



Special Emphasis Grant Request for Proposal

Important Dates

December 15, 2023	Request for Proposal (RFP) Released
January 10, 2024	Questions due no later than 4:30 pm Central Time
January 16, 2024	Applications due no later than 4:30 pm Central Time
March 1, 2024	Anticipated Start Date of Grants

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-4975
health.oaih@state.mn.us
www.health.state.mn.us

December 2023

To obtain this information in a different format, call: 651-201-4975.

Grant Information

The Minnesota Legislature established the 144.0758 AMERICAN INDIAN HEALTH SPECIAL EMPHASIS GRANTS. The purposes of the program are to:

- (1) plan and develop programs targeted to address continuing and persistent health disparities of Minnesota's American Indian population and improve American Indian health outcomes based upon needs identified by health indicators and identified disparities;
- (2) identify disparities in American Indian health arising from cumulative and historical discrimination; and
- (3) plan and develop community-based solutions with a multisector approach to addressing identified disparities in American Indian health.

Proposals may focus on addressing health equity issues specific to Tribal and urban American Indian communities; addressing the health impact of historical trauma; reducing health disparities experienced by American Indian communities; and incorporating a multisector approach to addressing identified disparities.

Funding Availability

There will be two tracks for applying to this funding. Please indicate on your application if you are applying in the Tribal Nation track or the urban American Indian organization track.

Tribal Nation Track:

A maximum of ten grants will be awarded and allocated as follows:

- \$120,755 maximum for Bois Forte
- \$180,038 maximum for Fond du Lac
- \$105,420 maximum for Grand Portage
- \$114,781 maximum for Prairie Island
- \$228,543 maximum for Leech Lake
- \$114,855 maximum for Lower Sioux
- \$134,070 maximum for Mille Lacs
- \$193,809 maximum for Red Lake
- \$107,452 maximum for Upper Sioux
- \$200,276 maximum for White Earth

Urban American Indian Organization track:

Approximately four grants will be awarded and allocated as follows:

- \$200,000 maximum for Minneapolis
- \$100,000 maximum for St. Paul
- \$100,000 maximum for Duluth
- \$100,000 maximum for Bemidji

A joint application between two Tribal Nations or urban communities is welcomed. Funding will be allocated through a competitive process with review by a committee made up of Office of American

Indian Health (OAIH) staff and community members. MDH expects to announce selected grantees in February 2024. If selected, applicants may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Match Requirement

There is no match requirement.

Project Dates

The estimated grant start date is March 1, 2024, and the projected end date is June 30, 2025. The grant period will be one year and two months, with the next grant period being a full two years.

Eligibility

Applicants must meet the minimum requirements to be considered for this grant opportunity:

- This grant exclusively funds and supports Tribal Nations or organizations and programs working in American Indian urban communities to develop and implement strategies targeted to their communities.
- Eligible applicants may include, but are not limited to, nonprofit community-based organizations, Tribal governments, public health departments, faith-based organizations, social service organizations, community health boards (CHBs) and community clinics¹.
- Eligible applicants must be registered with the Minnesota Secretary of State and not suspended or debarred by the State or the Federal Government.
- Applicants must be located in and conduct grant activities in the state of Minnesota, but fiscal agents may be located outside of Minnesota. Eligible applicants who wish to work together but have not formed a legal partnership must designate one organization as a fiscal agent.

These requirements must be met by every applicant to be considered.

Competitive 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. [Policy 08-02 \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve:

- Tribal Nations
- Urban American Indian community members

Grant outcomes may include:

¹ **Community clinics** are defined by the Minnesota Association of Community Health Centers as “nonprofit clinics located in medically underserved areas – both rural and urban – throughout Minnesota. They share a mission of making comprehensive primary care accessible to anyone regardless of ability to pay.”

- A community-driven approach to health improvement. Projects that are based on promising strategies² and research-based projects³ will be given equal weight in the review process. It is possible for projects to be both research-based and based on promising strategies; MDH does not view these two broad categories as mutually exclusive. All funded projects must be grounded in community knowledge and wisdom.

Questions:

Questions may be submitted by email to:

OAIH Shared Email: health.oaih@state.mn.us

- Questions must be submitted no later than 4:30 p.m. Central Time, on Wednesday, January 10, 2024.
- All answers will receive responses via email within two business days.

Collaboration

Multi-organization collaboration is welcomed and encouraged. MDH recognizes that achieving health equity 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 between two urban communities is welcomed. If a joint application is submitted, we encourage the applicants to create a management agreement on how they will work together and approach potential conflicts that may arise. While multiple entities might collaborate, only one entity will be named and manage the funds, not subcontracting.

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. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. 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 attached to this document on page 15. Note that the language may be different than the final grant agreement especially for Tribal Nations. 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

² **Promising strategies** include practices that come from the local community that may be based on practice-based evidence (PBE) and/or lived experiences of communities of color and American Indians. PBE 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.

³ **Research-based projects** include projects that can be tied to and/or include elements that draw from published literature, including both qualitative and quantitative studies.

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.

Accountability and Reporting

Once funds are awarded, grantees can expect the following activities:

Grant Management Reporting:

- Quarterly check ins with grant manager for progress review
- Final report
- Monthly or quarterly invoicing schedule

Grant Monitoring

Minn. Stat. § 16B.97 (<https://www.revisor.mn.gov/statutes/?id=16B.97>) and [Policy 08-10 Grant Monitoring \(https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Grant Payments

Per [Policy 08-08 \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. MDH 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.

Grant Provisions

Allowable expenses include but are not limited to:

- Project planning, including community assessment or data collection activities to inform project development (e.g., mapping community assets and needs; engaging stakeholders in developing creative, sustainable solutions).
- Project implementation, including program operations, staff salaries and benefits, etc.
- Building networks and collaborations, including supporting the organization's leaders to engage with other partners in collective efforts to inform policy, system and environmental conditions that increase health opportunities for priority populations (e.g., participating in advisory groups or building cross-sector partnerships to advance health equity).
- Developing and training community leaders, including staff development related to the project, to build a community's capacity to act to address health inequities.

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
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98 subd. 2-3 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98) and [08-01 Conflict of Interest in State Grant-Making Policy \(https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%2001.01.2022_tcm36-515734.docx\)](https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%2001.01.2022_tcm36-515734.docx). See attached Applicant Conflict of Interest Disclosure Form on page 13 for more details.

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 grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/?id=13.599\)](https://www.revisor.mn.gov/statutes/?id=13.599)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/?id=13.37\)](https://www.revisor.mn.gov/statutes/?id=13.37) will be public data after

the evaluation process is completed. For the purposes of this grant, when all grant agreements have been fully executed.

- All data created or maintained by MDH as part of the evaluation process (except trade secret data as defined and classified in [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/?id=13.37\)](https://www.revisor.mn.gov/statutes/?id=13.37) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant agreements have been fully executed.

Per [Minn. Stat. § 16B.98, subd. 8 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98) 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 contract 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. [Minn. 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.

Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The OAIH Team will review all committee recommendations and is responsible for award decisions. *The award decisions of the OAIH are final and not subject to appeal.*

RFP posted on the MDH website	December 15, 2023
Questions due no later than 4:30 pm Central Time	January 10, 2024
Applications due no later than 4:30 pm Central Time	January 16, 2024
Committee begins review of applications	January 17, 2024
MDH anticipates announcing awards	February 1, 2024
Anticipated Start Date of Grants	March 1, 2024 or when grant agreement is fully executed, whichever is later.

Application Content

Applicants must complete and submit the following four forms, attached to this document on pages 10-14, for the application to be considered complete:

1. Exhibit A: Project Description and Work Plan
2. Exhibit B: Budget and Justification
3. Applicant Conflict of Interest Disclosure Form
4. Due Diligence Review Form

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Selection Criteria

Each applicant will be reviewed on a 30-point scale. See the attachment on page 14 for more details.

The scoring factors that applications will be judged are based on the:

1. Organizational Capacity (4 points possible)
2. Work Plan and Project Narrative (10 points possible)
3. Budget and Budget Justification (4 points possible)
4. Program Specific Criteria (12 points possible)

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. See attached Due Diligence Review Form on page 14 for more details.

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).

Application Submission:

All applications must be received by email no later than 4:30 p.m. Central Time, on Tuesday, January 16, 2024.

Applications must be emailed in PDF format to:

Email: health.oaih@state.mn.us

Attachments

- Exhibit A: Project Description and Work Plan (Page 10)
- Exhibit B: Budget and Justification (Page 11)
- Applicant Conflict of Interest Disclosure Form (Page 12)
- Due Diligence Review Form (Page 13)
- Selection Criteria (Page 14)
- Sample Grant Agreement (Page 15)

Exhibit A: Project Description and Work Plan

Applicant Contact Information

Full Name:
Full Address:
Minnesota Tax ID#:
Unique Entity Identifier (UEI) Name and Number:
Federal Tax ID #:

Authorized Representative Name:
Authorized Representative Phone:
Authorized Representative Email:

Project Manager Name:
Project Manager Title:
Project Manager Phone:
Project Manager Email:

Project Description

Please provide a brief description of the programs or activities you will undertake for the next year using this funding. Add and/or delete rows/additional pages as needed to describe your project:

Work Plan

Activity Description	Lead and Support Staff	Timeline	Activity Output
1.			
2.			
3.			
4.			

Exhibit B: Budget and Justification

Special Emphasis Grant Budget

Date:

Name of Person completing form:

Telephone #:

E Mail:

Amount Requested:

Budget Category	Budget Amount
Salary and Fringe	
Contractual Services	
Travel	
Supplies	
Other	
SUBTOTAL	\$-
Indirect Costs (10% or less)	
TOTAL	\$-

Budget Justification: Add and/or delete rows/additional pages as needed to describe your budget:

Salary and Fringe:

Contractual Services:

Travel:

Supplies:

Other:

Applicant Conflict of Interest Disclosure Form

Applicants can find this online: [Conflict of Interest Disclosure Form \(https://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf).

Due Diligence Review Form

Applicants can find this online: [Due Diligence Review Form](https://www.health.state.mn.us/about/grants/duediligence.pdf)
(<https://www.health.state.mn.us/about/grants/duediligence.pdf>).

Selection Criteria

Section 1 – Organizational Capacity – This section must be scored

Criterion	Score (0 - 2)
Applicant has the capacity to address the proposed project objectives	
Previous experience with similar / relevant projects	

Section 2 – Work Plan/Project Narrative – This section must be scored

Criterion	Score (0 - 2)
Clearly defined population	
Demonstrated understanding of inequities	
Demonstrated appropriate and authentic collaborations	
Targeted communities informed work plan	
Barriers to participation addressed in work plan	

Section 3 – Budget and Budget Justification – This section must be scored

Criterion	Score (0 - 2)
Budget narrative is consistent with the proposed objectives	
Community partners appropriately compensated for time, expertise, etc.	

Section 4 – Program Specific Criteria – This section must be scored

Criterion	Score (0 - 2)
Staff have appropriate experience and/or training	
Organizational values/mission align with grant program values/MDH vision for health equity	
Past/current experience in target communities	
Successful outcomes and/or lessons learned from experience in target communities	
Community needs assessment completed or planned	
Demonstrated understanding of root causes and systemic factors	

Sample Grant Agreement

Applicants can find this online: [MDH Sample Grant Agreement
\(https://www.health.state.mn.us/docs/about/org/cfh/expl-nonchb.pdf\)](https://www.health.state.mn.us/docs/about/org/cfh/expl-nonchb.pdf)

This is sample language only. If awarded a grant, your actual language may differ.