



Improving Access to Recovery-Oriented Housing Services for Corrections-Involved Populations in Minnesota

GRANT REQUEST FOR PROPOSAL (RFP)

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To obtain this information in a different format, call: 651-201-4285.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Improving Access to Recovery-Oriented Housing Services for Corrections-Involved populations.
- **Letter of Intent:** Organizations intending to submit a proposal should email a Letter of Intent (LOI) by 4:30 p.m. (CST), Friday June 30, 2023. Letters of Intent are not required, but they are appreciated. Please email the LOI to the Overdose Prevention Unit at Randi.Callahan@state.mn.us.
- **Minnesota Department of Health (MDH) Program Opioid Overdose Prevention - MN Dept. of Health (state.mn.us) website:** <https://www.health.state.mn.us/communities/opioids/index.html>
- **Improving Access to Recovery-Oriented Housing Services for Corrections-Involved Populations in Minnesota RFP application website:** <https://www.health.state.mn.us/communities/opioids/mnresponse/supportive.html>
- **Application Deadline:** The complete application(s), must be submitted to Randi.Callahan@state.mn.us by 4:30 p.m. (CST), Friday, July 21, 2023. Late or incomplete applications will not be accepted. All application documents must be sent in one email, in the file type requested in Attachment H, to the address indicated above.

1.2 Program Description

The MDH is soliciting proposals to expand access to recovery-oriented housing in Minnesota for corrections-involved individuals experiencing substance use disorder in Minnesota. This grant opportunity is funded through the federal Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) by the Bureau of Justice Assistance (BJA), Assistance Listing number 16.838.

Stable housing is critical to successful reentry into Minnesota communities. According to the 2018 Minnesota Statewide Initiative to Reduce Recidivism Pilot Evaluation, 76% of all incarcerated people were identified as having experienced homelessness prior to incarceration with an estimated 25% homeless at the time of incarceration. According to MN Department of Corrections (DOC) homeless release data, approximately 25% of people released from MN correctional facilities were released directly to homelessness. When individuals are released from incarceration, access to employment, housing, positive connections in the community, medical care, and medication are important to ensuring a successful transition to the community. However, when individuals leave one of the 11 Minnesota Correctional Facilities (MCFs), many face homelessness and housing instability.

In Minnesota, African Americans and American Indians die of drug overdoses at higher rates than white Minnesotans. African American Minnesotans are three times more likely to die of a drug overdose than white Minnesotans. American Indian Minnesotans are eight times more likely to die of a drug overdose than white Minnesotans. In the latest DOC annual census of the

Minnesota adult prison population, completed in July 2021, 52% of currently incarcerated people identified as White, 37% as African American, 9% as American Indian, and 3% as Asian. The prison population is representative of the severe disparities in incarceration rates for communities of color living in Minnesota as just 7% of the total state population identifies as African American, while only 1% identify as American Indian.

This grant opportunity will improve accessibility to recovery-oriented housing in Minnesota for corrections-involved individuals with substance use disorder during periods of transition. Grantees will increase the accessibility **and/or** availability of recovery-oriented housing. This grant will award funds to organizations that are inclusive to serving corrections-involved individuals with substance use disorder (SUD) and have experience serving populations disproportionately impacted by overdose. Corrections-involved individual is defined as a person who is preparing for release from incarceration and/or are; or individuals who are currently in the community and on probation and/or supervised release. Individuals who identify as Black, Indigenous, and/or persons of color (BIPOC) are disproportionately represented within the justice system in Minnesota. The disparate impact of homelessness on BIPOC individuals involved in the justice and corrections system mirrors that of homelessness data within the state. This grant opportunity is aiming to disrupt the cycle of homelessness and incarceration. Programs require specialized services specific to the needs of corrections-involved populations and should adhere to the following best practice approaches in service delivery:

- Trauma-Informed.
- Person Centered.
- Strength-Based.
- Harm Reduction.
- Culturally Responsive.

MDH is seeking to award grant agreements for the time period of October 2, 2023 – September 30, 2025. MDH will award up to \$1,275,000 in total. MDH will select organizations based on their ability and capacity to connect people to **and/or** provide safe, recovery-oriented housing, their ability to aid in helping people in obtaining housing during the re-entry process, and their ability and capacity to manage federal funds and/or a grant from MDH. Awarded organizations will work with the DOC release planners to prevent homelessness upon release, improve stability upon re-entry, and ensure that the recently released individual is able to access recovery support services as soon as possible. This grant opportunity has two proposed outcomes: 1) increased number of people being released to stable housing and 2) increased availability of services to support access to recovery-oriented housing.

Helpful Working Definitions:

Recovery-oriented housing, as used in this RFP, includes harm reduction focused transitional and permanent supportive housing, and sober or recovery housing settings. It does not include residential settings that provide substance use treatment.

Corrections-involved individual is defined as a person who is preparing for release from incarceration and/or are; or individuals who are currently in the community and on probation and/or supervised release.

Housing providers are encouraged to enroll in Housing Stabilization Services (HSS) a Medical Assistance (MA) benefit administered by the Minnesota Department of Human Services. This is a State Plan Home and Community Based Service (HCBS) service that can provide ongoing funding for housing services. Learn more about HSS and becoming a HSS provider here, Housing Stabilization Services / Minnesota Department of Human Services (<https://mn.gov/dhs/partners-and-providers/policies-procedures/housing-and-homelessness/housing-stabilization-services/housing-stabilization-services.jsp>).

Housing Stabilization Services (HSS) transition and sustaining services may only be provided (through grant funding) to people who are not receiving housing support (i.e., the Minnesota Health Care Programs (MHCP HHS)).

This funding for recovery-oriented housing/services will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed or when the grant has reached its effective date, whichever is later.

Funding	Estimate
Total Amount of Funding	\$1,275,000
Estimated Number of Awards	2-4
Estimated Award Maximum	Up to \$637,500

Match Requirement

There is no match requirement for this grant.

Project Dates

RFP published	June 9, 2023
Letter of Intent due to MDH	June 30, 2023
Grant Application due to MDH	July 21, 2023
Grant Announcements to Applicants	August 25, 2023
Grant Agreements begin (est.)	October 2, 2023

The estimated grant start date is October 2, 2023, and the projected end date is September 30, 2025. The grant period will be **two years**, contingent on satisfactory grantee performance and funding availability.

1.3 Eligible Applicants

Eligible applicants may include, but are not limited to, tribal governments, recovery-oriented housing providers, faith-based organizations, social service organizations, community non-profit, or for-profit organizations. Eligible applicants must allow housing participants to utilize FDA-approved medications for opioid use disorder (MOUD) including methadone, buprenorphine products, including single-entity buprenorphine products, buprenorphine/Naloxone tablets, films, buccal preparations, long-acting injectable buprenorphine products, buprenorphine implants, and injectable extended-release naltrexone. In addition, applicants who provide housing **must be** inclusive to individuals who are or are preparing to release from incarceration and those on correctional supervision (probation or supervised release) within the community. Applicants must be registered with the Minnesota Secretary of State. Applicants must have state or federal tax ID and have a recognition as a formal organization or entity, as designated by a Federal Employer Identification Number. Applicants must not be on the state or federal suspended/disbarred list. Applicants must be located and conduct grant activities in the state of Minnesota. Eligible applicants who wish to work together but have not formed a legal partnership may designate one organization as a fiscal agent.

Collaboration

Multi-organization collaboration is welcomed and encouraged. MDH recognizes that achieving health equity will happen only if 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.

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

1.4 Letters of Intent

Organizations intending to submit a proposal are encouraged to email a **Letter of Intent by 4:30 p.m. (CST), by Friday June 30, 2023**. LOI are encouraged and not used as a screening tool. LOI are used by MDH to assist staff in planning for adequate agency resources to complete the proposal review process.

Letters should be attached as a PDF and submitted via email with the subject “**Housing RFP Grant Letter of Intent**”. 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:** Randi.Callahan@state.mn.us

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Randi.Callahan@state.mn.us. In the subject line of the email, include the phrase, “**Housing RFP Question.**” All answers will be posted within five business days at [Drug Overdose Prevention Housing RFP FAQ - MN Dept. of Health \(https://editwww.web.health.state.mn.us/communities/opioids/mnresponse/housing\)](https://editwww.web.health.state.mn.us/communities/opioids/mnresponse/housing).

Please submit questions no later than **4:30 p.m. Central Standard Time (CST), on Friday, July 14, 2023.**

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

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

RFP Part 2: Program Details

2.1 Priorities

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 \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf\)](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.

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

This grant is dedicated to organizations who have the experience and capacity to expand access to recovery-oriented housing for corrections-involved individuals experiencing substance use disorder from one or more of the following priority populations:

- Black/African American
- Native American
- Asian/Pacific Islanders
- Hispanic/Latinx
- People living in rural and regional centers outside the seven-county metro area

Grant outcomes will include:

- Increased number of correction-involved individuals attaining recovery-oriented housing
- Increased availability of services to support access to recovery-oriented housing

Other Priorities

In addition to the above priority populations, this grant opportunity also aims to partner with organizations who have the capacity and experience to support one or more of the following priorities:

- Complex needs in the community – Organizations that serve or will serve people in community-based settings who have complex health and behavioral needs. This may include but is not limited to: disability and/or mental health concerns across the life-span; people who may display challenging behaviors and/or mental health symptoms.
- Culturally specific providers and services – Organizations that reflect (in staffing and leadership) the priority population(s) being served or that will be served, as well as organizations with demonstrated skill and experience providing culturally responsive services to the priority population(s) being served or that will be served.
- Language supports – Organizations with demonstrated skills and experience, or that plan to expand their skills and experience, with providing services to people from one or more of the priority populations in their preferred language.
- LGBTQIA+ – Organizations with demonstrated skills and experience, or that plan to expand their skill and experience, with providing services to people who identify as lesbian, gay, transgender, queer, two-spirit or another underserved sexual orientation or gender identity.

2.2 Eligible Projects

Eligible projects should expand access to recovery-oriented housing in Minnesota for individuals experiencing substance use disorder. Recovery-oriented housing includes harm reduction focused transitional and permanent supportive housing, and sober or recovery housing settings. It does not include residential settings that provide substance use treatment. The population of focus is corrections-involved individuals experiencing substance use disorder in Minnesota. Sub-population priorities include racial/ethnic groups who are disproportionately represented in the Minnesota Correctional Facilities as well as experience overdose at a higher rate.

Through this project, grantees will increase the accessibility to and/or the availability of recovery-oriented housing. MDH will award funds to organizations that are inclusive to corrections-involved populations who have a substance use disorder.

These funds can be used to provide **any or all** of the following:

- 1. Expand Recovery-Oriented Housing**
- 2. Provide Recovery-Oriented Housing**
- 3. Provide Housing Services to Help People Transition and Sustain Housing**

Grantees are required to work with the Reentry Planner from the Minnesota DOC to support the identified housing needs of individuals being released back into the community. Grantees are also encouraged to form and/or strengthen cross-sector partnerships with local jails, as appropriate. Partnership-building with correctional facilities should be ongoing throughout the grant period.

Eligible projects can include any or all the following:

1. Expand Recovery-Oriented Housing

Expand Recovery-Oriented Housing: This funding can be used by recovery-orienting housing providers to expand the availability of housing for individuals with substance use disorder during a transition period (i.e., leaving incarceration). This includes supporting the costs of developing a new location and/or expanding current locations to support the housing needs of the target population.

Eligible expenses for grantees to expand recovery-oriented housing include:

- Lease payment on a new property.
- Salaries and fringe.
- Furnishings for a new property
- Utilities bills on a new property.
- Minor housing repairs on a new property that do not add value to the property.
- Minor housing repairs, that do not add value to the property, on an existing property that increases the units available for serving the housing needs of the target population

2. Provide Recovery-Oriented Housing

Provide Recovery-Oriented Housing: This funding can be used by grantees who are recovery-oriented housing providers to pay monthly and/or daily room and board costs for corrections-involved individuals who are not receiving housing support and where there is no other county, state, or federal funding paying for the cost of room and board (for example Institutions for Mental Diseases (IMD), Intensive Residential Treatment Services, (IRTS)). Grant dollars cannot supplant any county, state, or federal funding. This would be inclusive to family units, when possible. If utilizing this funding to provide recovery-oriented housing, you will be asked to describe your sustainability plans upon the end of the grant to continue to provide room and board for the focus population.

Eligible expenses for grantees to provide recovery-oriented housing include:

- Daily, weekly, monthly room and board costs for individuals with substance use disorder during a period of transition who are not receiving housing support and where there is no other county, state, or federal funding paying for the cost of room and board. If funded, the housing provider will be required to set the room and board cost and provide detailed justification for the daily, weekly, and/or monthly rate.
- Salaries and fringe

3. Provide Housing Services to Help People Transition and Sustain Housing

Provide Housing Services to Help People Transition and Sustain Housing: This funding can be used by organization to provide housing navigation services to individuals with substance use disorder during periods of transition. Organizations can use grant funding to provide direct

support services to people with a substance use disorder who need assistance with accessing housing. This grant can be used by organizations to pay for housing navigation/support services pre-exit (from correctional facilities) through to acquiring sustainable housing, as well as providing limited follow-up support to help people stay housed and/or transition to new housing.

Expenses identified below and, in this grant, must not be duplicated with any other federal, state, or county programs such as Housing Support, Housing Stabilization Services or other Minnesota Health Care Programs. Funds may be used to for covered services prior to a person meeting eligibility or for those who do not meet eligibility.

Examples of service activities may include:

- Work with a person to develop their housing goals.
- Develop, update, and modify a housing plan.
- Assist with the housing search and application process.
- Connecting and coordinating with landlords and housing providers.
- Assist with learning and practicing the skills needed to access housing including obtaining benefits, budgeting, building a landlord relationship, and lease responsibilities and rights.
- Ensure that the living environment is safe and ready for move-in.
- Assist with arranging for and supporting the details of the move.
- Provide connection to community resources.
- Connect individuals to recovery resources.
- Maintain case notes on all services provided (**Required**).

Eligible expenses for grantees to provide housing services to help people transition and sustain housing:

- Salaries and fringe.
- Training for staff.
- Mileage for staff.
- Supplies, copies, postage directly related to the program.
- Funding to help clients transition to housing; examples include application fees, security deposits, move-in supplies, etc.; no more than 10% of the budget can be utilized in this category.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Food and beverages (other than room/board costs).
- Vehicles.
- Construction costs.

- Gift cards and client stipends.
- Prizes, rewards, entertainment, trinkets, or any other monetary incentives.
- Land Acquisition.
- Corporate Formation (startup costs).

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. 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.

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.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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 **quarterly** until all grant funds have been expended and all of the terms in the grant agreement have been met. Grantees will be asked to report on progress towards the following intended outcomes: 1) Increased number of correction-involved individuals attaining recovery-oriented housing; and 2) increased availability of services to support access to recovery-oriented housing.

MDH will work with grantees to determine how indicators will be operationalized.

Grant Monitoring & Technical Assistance

[Minn. Stat. § 16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) (<https://www.revisor.mn.gov/statutes/?id=16B.97>) and [Policy on Grant Monitoring](https://mn.gov/admin/assets/grants_policy_08-10_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 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.

MDH/Overdose Prevention will provide grantee with ongoing technical assistance, including review of specific project materials such as work plans, evaluation plans, logic models, training materials, etc. If there is a need for additional technical assistance during the grant period, applicants are welcome to request further support. MDH/Overdose prevention will establish a

schedule (typically monthly) and process for ongoing check-ins with grantee during the grant period.

Grantees are also required to participate in a monthly collaborative meeting with project partners, including the Minnesota Department of Corrections. The purpose of these monthly meetings is to build relationships, trouble-shoot challenges, brainstorm pivots, and celebrate successes.

MDH anticipates one national meeting will occur annually for which applicants must budget for travel expenses (airfare, hotel, per diem, and group transportation). Applicants should budget for a minimum of two staff to attend two face-to-face meetings (one per grant year). Each meeting should be budgeted for three days each in Washington, D.C. MDH wants to ensure that all grantees can present their work and collaborate with their peers and other national and federal stakeholder groups.

Grant Payments

Per [State Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

Grantees will submit monthly invoices for payment. Invoices for each quarter's expenses should be submitted by the end of the following month (for example, the invoice for October 2023 expenses is due by November 30, 2023).

2.4 Grant Provisions

Award Decisions

The award decisions of MDH are final and not subject to appeal. Additionally, this 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 in the best interest of the State.

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 Disclosure form (Attachment F) 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 grantee's 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, 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.

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 is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](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 its application at the time it is submitted.
- Include a statement attached to its application justifying the trade secret designation for each item, and;
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents, and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In applying 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 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](#)) and other relevant laws and regulations.

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

Audits

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

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 regarding 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 regarding 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/).

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.

2.5 Review and Selection Process

Review Process

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

MDH will review all committee recommendations and is responsible for award decisions. 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.

Applicants are encouraged to score their own application using the Application Evaluation Scoring Criteria scoresheet attached as (**Attachment G**) before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

The scoring factors and weight that applications will be evaluated under are as follows:

- Organizational Capacity, Application Narrative Questions (Attachment B) -- **20 Points**
- Project Design and Implementation, Application Narrative Questions (Attachment B) -- **30 Points**
- Equity, Application Narrative Questions (Attachment B) -- **20 Points**
- Work Plan (Attachment C) -- **20 Points**
- Budget (Attachment D) -- **10 Points**

Grantee Past Performance and Due Diligence Review Process

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

Notification

MDH anticipates notifying all applicants of funding decisions via email on **Friday, August 25, 2023**. All notices of award and non-award will be sent via email to the contact person listed on the application.

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

There may be negotiations to finalize a grantee's work plan and or budget before a grant agreement can be made final ("executed"). Once a work plan and/or budget have been agreed upon, a grant agreement can then be executed with the applicant agency being awarded the funds. The effective date of the agreement will be **October 2, 2023**, or the date in which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until **September 30, 2025**, contingent on satisfactory grantee performance and funding availability.

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. (CST), Friday, June 30, 2023**. While prospective applicants are strongly encouraged to submit an LOI, 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 submit an application just because they submitted a Letter of Intent.

Letters should be an email with “**Housing RFP Grant Letter of Intent**” that provides in the body of the email the name of the agency and contact information for individuals who would like to receive communications related to the RFP. An email acknowledging the LOI was received will be emailed to the contact person identified for the agency submitting the letter. Send Letters of Intent via **email**: Randi.Callahan@state.mn.us.

3.1 Application Deadline

All applications must be received by MDH no later than 4:30 p.m. Central Time, on Friday, July 21, 2023.

Late applications will not be accepted. It is the applicant’s sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by email, delivery, computer, or technology problems.

3.2 Application Submission Instructions

Applications must be submitted via email to Randi.Callahan@state.mn.us with the subject line “Improving Access to Recovery-Oriented Housing Services for Corrections-Involved Populations in Minnesota RFP Application – **(Insert applicant organization name)**”. Applications may **not** be mailed, or hand delivered to MDH.

3.3 Application Instructions

Applicants must submit the following in order for the application to be considered complete:

1. Application Form (**Attachment A**).
2. Application Narrative Questions (**Attachment B**).
3. Work Plan (**Attachment C**).
4. Budget (**Attachment D**).
5. Due Diligence Review Form (**Attachment E**).
6. Applicant Conflict of Interest Disclosure Form (**Attachment F**).
7. Letters of Support (optional).
8. Copy of 501(c)(3) Determination Letter (if applicable).

Incomplete applications will be rejected and not evaluated. Applications must include all

required application materials listed above, including attachments. Do not provide any materials that are not requested in this RFP. **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.

Part 1: Application Form (Attachment A)

Applicants must submit a completed Application Form, which can be found on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive). Applicants must have Adobe Acrobat Reader to complete the form, which can be downloaded for free from the [Adobe Acrobat \(https://get.adobe.com/reader/\)](https://get.adobe.com/reader/) website. Please complete all fields in the application. To bold, italicize or underline in the application form, the following keyboard shortcuts can be used:

Style	Keyboard Shortcut (Mac)	Keyboard Shortcut (PC)
Bold	Command + B	Ctrl + B
Italics	Command + I	Ctrl + I
Underline	Command + U	Ctrl + U

Part 2: Application Narrative Questions (Attachment B)

The Application Narrative contains three (of the five) scored sections:

1. Organizational Capacity (20 points)
2. Project Design and Implementation (30 points)
3. Equity (20 points)

Applicants must provide answers to the application narrative questions. **Applicants are strongly encouraged to use the Microsoft Word template provided on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive).** Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Morehead and Owatonna – provide free access to Microsoft Word.

Attachment B, answers to the Application Narrative Questions, may not exceed 12 pages. We request that applicants use 12-point Calibri font , single space, and with one-inch margins.

Part 3: Work Plan (Attachment C)

Applicants must submit a work plan that provides an overview of what the applicant plans to accomplish during the *grant (October 2023 – September 2025)*. **Applicants are strongly encouraged to use the Microsoft Word template provided on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive)**. Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Moorhead and Owatonna – provide free access to Microsoft Word. Applicants who are unable to use the Microsoft Word template provided on the website may submit their work plan in another format that does not exceed the page limit below.

The work plan may not exceed 10 pages. To ensure that all applicants’ work plans have a similar format and length for the review process, **we request that applicants use 12-point Calibri font in the work plan tables.**

Applicants may find it useful to identify their level(s) of change and craft their objectives, strategies, and activities in the work plan before completing the Project Narrative section of the application form.

Part 4: Budget (Attachment D)

Applicants must submit a budget narrative and budget summary that provides an overview of how funds will be used during the *grant (October 2023 – September 2025)*.

Applicants are **strongly encouraged** to use the Microsoft Excel template provided on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive).

Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Moorhead, and Owatonna – provide free access to Microsoft Excel. Applicants who are unable to use the Microsoft Excel template provided on the website may submit their budget in another format that provides the same information below.

There are four tabs/sheets in the Excel budget (Attachment D):

1. Budget Template Instructions
2. MDH Policy and Guidance on Indirect Costs
3. FY23-25 Budget for Years 1 and 2 (**applicants must complete this sheet**)
4. Budget Summary (auto-fills once applicants complete Tab 3)

Budget Narratives (Attachment D – Tab 3)

The budget narratives should provide a brief but sufficient explanation of how funds are proposed to be used. The budget must be consistent with the stated objectives, planned activities and time frame of the project. Where possible, the method for computing estimates should be explained by including quantities, unit costs and other similar numeric detail sufficient for the calculation to be duplicated.

Please enter the total expenditures for each line item at the top of each section.

Applicants should organize their expenditures into the following categories:

I. Salary and Fringe Benefits

For each proposed staff person who will work directly on the grant, applicants must list the following:

- Position title and name of the staff person, if known
- Salary charged to grant
- Fringe benefit rate

The staff included in this section of the budget narrative should be the same as the staff included in the work plan. All salaries/fringe must be backed by time documentation. Grantees must invoice based on actual salary and fringe amounts, not on budgeted amounts.

II. Contractual Services

For any proposed subcontractors, applicants must list the following:

- Name of contractor, if known, or selection process to be used
- Scope of work the contractor will provide
- Length of time the services will be provided
- Total amount you expect to pay the contractor

Grant funds may be used for small contracts – such as facilitators, speakers, or trainers – as well as for large contracts if other organizations will be engaged to implement specific parts of proposed activities. If grantees subcontract out grant funds, they must follow the procurement methods listed in the Uniform Guidance 200.318 through 200.327. If grantees subgrant out grant funds, then the grantee will need to provide the same monitoring and oversight that MDH is obligated to provide, including conflicts of interest forms, pre-award risk assessments, etc.

Any building/housing improvements of \$2,000 or more must follow the Davis Bacon Act (prevailing wages) and the Byrd Anti-Kickback act. These include painting and decorating.

III. Travel

List the expected travel costs for staff working on the grant, including mileage, parking, lodging and meals. Grant funds may be used for related professional development and trainings, but funds cannot be used for out-of-state travel without prior written approval from MDH.

MDH anticipates one national meeting will occur annually for which applicants must budget for travel expenses (airfare, hotel, per diem, and group transportation). Applicants should budget for a minimum of two staff to attend two face-to-face meetings (one per grant year). Each meeting should be budgeted for three days each in Washington, D.C.

MDH wants to ensure that all grantees can present their work and collaborate with their peers and other national and federal stakeholder groups.

Below is an overview of the [State of Minnesota Commissioner's Plan \(https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/2021-2023/Commissioners-Plan-21-23.pdf\)](https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/2021-2023/Commissioners-Plan-21-23.pdf), which outlines limits for allowable travel expenses. Use the following reimbursement rates to estimate travel expenses.

IV. Supplies and Other Expenses

Briefly explain the expected costs for items and services you will purchase to run your program. This includes expenses to both expand and/or provide recovery-oriented housing. Generally, supplies include items that are consumed during the project and items such as rent for new housing, participant room and board, and expenses to help program participants transition to housing (application fees, security deposits, move-in supplies)

Reminder: no more than 10% of the budget can be utilized on expenses to help program participants transition to housing.

Any item over \$5,000 that has a useful life of 1 year or more is considered equipment and requires additional approvals.

Additional rows can be added, if needed.

Describe any other expected grant-related costs that do not fit any other line item. Expenses in this line must be directly related to the program activities and linked to an activity in the work plan.

Please be descriptive for each category and the associated cost within the other line item.

V. Indirect Costs

MDH policy caps indirect costs at either a grantee's federally negotiated rate or at 10 percent, as applied to a grant's *total direct costs*. Grantees who wish to charge indirect at a federally negotiated rate must be able to provide a copy of the federal rate agreement. If awarded a grant, a copy of the agreement will be requested before a grant agreement is signed.

If applicants do not have a federally negotiated rate, please list what is covered in your organization's indirect cost pool. **For more information on how to calculate indirect costs and what may be included as indirect costs, please refer to Tab 2 of the budget spreadsheet.**

Indirect costs on invoices to MDH for grant funds must be proportional to direct costs on the invoice; invoices that include only indirect costs will not be paid (direct costs must also be included). Expenses must be categorized as either direct or indirect consistently

throughout the life of the grant. Grantees must maintain records that verify all grant expenses, including those categorized as indirect costs.

Part 5: Due Diligence

The Due Diligence Review Form can be found on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive). Per MDH policy, the Due Diligence Form is required for all applicants.

Please note that the Due Diligence Review Form score is not part of the 100 total points used to select grantees, and it is for internal use only. The score helps MDH better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds.

Part 6: Applicant Conflict of Interest Disclosure Form

The Applicant Conflict of Interest Disclosure Form can be found on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health \(https://www.health.state.mn.us/communities/opioids/mnresponse/supportive\)](https://www.health.state.mn.us/communities/opioids/mnresponse/supportive).

Applicants must complete the Applicant Conflict of Disclosure form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Part 7: Letter of Support (optional)

Letters of Support are optional. If collaborations are proposed, applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs.

RFP Part 4: Attachments

Attachment A: Application Form

Instructions

Please complete all fields in this application. Character limits include spaces. If you experience problems with the application or need the application in a different format, please call 651-201-4285. Please submit your complete application via email to Randi.Callahan@state.mn.us with the subject line “**Improving Access to Recovery-Oriented Housing Services for Corrections-Involved Populations in Minnesota RFP Application – (Insert applicant organization name)**”. Applications may *not* be mailed, or hand delivered to MDH.

Remember, you must submit the following for the application to be considered complete:

1. Application Form (**Attachment A**)
2. Application Narrative Questions (**Attachment B**)
3. Work Plan (**Attachment C**)
4. Budget Spreadsheet (**Attachment D**)
5. Due Diligence Review Form (**Attachment E**)
6. Applicant Conflict of Interest Disclosure Form (**Attachment F**)
7. Letters of Support (*optional*)

General Information

Lead Organization

Lead Organization Name: _____

Executive Director/Chief Executive Officer: _____

Address: _____

Web Address: _____

Federal Employer ID (EIN): _____ Minnesota Tax ID: _____

Fiscal Agent (if different from lead organization; leave blank if no fiscal agent)

Lead Organization Name: _____

Executive Director/Chief Executive Officer: _____

Address: _____

Federal Employer ID (EIN): _____ Minnesota Tax ID: _____

Project Contact

Name: _____ Title: _____

Phone: _____ Email: _____

Project Information

If you do not answer yes to the following two questions, your application will not be considered.

1. Does your organization allow participants to use FDA-approved medications for opioid use disorder (MOUD) including methadone, buprenorphine products, including single-entity buprenorphine products, buprenorphine/Naloxone tablets, films, buccal preparations, long-acting injectable buprenorphine products, buprenorphine implants, and injectable extended-release naltrexone? Please explain.
2. Is your organization inclusive to individuals who are or are preparing to release from incarceration and those on correctional supervision (probation or supervised release)? Please explain.

Provide explanations on the following questions. This section is unscored but will be used to ensure the distribution of funding to priority populations

Description of Racial/Ethnic Population(s) Served (e.g., African American, American Indian, etc.):

Other Relevant Demographics of Population(s) Served (e.g., corrections-involved, complex needs, LGBTQIA+, etc.):

Geographic Area(s) Served:

Estimated number of unduplicated individuals served in 2022:

Estimated number of unduplicated corrections-involved individuals to be served per grant year:

Brief Project Summary (*unscored*):

Total Funding Request

	Total Funding Request
Total Funding Request	\$ 0.00

Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge, and that I submit this application on behalf of the lead organization.

Electronic Signature: _____

Title: _____

Date: _____

Attachment B: Application Narrative Questions (70 points)

Organizational Capacity (20 points)

1. Provide a brief overview of the lead organization, including history, geographical reach, demographics, and number of clients served, staffing, and your organization's experience providing/supporting access to recovery-oriented housing to corrections-involved individuals.
2. Describe the services your organization provides. Describe how this housing proposal fits within your organization's current programming and describe your current housing capacity (if applicable).
3. To ensure that housing meets standards for accessible, decent, safe, and sanitary housing, please describe your organization's licensure or certification to provide housing, accreditations, awards, professional association, affiliations, and or minimum housing standards attained. If you are not providing housing, describe your how your organizations works to ensure people are connected to safe and sanitary housing.
4. Please describe your organization's ability to house different populations (i.e. men, women, men and women separately, married couples, non-gender defining, women with kids, men with kids, etc.,)

Project Design and Implementation (30 points)

Responses in this section should align with and expand upon your work plan.

5. Describe your **project design and implementation** activities. Describe your housing model (if applicable) and your staffing model. Explain how this project will expand access to housing opportunities for corrections-involved individuals with substance use disorder.
6. Describe how your organization implements housing and or housing services that are trauma responsive, person centered, & strength based.
7. Describe how your organizations embeds harm reduction principles. Please explain how your organization address a substance use relapse.
8. Please describe how your program will provide services to individuals with substance use disorders as well as support with healing and community reintegration post incarceration.
9. Describe how you will collaborate with the Department of Corrections and other community organizations to support the target population (corrections-involved individuals with substance use disorder).
10. Describe the outcomes you will work to achieve at the end of the 2-year grant period (i.e.,

what changes among the focus population(s) do you hope to achieve). Describe how you plan to track/measure the outcomes and impact of your project.

Equity (20 points)

11. Describe the demographics of the population and the geographical area you intend to serve.
12. Describe how your organization's staff, leadership and board reflect the demographics (race, ethnicity, and life experience) of the population(s) you propose to serve.
13. Describe your organization's skill/experience providing culturally responsive services to the priority population(s) being served or that will be served. Describe how your programming is/will be designed and implemented in a way that is culturally responsive and aligned with the cultural practices and values of the intended service population.
14. Describe your organization's ability to provide services in languages other than English. How do these languages correlate with your target population?

Attachment C: Work Plan (20 points)

Improving Access to Recovery-Oriented Housing Services for Corrections-Involved Populations in Minnesota.

OCTOBER 2, 2023 – SEPTEMBER 30, 2025

Instructions: Add and/or delete rows as needed to align with your project.

Grantee Organization:

GOAL 1:

OBJECTIVE 1.1:

ACTIVITY	ROLE RESPONSIBLE	TIMELINE	OUTCOME/DELIVERABLE

OBJECTIVE 1.2:

ACTIVITY	ROLE RESPONSIBLE	TIMELINE	OUTCOME/DELIVERABLE

GOAL 2:

OBJECTIVE 2.1:

ACTIVITY	ROLE RESPONSIBLE	TIMELINE	OUTCOME/DELIVERABLE

OBJECTIVE 2.2:

ACTIVITY	ROLE RESPONSIBLE	TIMELINE	OUTCOME/DELIVERABLE

Attachment D: Budget Spreadsheet (10 points)

Applicants are required to submit a **two-year budget summary** based on the total grant request amount for all eligible activities applied. This will be followed by a **year one and year two detailed budget** for all eligible activities.

Applicants must submit a budget narrative and budget summary that provides an overview of how funds will be used during the grant (October 2023 – September 2025).

Applicants are ***strongly recommended*** to use the Microsoft Excel template provided on the [Drug Overdose Prevention Housing Grant RFP - MN Dept. of Health](#)

Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Moorhead, and Owatonna – provide free access to Microsoft Excel. Applicants who are unable to use the Microsoft Excel template provided on the website may submit their budget in another format that provides the same information below.

There are four tabs/sheets in the Excel budget template:

1. Budget Template Instructions
2. MDH Policy and Guidance on Indirect Costs
3. FY23-25 Budget for Years 1 and 2 (applicants must complete this sheet)
4. Budget Summary (auto-fills once applicants complete Tab 3)

Attachment E: Due Diligence Review Form

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

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

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

Section 1: To be completed by all organization types

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

Section 1: Organization Structure	Points
SECTION 1 POINT TOTAL	

Section 2: To be completed by all organization types

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

Section 3: To be completed by all organization types

Section 3: Financial Health	Points
<p>9. If required, has your organization had an audit conducted by an independent Certified Public Accountant (CPA) within the past twelve months?</p>	

Section 3: Financial Health	Points
<input type="checkbox"/> Not Applicable (N/A) (0 points) – if N/A, skip to question 10 <input type="checkbox"/> No (5 points) – if no, skip to question 10 <input type="checkbox"/> Yes (0 points) – if yes, answer question 9A	
<p>9A. Are there any unresolved findings or exceptions?</p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (1 point) – if yes, attach a copy of the management letter and a written explanation to include the finding(s) and why they are unresolved.	
<p>10. Have there been any instances of misuse or fraud in the past three years?</p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points) – if yes, attach a written explanation of the issue(s), how they were resolved and what safeguards are now in place.	
<p>11. Are there any current or pending lawsuits against the organization?</p> <input type="checkbox"/> No (0 points) – If no, skip to question 12 <input type="checkbox"/> Yes (3 points) – If yes, answer question 11A	
<p>11A. Could there be an impact on the organization’s financial status or stability?</p> <input type="checkbox"/> No (0 points) – if no, attach a written explanation of the lawsuit(s), and why they would not impact the organization’s financial status or stability. <input type="checkbox"/> Yes (3 points) – if yes, attach a written explanation of the lawsuit(s), and how they might impact the organization’s financial status or stability.	
<p>12. From how many different funding sources does total revenue come from?</p> <input type="checkbox"/> 1-2 (4 points) <input type="checkbox"/> 3-5 (2 points) <input type="checkbox"/> 6+ (0 points)	
SECTION 3 POINT TOTAL	

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

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

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

Signature

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

- **SIGNATURE:** _____
- **NAME & TITLE:** _____
- **PHONE NUMBER:** _____
- **EMAIL ADDRESS:** _____

Attachment F: Applicant Conflict of Interest Disclosure

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived or potential individual or organizational conflicts of interest that exist, as required by [Minn. Stat. § 16B.98](#), subd 2-3; Minnesota Office of Grants Management (OGM) [Policy 08-01, “Conflict of Interest Policy for State Grant-Making”](#); and federal regulation [2 Code of Federal Regulation \(CFR\) § 200.112, “Conflict of Interest.”](#) It is helpful if the applicant explains the reason for the conflict, but it is not required.

A disclosure will not automatically result in removal of the applicant, or grant application, from the review process.

Instructions

Read the descriptions below, mark the appropriate box(es) that pertain to you and your organization as it relates to this specific Request for Proposal (RFP), obtain applicant signature (applicant to determine appropriate signer).

Conflicts of Interest

Conflicts of interest may be actual, potential, or perceived. An actual conflict of interest occurs when a person uses or attempts to use their official position to secure benefits, privileges, exemptions or advantages for self, relatives, or organization with which the person is associated which are different from those available to the general public ([Minn. Stat. § 43A.38](#), subd. 5). A potential conflict of interest may exist if an applicant has relationships, affiliations, or other interests that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. A perceived conflict of interest is any situation in which a reasonable person would conclude that conflicting duties or loyalties exists. A conflict of interest may exist even if no unethical, improper, or illegal act results from it.

The Minnesota Department of Health (MDH) recognizes that applicants must maintain relationships with other public and private sector entities in order to continue as a viable organization. MDH will take this into account as it evaluates the appropriateness of proposed measures to mitigate actual, potential, and perceived conflicts of interest. It is not MDH’s intent to disqualify applicants based merely on the existence of a relationships with another entity, but rather only when such relationships cause a conflict that cannot be mitigated. Nevertheless, MDH and its partners must follow federal regulation and statutory guidance on conflicts of interest.

I. **Organizational Conflict of Interest:**

An **organizational conflict** of interest exists when, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice, or a person’s objectivity in performing the grant work is or might be otherwise impaired, or a person has an unfair competitive advantage.

An example of organizational conflict of interest includes, but is not limited to:

- Unequal Access to Information.
- Access to information that is classified as nonpublic data or is otherwise unavailable to the public could provide a vendor a competitive advantage in a later competition for another grant. For example, a nonprofit entity, in the course of conducting grant work for the State, may be given access to information that is not available to the public such as government plans, opinions, interpretations or positions. This nonprofit entity cannot use this information to its advantage in securing a subsequent grant, and measures must be put into place to assure this. Such an advantage could be perceived as unfair by a competing vendor who is not given similar access to the relevant information.

II. Individual Conflict of Interest:

An **individual conflict** of interest occurs when any of the following conditions is present:

- 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.

Examples of individual conflict of interest include, but are not limited to:

- An individual owns Entity C and also sits on the board of Entity D, and both entities are applying to the same RFP.
- An employee or volunteer of the applicant has previously worked with MDH to create the "ground rules" for this solicitation by performing work such as, but not limited to: writing this RFP, preparing evaluation criteria, or evaluation guides for this RFP.
- An employee or volunteer of the applicant is compensated for serving on the board of a non-profit that may benefit from this work.

Instances in which an individual or applicant worked in a volunteer capacity with MDH should be evaluated on a case-by-case basis. Volunteer status has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties. Volunteer is defined as "[a]n individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours" ([29 CFR § 553.101\(a\)](#)).

Certification and signature required on next page.

III. Certification:

Applicant Name:	
RFP Title:	
MDH Grant Program Name: <i>(Ex. Family Planning Grant)</i>	

By signing in the space provided below, Applicant certifies the following:

- A. To the best of Applicant’s knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to individual or organizational conflicts of interest.
- B. Applicant, or employees of applicant, have an actual, potential, or perceived conflict(s) of interest which are listed below.

To the best of your knowledge, write the names of entities/individuals with which you have an actual, potential, or perceived conflict:

<i>Name of entity/individual</i>	<i>Relationship (e.g., Volunteer, Employee, Contractor, Family Relation)</i>	<i>Description of conflict (optional)</i>

**Add additional names on separate sheet as necessary. (Auto expand list)*

- C. If a conflict of interest is discovered at any time after submission of this form, Applicant will immediately provide full disclosure in writing to MDH. If a conflict of interest is determined to exist, MDH may, at its discretion, take action.
- D. Applicant will obtain, and keep record of, conflict of interest disclosure forms from any subgrantees or subcontractors and keep them on file.

Applicant’s Signature

Printed Name	Title
Signature	Date

**This form is required from every grant applicant.
Please include this form with your RFP application materials.**

MDH Program Use Only

This section to be completed by appropriate Grant Program Staff.

- Applicant has no conflict(s) of interest.
- Applicant has disclosed conflict(s) of interest and appropriate MDH Program staff have reviewed the conflict(s) in accordance with [ST510.01](#). MDH Program has determined the conflict(s) can be mitigated in the following way(s):

Describe how conflict(s) will be eliminated. Example: *Applicant's application will not be reviewed by External Partners with which they have a conflict.*

- Applicant has disclosed conflict(s) of interest and appropriate MDH Program staff have reviewed the conflict(s) in accordance with ST510.01. MDH Program has determined the conflict(s) cannot be mitigated. As such Applicant will not move forward in the RFP/grant process. MDH will communicate back to the Applicant and keep documentation of communication in RFP/grant files.

I certify that the conflict(s) has/have been discussed with this Applicant and the actions above have been taken.

MDH Program's Signature

Printed Name	Title
Signature	Date

Attachment G: Application Evaluation Scoring Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations. Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

Rating Levels

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

Scoring Selection – Scored up to 100 points

Attachment B: Organizational Capacity (20 Points)

Criteria	Score (1 -5)
The applicant organization demonstrates the capacity, history, and experience providing supportive recovery-oriented housing/housing services to corrections-involved individuals within the area they serve.	
The applicant organization currently provides similar programming that is directly relatable to the goals related to this grant. They are well positioned and experienced in providing recovery-oriented housing and/or housing services to corrections-involved individuals with substance use disorder. The applicant has the capacity to serve a high number of corrections-involved individuals with substance use disorder.	
The applicant organization has demonstrated their ability to provide accessible, decent, safe and sanitary housing, and has provided information on their licensure, certifications, awards, professional associations, and or minimum housing standards.	
The applicant organization has demonstrated the ability to house different populations (i.e., men, women, men and women, married couples, non-gender defining, women with kids, etc.)? Score applicants higher if they can provide housing to a variety of family types.	

Attachment B: Project Design and Implementation (30 Points)

Criteria	Score (1 -5)
The applicant organization clearly outlines a plan to provide recovery-oriented housing AND/OR to provide support to help to the focus population access housing i.e. corrections-involved populations with substance use disorder. This plan will expand access to housing opportunities for corrections-involved individuals with substance use disorder.	
The applicant organization has policies, procedures, and/or training, to ensure a trauma-responsive, person-centered, and strength-based programming.	
The applicant organization operationalizes harm reduction principles through policies and practices and understands that relapse is a part of the recovery journey. Applicant can provide services and extra support upon relapse events and does not remove participants due to relapse episodes.	
The applicant organization demonstrates how their programming will provide services to individuals in recovery from substance use disorder (SUD). They have staff, partnerships, groups, etc. in place to support individuals with SUD. The applicant organization demonstrates specific programmatic elements to support the unique needs of individuals leaving incarceration and/or on supervision to help with community integration post incarceration.	
The applicant organization has a plan to collaborate effectively with the Department of Corrections and with other community organizations to identify, providing housing access, and support to corrections-involved individuals with substance use disorder.	
The applicant organization has clearly defined proposed outcomes/deliverables which are attainable given then the project design. The outcomes are measurable, and the applicant has developed a plan to track the desired outcomes. The outcomes will both increase the number of correction-involved individuals attaining recovery-oriented housing and increase the availability of services to support access to recovery-oriented housing.	

Attachment B: Equity (20 Points)

Criteria	Score (1 -5)
The applicant has identified a focus population(s) and/or a geographical region at higher risk for non-fatal overdose. (Examples: American Indian/Alaskan Native, African American, Northwest Minnesota, Northeast Minnesota, Metro area)	
The applicant reflects in staffing, leadership, and board (if applicable) the priority population(s) being served or that will be served.	
The applicant demonstrates skills and experience providing culturally responsive services to the priority population(s) being served or that will be	

served. The applicant has clearly laid out a plan to ensure culturally responsive services will be provided under this grant project.	
The applicant has demonstrated that they can provide services in a language(s) other than English. These language skills are directly relatable to the target population.	

Attachment C: Work Plan (20 Points)

Criteria	Score (1 -5)
The applicant organization has provided strategies that support project goals, are specific, measurable, feasible and appropriate for the scope of the project activity. Strategies are aligned with specific goal(s) proposed. The project activities will both increase the number of correction-involved individuals attaining recovery-oriented housing and increase the availability of services to support access to recovery-oriented housing. The work plan matches the project design and implementation sections, as well as the budget sections.	
The applicant organization has demonstrated action steps that are comprehensive and clearly describe and how they will support the identified strategies. Included for each activity is a description of the anticipated outcome and evaluation measures (as applicable). Applicant also includes expected timeline and staff/partners who will be involved in the activity.	
The applicant organization has embedded a plan to evaluate the impact of the proposed project. This may include collecting and interpreting data and/or using evaluation results to enhance overdose prevention efforts.	
The applicant organization has an overall work plan that describes how achievement of the proposed goals, strategies, and action steps will expand will increase the number of correction-involved individuals attaining recovery-oriented housing and increase the availability of services to support access to recovery-oriented housing.	

Attachment D: Budget Spreadsheet (10 Points)

Criteria	Score (1 -5)
The budget detail and justification are clear and provides a description of how funds will be used in the first year of the grant period. The expenses are eligible and will contribute to the project goals.	
The expenses included in the budget detail and justification supports activities outlined in the work plan, including meeting the grant requirements of providing housing support services and/or housing to the focus population (corrections-involved individuals with SUD).	

Attachment H: RFP Checklist

All application documents must be sent in one email to Randi.Callahan@state.mn.us
Submit by July 21, 2023, by 4:30 pm CST

Required Application Documents

- Application Form (Attachment A) -- PDF
- Application Narrative Questions (Attachment B) – Word
 - Up to 12 pages
 - 12-point Calibri font, one-inch margins, single spaced, add page numbers
- Work Plan (Attachment C) – Word
 - Up to 10 pages
 - 12-point Calibri font, one-inch margins, single spaced, add page numbers
- Budget Spreadsheet (Attachment D) – Excel
- Due Diligence Review (Attachment E) - PDF
- Applicant Conflict of Interest Disclosure (Attachment F) - PDF
- Letters of Support (optional) -PDF