



Minnesota Community-Based Suicide Prevention Coalition Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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10/23/2026

To obtain this information in a different format, call: 651-201-5200

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RFP Part 1: Overview

1.1 General information

- **Announcement Title:** Minnesota Community-Based Suicide Prevention Coalition Grant Request for Proposal
- **Minnesota Department of Health (MDH) Program Website:** [Minnesota Community-Based Suicide Prevention Coalition Grant Request for Proposals](https://www.health.state.mn.us/communities/suicide/coalitionrfp/index.html) (<https://www.health.state.mn.us/communities/suicide/coalitionrfp/index.html>)
- Organizations intending to submit a proposal should email a Letter of Intent by 4:30 p.m. on November 25, 2026. 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 “Minnesota Community-Based Suicide Prevention Coalition 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
- **Application Deadline:** January 8, 2027, by 4:30 p.m. CT

1.2 Program description

The Minnesota Department of Health (MDH) is soliciting proposals to support community-based suicide prevention coalitions across Minnesota. Through this grant, communities will bring together multisector partners and community members to form coalitions that will strengthen mental wellbeing and prevent suicide through locally driven, comprehensive approaches.

Coalitions will use quantitative and qualitative data, community voice, and existing community strengths to understand local needs and opportunities, identify priorities, select locally relevant strategies, and take action to promote mental wellbeing, strengthen protective factors, reduce risk factors, and prevent suicide.

This grant is one-way MDH will support implementation of the 2027–2032 Minnesota Suicide Prevention Plan by investing in community-driven, flexible approaches that reflect local strengths, cultures, needs, and priorities. It aims to build community capacity to carry out comprehensive suicide prevention. Through this funding, communities will advance statewide priorities in ways that are informed by local data, community voice, culture, and context.

MDH is seeking proposals for the grant period July 1, 2027–June 30, 2031. Up to \$1,000,000 per year will be available to support community-based suicide prevention efforts across Minnesota.

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, whichever is later.

Funding	Estimate
Estimated Amount to Grant	\$1,000,000 per year
Estimated Number of Awards	Up to 10
Estimated Award Maximum	\$125,000 per year
Estimated Award Minimum	\$100,000 per year

Match requirement

There is no match requirement for this grant.

Project dates

The estimated start date is July 1, 2027, or upon full grant agreement execution, whichever is later, and the project end date is June 30, 2031. 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 2028)	July 1, 2027-June 30, 2028
Year 2 (Fiscal Year 2029)	July 1, 2028-June 30, 2029
Year 3 (Fiscal Year 2030)	July 1, 2029-June 30, 2030
Year 4 (Fiscal Year 2031)	July 1, 2030-June 30, 2031

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 and urban Tribal organizations, units of government, schools and/or school districts, health care and behavioral health organizations, faith communities, emergency response organizations, and other interested agencies demonstrating capacity to provide comprehensive suicide prevention.

Applicants must be located and conduct grant activities within the State of Minnesota.

Grant funds are not transferable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Multi-organization collaboration is required through developing and sustaining a multi-sector coalition that will lead this project. The vision of MDH is for all communities to thrive and that all people have what they need to be healthy. MDH recognizes that strengthening mental wellbeing and preventing suicide requires communities, organizations, and sectors to work together. Members of the coalition should include both private and public individuals and sectors including, but not limited to:

- Community-based organizations.
- Community members including individuals with lived experience.
- Individuals from populations are disproportionately affected by suicidal experiences.
- Civic or volunteer groups.
- Educational systems.
- Faith-based and cultural communities.
- Health and behavioral health care.
- Local, state, Tribal government.
- Workplaces and businesses.

Letters of support should be submitted with this Request for Proposal from individuals and community partners that would be part of the coalition.

1.5 Questions and answers

All questions regarding this RFP must be submitted by email or phone to health.suicideprev.mdh@state.mn.us or 651-201-6725. All answers will be posted within two business days at [Minnesota Community-Based Suicide Prevention Coalition Grant Request for Proposals Q&A \(https://www.health.state.mn.us/communities/suicide/coalitionrfp/qa.html\)](https://www.health.state.mn.us/communities/suicide/coalitionrfp/qa.html).

Please submit questions no later than 4:30 p.m. Central Time, on Monday, January 4, 2027.

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 MDH, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP information meeting

A Community-Based Suicide Prevention Coalition Grant Information Meeting will be held on:

Friday, November 6, 2026, from 10 – 11 a.m. CT on Microsoft Teams

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- [Community-Based Suicide Prevention Coalition Grant RFP Information Meeting Nov. 6](https://teams.microsoft.com/meet/214792261210901?p=2Rb0rB3yE8YBliHyUE)
(<https://teams.microsoft.com/meet/214792261210901?p=2Rb0rB3yE8YBliHyUE>)

Applicants are encouraged but not required to attend the information meeting.

RFP Part 2: Program details

2.1 Priorities

Grant outcomes will include:

- **Coalition development:** Established and sustained multisector coalitions that strengthen collaboration for mental wellbeing and suicide prevention.
- **Community assessment:** Increased understanding of community strengths, needs, risk and protective factors, and opportunities for prevention.
- **Prioritization and strategy selection:** Locally identified priorities and strategies that reflect community data, voice, strengths, needs, and cultural context.
- **Action planning and implementation:** Increased implementation of comprehensive, locally relevant strategies that promote mental wellbeing, strengthen protective factors, reduce risk factors, and prevent suicide.
- **Evaluation and learning:** Increased use of data, community input, evaluation, and ongoing learning to understand progress, guide action, and strengthen suicide prevention efforts.
- **Sustainability:** Increased capacity to sustain effective coalition partnerships and suicide prevention strategies beyond the grant period.

Health equity priorities

It is 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. The [Policy on Rating Criteria for Competitive Grant Review Policy 08-02 Rating Criteria for Competitive Grant Review \(PDF\) \(https://mn.gov/grants/assets/POL_08-02_RatingCriteriaforCompetitiveGrantReview_2017-09-15_tcm1093-749640.pdf\)](https://mn.gov/grants/assets/POL_08-02_RatingCriteriaforCompetitiveGrantReview_2017-09-15_tcm1093-749640.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Health equity will be integrated throughout this project. Communities experience different strengths, needs, inequities, barriers, and opportunities for prevention of suicide. Grantees will use quantitative and qualitative data, community voice, and local knowledge to understand these differences and develop approaches that are responsive to the communities that they serve.

Grantees will meaningfully engage community members, including people with lived experiences and people from communities disproportionately affected by suicide, throughout assessment, prioritization, planning, implementation, and evaluation.

MDH will prioritize spreading grantees across all seven Local Public Health Association regions to ensure equitable access to funds across all of Minnesota.

Minnesota data and community engagement have identified populations that experience disproportionate impacts related to suicide and mental wellbeing. These include, but are not limited to:

- American Indian communities.
- Black, African, and African Heritage communities.
- LGBTQIA2S+ communities.
- Men.
- Veterans, service members, and military families.
- Youth and young adults.
- Rural communities.
- Women.
- Older adults.

Applicants may identify additional populations experiencing inequities within their communities based on local quantitative and qualitative data and community input.

Other competitive priorities

Priority will be given to applicants that:

- Demonstrate readiness to engage in a comprehensive, community-driven strategic planning process.
- Serve communities disproportionately affected by suicide and suicidal experiences.
- Demonstrate strong multisector participation, including partners and community members who will have meaningful roles in planning, decision making, and implementation.
- Demonstrate culturally responsive approaches and meaningful engagement with communities disproportionately affected by suicide.
- Demonstrate readiness to implement comprehensive approaches that address community conditions and support sustained change.
- Demonstrate readiness to use quantitative and qualitative data, community input, and ongoing learning to guide assessment, prioritization, strategy selection, implementation, and evaluation.

2.2 Eligible projects

Applicants must demonstrate the capacity and infrastructure to hire and supervise a 1.0 FTE to coordinate and facilitate grant activities and the community coalition. Eligible projects must be driven by data and have community input and coalition involvement.

Scope of Work

The Scope of Work reflects an ongoing, community-driven process for comprehensive suicide prevention. Grantees will move through an initial process of coalition development and capacity building, community assessment, prioritization and strategy selection, and action planning. These activities are not one-time steps. Throughout the grant period, grantees will continue to strengthen their coalition and community capacity, review data and community

input, implement and evaluate strategies, adjust based on what they learn, and plan for sustainability.

Coalition development and capacity building

- Establish or strengthen a multisector coalition that reflects the community and includes partners and community members with meaningful roles in planning, decision making, and implementation.
- Establish or review the coalition's mission, vision, governance structure, roles and responsibilities, and decision-making processes.
- Identify gaps in coalition membership and establish processes to recruit, welcome, engage, and retain needed sectors, community members, and partners.
- Assess coalition, partner, and community capacity and take steps to strengthen the knowledge, skills, resources, relationships, leadership, and shared ownership needed to support implementation and long-term sustainability.

Community assessment

- Define the community and population(s) the coalition intends to serve.
- Complete a community asset mapping process to identify existing strengths, resources, partnerships, and opportunities.
- Identify the questions the coalition wants to understand and the types and sources of information that are meaningful and trusted within the community.
- Gather qualitative information through community conversations and other locally appropriate approaches that elevate community knowledge, perspectives, and lived experience.
- Review available quantitative data to understand suicide and suicidal experiences, mental wellbeing, risk and protective factors, and other locally relevant conditions and outcomes.
- Examine data across populations and communities to identify differences and populations that are most affected.
- Bring together quantitative data, qualitative information, community voice, and identified assets, and engage the coalition and community in interpreting findings and identifying strengths, needs, and opportunities for action and adaptation through the grant period.

Prioritization and strategy selection

- Engage coalition members, community partners, and populations most affected throughout prioritization and strategy selection, including assessing the fit and relevance of proposed strategies.
- Identify and prioritize population(s), community conditions, and risk and protective factors based on the community assessment, considering importance, changeability, community capacity, and opportunities for meaningful impact.

- Establish long-term goals that describe the changes the coalition hopes to achieve.
- Identify and select strategies that address prioritized risk and protective factors, and consider available evidence and knowledge, conceptual and practical fit, cultural relevance, community readiness, and capacity.
- Select a comprehensive mix of locally relevant prevention approaches, including consideration of policy, systems, and environmental changes that address community conditions and support sustainable, population-level impact.
- Develop a logic model demonstrating how selected strategies are expected to contribute to short-, medium-, and long-term outcomes.

Action planning and implementation

- Develop a community suicide prevention action plan that connects identified priorities, risk and protective factors, selected strategies, and desired outcomes.
- Establish clear, measurable objectives and identify the action steps, timelines, roles and responsibilities, partners, and resources needed to implement each strategy.
- Engage coalition members, community partners, and populations most affected in the implementation and ongoing refinement of strategies.
- Implement selected strategies using a comprehensive approach that promotes mental wellbeing, strengthens protective factors, reduces risk factors, and prevents suicide.
- Monitor implementation and progress and use data, community input, evaluation, and ongoing learning to update the action plan and adjust strategies as needed.
- Work toward embedding effective strategies within community systems, policies, practices, and environments to support sustained community-level change.

Evaluation and learning

- Develop an evaluation and learning plan that aligns with the coalition's logic model, selected strategies, and intended outcomes.
- Engage community members and partners, including people most impacted by the work, in identifying evaluation questions and determining what the coalition and community want and need to learn.
- Identify appropriate quantitative and qualitative methods and data sources to assess implementation and progress toward selected outcomes.
- Establish processes for collecting, analyzing, and interpreting evaluation information, including who will participate in making meaning of the findings.
- Regularly review and share findings with the coalition, community, and other relevant audiences, and use what is learned to inform decisions, adapt implementation, and strengthen suicide prevention efforts.

Sustainability

- Use evaluation findings and community input to identify the coalition partnerships, strategies, outcomes, and community-level changes that should be sustained, adapted, expanded, or discontinued.
- Assess and strengthen the leadership, partnerships, membership, resources, infrastructure, and community ownership needed to sustain the coalition and its work.
- Identify opportunities to integrate effective strategies into existing community systems, organizations, policies, practices, and structures.
- Identify financial and non-financial resources and partners needed for sustainability and develop specific goals, action steps, responsibilities, and timelines.
- Review and update the sustainability plan based on progress, evaluation findings, changing community needs, and available resources.

Required grant meetings

Awarded grantees will be required to attend in-person and virtual grantee meetings anticipated to be as follows:

- September 21-23, 2027 – Onboarding meeting in Saint Cloud
 - Required attendees: Coalition Coordinator, Coordinator’s Supervisor, and one community coalition member.
- Strategic Planning Meetings – Virtual via Microsoft Teams
 - Required attendees: Coalition Coordinator and two coalition members
 - Tuesday, December 7, 2027
 - Tuesday, March 7, 2028
 - Tuesday, June 6, 2028
- In-person cohort meetings
 - Required attendees: Coalition Coordinator and two community coalition members
 - Year 2: September 19-20, 2028
 - Year 3: September 18-19, 2029
 - Year 4: September 17-18, 2030
- Virtual cohort meetings via Microsoft Teams
 - Required attendees: Coalition Coordinator
 - Tuesday, December 5, 2028
 - Tuesday, March 6, 2029
 - Tuesday, June 5, 2029
 - Tuesday, December 4, 2029
 - Tuesday, March 5, 2030
 - Tuesday, June 4, 2030
 - Tuesday, December 3, 2030
 - Tuesday, March 4, 2031
 - Tuesday, June 3, 2031

Ineligible expenses

Ineligible expenses include but are not limited to:

- Soliciting donations.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Direct services including individual clinical or therapeutic services, direct financial assistance, or other services where the primary purpose is to directly address an individual's needs.

2.3 Grant management responsibilities

Grant agreement

Each grantee must formally enter into a grant agreement. The agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. The grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

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

A sample grant agreement is available for review at MDH Grant Resources: [Grant Resources - MN Dept. of Health \(https://www.health.mn.gov/about/grants/resources.html\)](https://www.health.mn.gov/about/grants/resources.html). 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.

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

Accountability and reporting requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. For the purposes of this grant program, monthly, quarterly, and annual reporting will be expected for each fiscal year. Templates will be provided where applicable.

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A Monthly Progress Report, using a template provided by MDH, will summarize activities such as implementation progress, barriers, and technical assistance needs.

A Monthly Activity Tracking Report will be submitted in a reporting system designed by MDH. The system will track activities and progress of coalition development, community engagement and planning throughout the first year. Exact metrics to be reported will be determined after an approved strategic plan has been developed and may include:

- Description of policy, systems, or environment change.
- System or organization where the policy, system, or environment change occurred.
- Date of training.
- Training type.
- Training participants.
- Date of awareness effort.
- Awareness effort type.
- Estimated reach.

An Annual Report, using a template provided by MDH, will summarize activities completed including strategic planning steps completed, strategies implemented, lessons learned, and priorities for the remainder of the grant.

The reporting schedule will be:

Report	Schedule
Monthly Activity Tracking Reports	Due at time of monthly meeting
Quarterly Strategy Updates	Due by the 10 th of the month following the end of the quarter
Annual Narrative Report	Due July 30 th

Grantees will participate in end-of-year grant evaluation activities with MDH. This may include an exit interview, survey, or final report. Exact methods will be determined in partnership with MDH.

Grant monitoring

Minn. Stat. § 16B.97 (<https://www.revisor.mn.gov/statutes/?id=16B.97>) and [Policy on Grant Monitoring \(PDF\) \(https://mn.gov/grants/assets/POL_08-10_GrantMonitoring_2016-12-02_tcm1093-749648.pdf\)](https://mn.gov/grants/assets/POL_08-10_GrantMonitoring_2016-12-02_tcm1093-749648.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.

- Monitoring visits will occur annually for all applicants awarded funding. The monitoring schedule will be determined in collaboration with MDH.

Technical assistance

MDH will provide grant management through monthly check-ins and ongoing oversight. During the first year, MDH will provide structured training to guide grantees through coalition development, community assessment, strategic planning, and action planning.

Suicide Prevention Regional Coordinators will provide individualized coaching and technical assistance to support grantees in applying the process within their communities.

MDH and Suicide Prevention Regional Coordinators will continue to provide support throughout implementation, evaluation and learning, and sustainability.

Grant payments

Per [08-08 Policy on Grant Payments \(PDF\) \(https://mn.gov/grants/assets/POL_08-08_GrantPayments_2021-04-12_tcm1093-749646.pdf\)](https://mn.gov/grants/assets/POL_08-08_GrantPayments_2021-04-12_tcm1093-749646.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.

The invoice and payment schedule will be monthly or quarterly depending on grantee's preference. Invoices will be due on the 20th of the month following the end of the invoice period, except for the final invoice of the fiscal year which will be due on the 10th of the month following the end of the invoice period.

2.4 Grant provisions

Affirmative action and non-discrimination requirements for all grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) ([Minn. Stat. § 363A \(https://www.revisor.mn.gov/statutes/cite/363A\)](https://www.revisor.mn.gov/statutes/cite/363A); See e.g. [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/363A.02)). The MHRA is enforced by the [Minnesota Department of Human Rights \(https://mn.gov/mdhr/\)](https://mn.gov/mdhr/). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

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. [Minn. Rules, part 5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/).

Audits

Per [Minn. Stat. § 16B.98 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98), subd. 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.

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 the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Interest Disclosure form (See Applicant/Recipient Conflict of Interest Disclosure within the Minnesota Department of Health - Office of Injury and Violence Prevention's Online Portal application) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- A grantees or applicant's objectivity in performing the grant work is or might be otherwise impaired.

- A grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, 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.

Non-transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Public data and trade secret materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/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 are 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 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/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 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/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 [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37), the applicant must:

- Clearly mark all trade secret materials in their application at the time it is submitted.

- Include a statement attached to its application justifying the trade secret designation for each item.
- 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 \(Ch. 13 MN Statutes https://www.revisor.mn.gov/statutes/cite/13/full\)](https://www.revisor.mn.gov/statutes/cite/13/full) 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.

2.5 Review and selection process

Review process

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with mental health promotion and suicide prevention knowledge. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for 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 reviewing each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are based on the weighted application questions that can be found in the grant application portal.

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 pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant to comply with Policy 08-06 [Preaward Risk Assessment of Potential Grantees \(PDF\) \(https://mn.gov/grants/assets/POL_08-06_PreawardRiskAssessmentofPotentialGrantees_2025-07-01_tcm1093-762012.pdf\)](https://mn.gov/grants/assets/POL_08-06_PreawardRiskAssessmentofPotentialGrantees_2025-07-01_tcm1093-762012.pdf).

Applicants must complete the Due Diligence form (See Due Diligence Review form within the [Office of Injury and Violence Prevention Online Grants Portal \(https://www.grantinterface.com/sl/vfb9sR\)](https://www.grantinterface.com/sl/vfb9sR)) and submit it as part of the completed application.

Notification

MDH anticipates notifying all applicants of funding decisions by February 26, 2027.

RFP Part 3: Application and Submission Instructions

LETTER OF INTENT

Applicants are strongly encouraged to submit a non-binding Letter of Intent by 4:30 p.m. CT on **November 25, 2026**.

While prospective applicants are strongly encouraged to submit a Letter of Intent, it is not a mandatory requirement of this RFP. This means that an application may still be considered even if the applicant did not submit a Letter of Intent. Likewise, an applicant is not obligated to apply just because they submitted a Letter of Intent.

The Letter of Intent must be sent via email to health.suicideprev.mdh@state.mn.us with the subject line "Letter of Intent – Community-Based Suicide Prevention Coalition Request for Proposal."

3.1 Application deadline

All applications must be received by MDH no later than 4:30 p.m. Central Time, on January 8, 2027. Applications must be submitted electronically through the [Office of Injury and Violence Prevention Online Grants Portal](https://www.grantinterface.com/sl/vfb9sR) (<https://www.grantinterface.com/sl/vfb9sR>).

Accessing Online Portal Accounts:

- Existing users: If your organization has a grant with the Office of Injury and Violence Prevention, and you already have a user account, please enter your credentials and log-in. If you forgot your passwords, please use the "Forgot your Password?" link to reset your password.
- New users: If your organization does not already have a profile in the system, you will need to create an account. Please click on "Create New Account" to complete the registration process and create your logon credentials.

Once in the system, click on the link "apply" located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system; select the appropriate program. If you have any questions, please submit them to: health.suicideprev.mdh@state.mn.us.

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 computer or technology problems.

Acknowledgement of application receipt. The Mental Health Promotion and Suicide Prevention Online Grant Portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

If you do not receive an automated email confirming submission, or encounter any other issues with the online application, please contact health.suicideprev.mdh@state.mn.us. We

encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application instructions

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

1. Completed application.
2. Work plan.
3. Budget.
4. Letters of Commitment from identified coalition members.
5. Position description for coalition/grant coordinator.
6. Completed Due Diligence Review Form.
7. Completed Conflict of Interest Form.

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

Please find the following attachments:

- Attachment A: Work Plan Template
- Attachment B: Example Year 1 Work Plan
- Attachment C: Budget Template

Attachment A: Work Plan Template

Organization Name:	Click or tap here to enter text.
Project Activity:	
Population(s) Served:	
Geographic Focus:	

Goal:

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners

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Goal:

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners

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Goal:

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners

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Attachment B: Example Year 1 Work Plan

Organization Name:	Example Organization Name
Project Activity:	Community-Based Suicide Prevention Coalition
Population(s) Served:	Female youth ages 12-17
Geographic Focus:	Example School District

Goal: Increase capacity for coalition building

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners
Hire 1.0 FTE to coordinate community coalition efforts	<ul style="list-style-type: none"> • Write job description • Post position • Hold interviews • Select candidate 	July 2027	August 2027	Fiscal Host
Attend 3-day grant on-boarding meeting	<ul style="list-style-type: none"> • Attend 3-day grant on-boarding meeting • Book hotel room, if necessary. 	September 2027	September 2027	Coordinator, Supervisor, Coalition Member
Attend Strategic Planning Sessions with MDH	<ul style="list-style-type: none"> • Attend quarterly sessions with MDH via Microsoft Teams 	December 2027	June 2028	Coordinator, Coalition Members

Goal: Establish Community Coalition for the Grant

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners
Establish a multi-sector coalition that will assist with the implementation of this project.	<ul style="list-style-type: none"> Recruit coalition members from a variety of sectors within the community. Write coalition bylaws to identify coalition name, membership responsibilities, how decisions will be made, and when and how often then coalition will meet. 	July 2027	December 2027	Coordinator, Key Community Partners
If coalition is already established.	<ul style="list-style-type: none"> Review coalition bylaws, update if necessary Review coalition membership, develop a recruitment plan, if necessary. 	July 2027	December 2027	Coordinator, Coalition Members
Schedule and hold monthly coalition meetings.	<ul style="list-style-type: none"> Determine when and where the coalition will meet. 	September 2027	Ongoing	Coordinator, Coalition Members

Goal: Complete Community Assessment

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners
Define the community.	<ul style="list-style-type: none"> Define the community in which the project will take place. 	September 2027	December 2027	Coordinator, Coalition Members

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Complete a community asset map.	<ul style="list-style-type: none"> • Determine plan for which coalition members will help with community asset mapping. • Determine what assets will be assessed. • Develop a template for what information will be gathered. • Finalize the community asset map. 	September 2027	December 2027	Coordinator, Coalition Members
Gather community data to better understand the risk and protective factors of the priority population.	<ul style="list-style-type: none"> • Develop a plan to gather quantitative data. • Develop a plan to do community conversations to gather qualitative data. 	December 2027	March 2028	Coordinator, Coalition Members, MDH Epidemiologist, MDH Evaluator
Analyze community asset map, qualitative and quantitative data to prioritize what will be addressed.	<ul style="list-style-type: none"> • Identify priority population of focus. • Prioritize risk and protective factors that will be addressed to promote mental health and prevent suicide. 	December 2027	March 2028	Coordinator, Coalition Members

Goal: Select Strategies and Develop an Action Plan for Year 2

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners
Select strategies that will address the risk and protective factors that were prioritized.	<ul style="list-style-type: none"> For each risk and protective factor, research strategies that have evidence of effectiveness and have a conceptual and practical fit. 	March 2028	June 2028	Coordinator, Coalition Members
Develop an action plan for year 2 to implement the strategies that were selected.	<p>Determine the following:</p> <ul style="list-style-type: none"> What tasks are needed to implement each strategy? Who will carry out each of the tasks? Timeline for each task What resources are needed? Communication on who needs to know what. 	March 2028	June 2028	Coordinator, Coalition Members
Develop a capacity building plan for the coalition to help mobilize the work.	<ul style="list-style-type: none"> If more members or specific skillsets are needed, develop a plan on how to address the gaps. Determine what relationships may be necessary to implement the selected strategies. 	March 2028	June 2028	Coordinator, Coalition Members, MDH Epidemiologist, MDH Evaluator
Develop budget for year 2 of the grant.	<ul style="list-style-type: none"> Align the action plan to the proposed budget. 	May 2028	June 2028	Coordinator, Coalition Members, Fiscal Host

Goal: Develop Evaluation Plan for year 2

Strategy	Action Steps	Start Date	End Date	Staff Lead and Partners
Develop an evaluation plan.	<ul style="list-style-type: none"> Work with MDH to develop an evaluation plan to align with the strategies selected by the coalition. 	May 2028	June 2028	Coordinator, Coalition Members, MDH Evaluator

Attachment C: Budget Template

Grant Application Information

Organization Name:	Click or tap here to enter text.
Budget Period:	Year 1: July 1, 2027 – June 30, 2028
Annual Award Amount:	Enter 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 that includes 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	
Position Title	Click or tap here to enter text.	FTE	Fringe	

Annual Salary and Fringe Total:	\$ Enter Amount
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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.	
Contractor	Click or tap here to enter text.	

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Contractor	Click or tap here to enter text.	
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Annual Contractual Services Total:	\$
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Travel

Explain your expected instate 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.	

Annual Travel Total:	
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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.	

Annual Supplies and Expenses Total:	\$ Enter Amount
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Other

Description of Other	Total (dollars)
Click or tap here to enter text.	

Annual Other Total:	\$ Enter Amount
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Subtotal

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Enter the subtotal of expenses from all budget categories.

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

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 costs, and costs to operate and maintain facilities, not to exceed 15% 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:	
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Award Funds Total

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