



Health Equity and Improvement Planning Grant for Urban American Indian Populations Request for Proposal

Important Dates

October 14, 2022	Request for Proposal (RFP) Released
November 15, 2022	Questions due no later than 4:30 pm Central Time
November 16, 2022	Applications due no later than 4:30 pm Central Time
December 1, 2022	Anticipated Start Date of Grants

Minnesota Department of Health
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October 2022

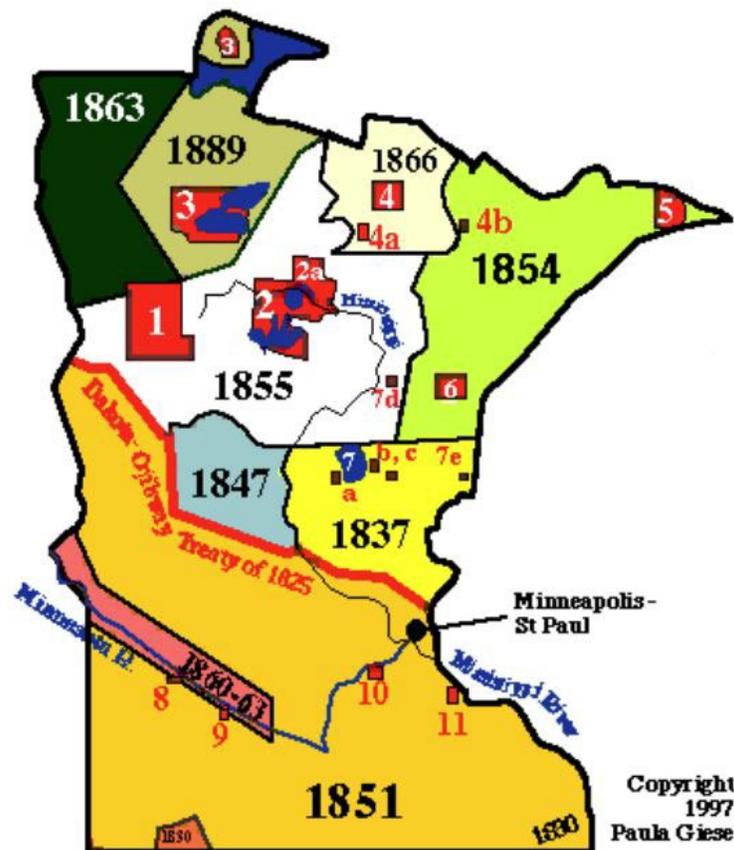
To obtain this information in a different format, call: 651-201-4975.

Land Acknowledgement

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference.

We begin this effort to acknowledge what has been buried by honoring the truth. We are standing on the ancestral lands of the Dakota people. We want to acknowledge the Dakota, the Ojibwe, the Ho Chunk, and the other nations of people who also called this place home. We pay respects to their elders past and present. Please take a moment to consider the treaties made by the Tribal nations that entitle non-Native people to live and work on traditional Native lands. Consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. Please join us in uncovering such truths at any and all public events.¹

Minnesota Reservations: Land Cession Treaties



¹ This is the acknowledgment given in the USDAC Honor Native Land Guide – edited to reflect this space by Shannon Geshick, MTAG, Executive Director, Minnesota Indian Affairs Council.

Grant Information

The effects of COVID-19 felt disproportionately across Indian Country have illuminated the need for comprehensive, culturally informed public health systems which honor Tribal sovereignty and uphold traditional Native American cultural world views. In 2021, with funding granted through the Coronavirus Response and Relief Supplemental Appropriations Act, also known as, Consolidated Appropriations Act, Pub. L. No. 116-260, §2, Div. M, 134 Stat. 1183 (2021), the Centers for Disease Control and Prevention (CDC) produced - CDC-RFA-OT21-2103, a non-competitive, national grant initiative to address COVID-19 related health disparities and advance health equity by expanding state, local, US territorial, and freely associated state health department capacity and services.

The Minnesota Department of Health (MDH) was awarded this funding to build state and Tribal public health infrastructure through funding and building capacity for Urban American Indian populations to develop health improvement strategies for themselves and support urban American Indian organizations' power to direct their own strategies to improve the population's health.

Funding Availability

Three or four grants will be awarded and allocated as follows:

- \$400,000 maximum for Minneapolis
- \$200,000 maximum for St. Paul
- \$200,000 maximum for Duluth
- \$200,000 maximum for Bemidji

A joint application between two 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. MDH expects to announce selected grantees in November 2022. 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 December 1, 2022, and the projected end date is May 31, 2023. The grant period will be five months with the potential for a one year no cost extension (tentative) and contingent on satisfactory grantee performance and funding availability.

Eligibility

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

- This grant exclusively funds and supports organizations and programs working in American Indian urban communities to develop and implement strategies targeted to their communities. This philosophy is based on the principle of self-determination – that change must come from within communities and build on community strengths and social and human capital.
- MDH recognizes the sovereignty of Tribal Nations. MDH will only fund non-tribal-led projects 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.

- Eligible applicants may include, but are not limited to, nonprofit community-based organizations, Tribal governments, public health departments, faith-based organizations, social service organizations, Tribal governments, community health boards (CHBs) and community clinics² advancing health equity in their communities or within their region within the state of Minnesota.
- 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:

- Urban American Indian community members

Grant outcomes may include:

- The creation of an Urban American Indian community health advisory council
- A health improvement plan for the specific urban area
- A health needs assessment for the specific urban area
- A community-driven approach to health improvement. Projects that are based on promising strategies³ and research-based projects⁴ 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

² **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.”

³ **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.

⁴ **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.

not view these two broad categories as mutually exclusive. All funded projects must be grounded in community knowledge and wisdom.

- For inspiration about what grant outcomes could look like, visit the [National Urban Indian Family Coalition's website \(https://www.nuifc.org/\)](https://www.nuifc.org/) and their 2015 publication titled "[Making the Invisible Visible; A Policy Blueprint from Urban Indian America](https://static1.squarespace.com/static/5b985402e17ba31b72a52f90/t/5baa51c0652deac39f3b7456/1537888709109/NUIFC_digital_Bookplain.pdf)" (https://static1.squarespace.com/static/5b985402e17ba31b72a52f90/t/5baa51c0652deac39f3b7456/1537888709109/NUIFC_digital_Bookplain.pdf).

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 Tuesday, November 15, 2022.
- 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 16. 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 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:

Cohort Meetings:

- Kickoff meeting with cohort to share their projects with other grantees
- 6-month cohort meeting to review progress with other grantees
- Final gathering and sharing plans/deliverable

Grant Management Reporting:

- Monthly check ins with grant manager for progress review
- 6-month written report based on work plan
- Final report including the deliverable
- Monthly invoicing schedule

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 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

October 14, 2022

Questions due no later than 4:30 pm Central Time
Applications due no later than 4:30 pm Central Time
Committee begins review of applications
MDH anticipates announcing awards
Anticipated Start Date of Grants

November 15, 2022
November 16, 2022
November 17, 2022
November 23, 2022
December 1, 2022 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 11-14, 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 16-point scale. See the attachment on page 15 for more details.

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

1. Organizational Capacity (3 points possible)
2. Work Plan and Project Narrative (5 points possible)
3. Budget and Budget Justification (2 points possible)
4. Program Specific Criteria (6 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 Wednesday, November 16, 2022.

Applications must be emailed in PDF format to:

Email: health.oaih@state.mn.us

Attachments

- Exhibit A: Project Description and Work Plan (Page 11)
- Exhibit B: Budget and Justification (Page 12)
- Applicant Conflict of Interest Disclosure Form (Page 13)
- Due Diligence Review Form (Page 14)
- Selection Criteria (Page 15)
- Sample Grant Agreement (Page 16)

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

Health Equity and Improvement Planning Grant for Urban American Indians 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://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.health.state.mn.us%2Fcommunities%2Fpractice%2Fequityengage%2Fnetworks%2Fdocs%2FCOIForm-Applicant_Rev092122.docx&wdOrigin=BROWSELINK)
(https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.health.state.mn.us%2Fcommunities%2Fpractice%2Fequityengage%2Fnetworks%2Fdocs%2FCOIForm-Applicant_Rev092122.docx&wdOrigin=BROWSELINK).

Due Diligence Review Form

Applicants can find this online: [Due Diligence Review Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.health.state.mn.us%2Fcommunities%2Fpractice%2Fequityengage%2Fnetworks%2Fdocs%2FDueDiligenceReviewForm.docx&wdOrigin=BROWSELINK)
(<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.health.state.mn.us%2Fcommunities%2Fpractice%2Fequityengage%2Fnetworks%2Fdocs%2FDueDiligenceReviewForm.docx&wdOrigin=BROWSELINK>).

Selection Criteria

Section 1 – Organizational Capacity – This section must be scored

Criterion	Score (0 or 1)
Leadership and program staff reflect communities served	
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 or 1)
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 or 1)
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 or 1)
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.