any amendments to this grant agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

Waiver

If MDH fails to enforce any provision of this grant agreement, that failure does not waive the provision or MDH's right to enforce it.

Grant Agreement Complete

This grant agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

Liability

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this grant agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this grant agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

Financial Examinations

The relevant books, records, documents, and accounting procedures and practices of Grantee and any other party are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8, by MDH and the Minnesota State Auditor or the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Government Data Practices and Data Disclosure

Government Data Practices

Grantee and MDH must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this grant agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH. If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

Data Disclosure

Grantee consents to disclosure of its social security number, federal employee tax identification number, or Minnesota tax identification number--which may have already been provided to MDH--to federal and state tax agencies and state personnel involved in the payment of state obligations pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Ownership of Equipment and Supplies

Equipment. "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

Supplies. "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

Ownership of Materials and Intellectual Property Rights

Ownership of Materials

"Materials" is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this grant agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to

inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

Intellectual Property Rights

Grantee represents and warrants that Materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee's expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or MDH's opinion is likely to arise, Grantee shall at MDH's discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

Workers' Compensation

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this grant agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH's obligation or responsibility.

Publicity and Endorsement

Publicity

Any publicity given to the program, publications, or activities performed resulting from this grant agreement, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this grant agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this grant agreement, the federal program must also be recognized.

Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

Termination

Termination by MDH or Grantee

MDH or Grantee may cancel this grant agreement at any time, with or without cause, upon 30 days written notice (e.g., by mail, email, or both) to the other party.

Termination for Cause

If Grantee fails to comply with the provisions of this grant agreement, MDH may terminate this grant agreement without prejudice to the right of MDH to recover any money previously paid. The

termination shall be effective five business days after written notice (e.g., mail, email, or both) of termination to Grantee.

Termination for Insufficient Funding

MDH may immediately terminate this grant agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

Governing Law, Jurisdiction, and Venue

This grant agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Clerical Error

Notwithstanding Clause “Assignment, Amendments, Waiver, and Grant Agreement Complete” of this grant agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

Lobbying

Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.

Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.

By signing this grant agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this grant agreement.

Other Provisions

Voter Registration Services Requirement

If this grant agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND Grantee is a local unit of government, city, county, township or non-profit organization, then Grantee is required to comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

APPROVED:

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature:

SWIFT Contract & Initial PO:

Grantee

Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signature:

Title:

Date:

Signature:

Title:

Date:

Signature:

Title:

Date:

Signature:

Title:

Date:

Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature:

(with delegated authority)

Title:

INVOICE

Date:

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.

Exhibit A – Grantee’s Activities/ Scope of Work

Incentives

Grantees may use grant funds to purchase incentive instruments in order to aid in meeting the goals and objectives of the grant agreement. Grantees using incentive instruments must have written effective policies and procedures on file before purchasing any incentive instruments. Grantees are required to safeguard, monitor, and track incentive instruments. MDH reserves the right to inspect and review incentive instruments purchased and distributed, and related documents, as part of its monitoring oversight. Any incentives not supported by documentation will be considered an unallowable expense.

Exhibit B – Grantee’s Budget

INVOICE

Attachment C: Invoice Template

Invoice

To obtain this information in a different format, call: 218-332-5167. Printed on recycled paper.

MDH Program Information

Program Name:	Community-Based Suicide Prevention
Division/Section:	HPCD/IVPS Section – Suicide Prevention Unit
Grant Manager:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.

Grantee Information

Organization:	Click or tap here to enter text.
Invoice Contact:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Billing Period:	Enter date(s) of billing period (Quarterly or Monthly)
Grant/Contract Period:	July 1, 2023 – June 30, 2027

Expenditures

Line Item	Amount Spent in this Billing Period
Salary and Fringe Benefits	\$ Enter dollar amount
Contractual Services	\$ Enter dollar amount
Travel	\$ Enter dollar amount
Supplies and Expenses	\$ Enter dollar amount
Subtotal	\$ Enter dollar amount
Administrative Costs	\$ Enter dollar amount
Total Expenses for Reimbursement	\$ Enter dollar amount

I declare that no part of this claim has been previously billed to MDH and reflects only charges that conform and are consistent with the description and conditions of the grant agreement work plan and budget. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.

Grantee Signature	Date

For MDH Program Use Only

Date Invoice Received by Grant Manager:	
Date Invoice Approved by Grant Manager:	
Amount Approved by Grant Manager:	

MINNESOTA COMMUNITY-BASED SUICIDE PREVENTION GRANT

Additional Comments:	
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SWIFT VN ID#:	
Invoice Code:	
PO #:	
Invoice Total:	

MDH Program Approver Printed Name and Signature	Date

The Invoice Template was last updated by the Agency Project Planning Office 12/22/2022

Attachment D: Application Scoring Criteria Scorecard

Rating Levels

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response: meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally, meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Scoring Selection – Scored up to 100 points

Section 1. Organizational Capacity (20 Points)

Criteria	Score (1 -5)
The applicant organization demonstrates capacity to address the proposed project activity which includes identifying key staff personnel and other significant staff members who will contribute to the project. If applicable, the applicant organization describes any anticipated impact for onboarding new staff and its effect on achieving project outcomes.	
If the applicant organization proposes to partner with any other organization, it identifies the organization(s) involved and clearly describes the roles and responsibilities of the organization partner(s).	
The applicant organization describes how the grant complements or builds off the organization’s mission, current programs, and broader work. It also describes how the organization aligns with MDH’s approaches and principles for suicide prevention.	
The applicant organization’s program staff, leadership, and board reflect the communities they propose to serve. If staff, leadership, and board are not reflective of the population served, the applicant organization describes and/or shows efforts being made to improve in this area.	
The applicant demonstrates the ability to build capacity of local suicide prevention efforts and engage a wide network of suicide prevention partners.	

Section 2. Project Narrative (20 Points)

Criteria	Score (1 -5)
The applicant shows an understanding of the extent and/or impact of suicide in the community or population(s) identified and has identified a geographic area in which they intend to serve.	
The applicant integrates or outlines a plan to integrate a primary prevention, trauma-informed, and healing centered approach to address suicide, particularly for communities or populations at highest risk.	

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The applicant defines and shows understanding of the community or population(s) and geographic area(s) it will serve. This includes describing why and how the community/population(s) and geographic area(s) were selected.	
The applicant describes how they have collaborated with members of the proposed community/population(s) in developing this proposal and how they will continue to collaborate with the community/population(s) to implement the project activity.	

Section 3. Work Plan (30 Points)

Criteria	Score (1 -5)
Goal(s) align with the proposed project activity.	
Strategies , support project goals, are specific, measurable, feasible and appropriate for the scope of the project activity. Strategies are aligned with specific goal(s) proposed.	
Action Steps are comprehensive and clearly describe how they will support the identified strategies. Included for each activity is a description of the anticipated outcome and evaluation measures (as applicable). Applicant also includes expected timeline and staff/partners who will be involved in the activity.	
Embedded is a plan to evaluate the impact of the proposed project. This may include collecting and interpreting data and/or using evaluation results to enhance suicide prevention efforts (<i>multiply points by 2</i>).	
The overall work plan describes how achievement of the proposed goals, strategies, and action steps will expand suicide prevention promotion in the selected local, region and/or state.	

Section 4. Equity (20 Points)

Criteria	Score (1 -5)
The proposed goals, strategies, and action steps demonstrates how the project will work with and/or complement related projects or services in the community served.	
The applicant shows an understanding of how their proposed project fills an unmet need or gap in communities or population(s), especially those at highest risk for suicide.	
The applicant demonstrates a strong ability to engage communities or populations most impacted by suicide and/or those who are currently not served well by available programs.	
The applicant demonstrates how community leaders, community members, and/or people with lived experiences will contribute to the greater understanding of the issues, priorities, and values of the identified community/population(s) at highest risk for suicide.	

Section 5. Budget (10 Points)

Criteria	Score (1 -5)
The budget detail and justification are clear and provides a description of how funds will be used in the first year of the grant period.	
The expenses included in the budget detail and justification supports activities outlined in the work plan, including meeting grant requirements, supporting partner organizations, evaluation of project strategies and outcomes.	

Attachment E: Due Diligence Form

The Minnesota Department of Health (MDH) conducts pre-award assessments of all grant recipients prior to award of funds in accordance with federal, state and agency policies. **The Due Diligence Review is an important part of this assessment.**

These reviews allow MDH to better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds.

Organization	Information
Organization Name:	
Organization Address:	
If the organization has an Employer Identification Number (EIN), please provide EIN here:	
If the organization has done business under any other name(s) in the past five years, please list here:	
If the organization has received grant(s) from MDH within the past five years, please list here:	

Section 1: To be completed by all organization types

Section 1: Organization Structure	Points
1. How many years has your organization been in existence? <input type="checkbox"/> Less than 5 years (5 points) <input type="checkbox"/> 5 or more years (0 points)	
2. How many paid employees does your organization have (part-time and full-time)? <input type="checkbox"/> 1 (5 points) <input type="checkbox"/> 2-4 (2 points) <input type="checkbox"/> 5 or more (0 points)	
3. Does your organization have a paid bookkeeper? <input type="checkbox"/> No (3 points) <input type="checkbox"/> Yes, an internal staff member (0 points) <input type="checkbox"/> Yes, a contracted third party (0 points)	
SECTION 1 POINT TOTAL	

Section 2: To be completed by all organization types

Section 2: Systems and Oversight	Points
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<p>4. Does your organization have internal controls in place that require approval before funds can be expended?</p> <p><input type="checkbox"/> No (6 points)</p> <p><input type="checkbox"/> Yes (0 points)</p>	
<p>5. Does your organization have written policies and procedures for the following processes?</p> <ul style="list-style-type: none"> • Accounting • Purchasing • Payroll <p><input type="checkbox"/> No (3 points)</p> <p><input type="checkbox"/> Yes, for one or two of the processes listed, but not all (2 points)</p> <p><input type="checkbox"/> Yes, for all of the processes listed (0 points)</p>	
<p>6. Is your organization’s accounting system new within the past twelve months?</p> <p><input type="checkbox"/> No (0 points)</p> <p><input type="checkbox"/> Yes (1 point)</p>	
<p>7. Can your organization’s accounting system identify and track grant program-related income and expense separate from all other income and expense?</p> <p><input type="checkbox"/> No (3 points)</p> <p><input type="checkbox"/> Yes (0 points)</p>	
<p>8. Does your organization track the time of employees who receive funding from multiple sources?</p> <p><input type="checkbox"/> No (1 point)</p> <p><input type="checkbox"/> Yes (0 points)</p>	
SECTION 2 POINT TOTAL	

Section 3: To be completed by all organization types

Section 3: Financial Health	Points
<p>9. If required, has your organization had an audit conducted by an independent Certified Public Accountant (CPA) within the past twelve months?</p> <p><input type="checkbox"/> Not Applicable (N/A) (0 points) – if N/A, skip to question 10</p> <p><input type="checkbox"/> No (5 points) – if no, skip to question 10</p> <p><input type="checkbox"/> Yes (0 points) – if yes, answer question 9A</p>	
<p>9A. Are there any unresolved findings or exceptions?</p> <p><input type="checkbox"/> No (0 points)</p> <p><input type="checkbox"/> Yes (1 point) – if yes, attach a copy of the management letter and a written explanation to include the finding(s) and why they are unresolved.</p>	
<p>10. Have there been any instances of misuse or fraud in the past three years?</p> <p><input type="checkbox"/> No (0 points)</p>	

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<input type="checkbox"/> Yes (5 points) – if yes, attach a written explanation of the issue(s), how they were resolved and what safeguards are now in place.	
11. Are there any current or pending lawsuits against the organization? <input type="checkbox"/> No (0 points) – If no, skip to question 12 <input type="checkbox"/> Yes (3 points) – If yes, answer question 11A	
11A. Could there be an impact on the organization’s financial status or stability? <input type="checkbox"/> No (0 points) – if no, attach a written explanation of the lawsuit(s), and why they would not impact the organization’s financial status or stability. <input type="checkbox"/> Yes (3 points) – if yes, attach a written explanation of the lawsuit(s), and how they might impact the organization’s financial status or stability.	
12. From how many different funding sources does total revenue come from? <input type="checkbox"/> 1-2 (4 points) <input type="checkbox"/> 3-5 (2 points) <input type="checkbox"/> 6+ (0 points)	
SECTION 3 POINT TOTAL	

Section 4: To be completed by nonprofit organizations with potential to receive award over \$25,000 (excluding formula grants)

Office of Grants Management Policy 08-06 requires state agencies to assess a recent financial statement from nonprofit organizations before awarding a grant of over \$25,000 (excluding formula grants).

Section 4: Nonprofit Financial Review	Points
13. Does your nonprofit have tax-exempt status from the IRS? <input type="checkbox"/> No - If no, go to question 14 <input type="checkbox"/> Yes – If yes, answer question 13A	Unscored
13A. What is your nonprofit’s IRS designation? <input type="checkbox"/> 501(c)3 <input type="checkbox"/> Other, please list:	Unscored
14. What was your nonprofit’s total revenue (income, including grant funds) in the most recent twelve-month accounting period? Enter total revenue here:	Unscored
15. What financial documentation will you be attaching to this form? <input type="checkbox"/> If your answer to question 14 is less than \$50,000, then attach your most recent Board-approved financial statement <input type="checkbox"/> If your answer to question 14 is \$50,000 - \$750,000, then attach your most recent IRS form 990 <input type="checkbox"/> If your answer to question 14 is more than \$750,000, then attach your most recent certified financial audit	Unscored

Signature

I certify that the information provided is true, complete and current to the best of my knowledge.

- **SIGNATURE:**

- **NAME & TITLE:** [REDACTED]
- **PHONE NUMBER:** [REDACTED]
- **EMAIL ADDRESS:** [REDACTED]

MDH Staff Use Only

Section 4A: Nonprofit Financial Review Summary

Complete Section 4A for nonprofit organizations with the potential to receive an award over \$25,000 (with the exception of formula grants). Skip Section 4A and move to Section 5 for all other grantee types.

1. Were there significant operating and/or unrestricted net asset deficits?
 - Yes – if yes, answer questions 3 and 4
 - No – if no, skip questions 3 and 4 and answer questions 5 and 6
2. Were there any other concerns about the nonprofit organization’s financial stability?
 - Yes – if yes, answer questions 3 and 4
 - No – if no, skip questions 3 and 4 and answer questions 5 and 6
3. Please describe the deficit(s) and/or other concerns about the nonprofit organization’s financial stability:
4. Please describe how the grant applicant organization addressed deficit(s) and/or other concerns about the nonprofit organization’s financial stability:
5. Granting Decision:
6. Rationale for grant decision:

Section 5: Total Points

Section 1	+	Section 2	+	Section 3	=	Total Points
	+		+		=	

Section 6: Program Information

MDH Grant Program	Information
Applicant Project Name	
MDH Grant Program Name	
Division/Section	
Date Nonprofit Review Completed	
Review conducted by	

Attachment F: RFP Checklist

Required Application Format

- One original copy
- Format (12-point font, one-inch margins and single spaced)
- Up to 20 pages (check list and required forms do not count)
- Number all pages consecutively
- One signed unbound (if submitting by courier or postal service) original
- Submit by March 22, 2023, by 4:30pm CDT

Required Application Documents

- Signed coversheet on agency letter head (one page)
- Table of Contents (up to two pages)
- Organization Capacity (up to three pages)
- Project Narrative (up to five pages)
- Work Plan (up to six pages)
- Equity (up to three pages)
- Budget Summary (Attachment A, Form B)
- Budget Detail and Justification (Attachment A, Form C)
- Letters of Commitments (minimum of three, one page per letter)
- Due Diligence Review (Attachment E)
- Copy of 501c3 (if applicable)
- Copy of most recent IRS 990 or Certified Financial Report