Minnesota Suicide Prevention Coordination and Technical Support Grant Request for Proposal (RFP)

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10/13/2026

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RFP Part 1: Overview

1.1 General information

Announcement Title: Minnesota Suicide Prevention Coordination and Technical Support Grant

Minnesota Department of Health (MDH) program website: Minnesota Suicide Prevention Coordination and Technical Support Grant Request for Proposals (https://www.health.state.mn.us/communities/suicide/rcrfp/index.html).

Organizations intending to submit a proposal are encouraged to **email a Letter of Intent by 4:30 p.m. CST on November 25, 2026. Letters of Intent are not used as a screening tool. Letters of Intent are used** by MDH to assist staff in planning for adequate agency resources to complete the proposal review process. An email is sufficient.

Letters should be an email with the subject line: "Letter of Intent – Minnesota Suicide Prevention Coordination and Technical Support Grant." In the body of the email, please include the name of the agency and contact information for individuals who would like to receive communications related to the RFP. An email acknowledging the Letter of Intent was received will be emailed to the contact person identified for the agency submitting the letter.

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

Application deadline: **January 8, 2027**

1.2 Program description and background

The Suicide Prevention Regional Coordination and Technical Support grant is funded by the State of Minnesota under Minn. Stat. § 145.56 and Minn. Stat. § 245.4889. This grant supports statewide suicide prevention services.

The Minnesota Department of Health (MDH) is looking for proposals to support a coordinated, statewide approach to suicide prevention and mental health promotion across all 87 counties and 11 Tribal Nations. This grant supports the 2027–2032 Minnesota Suicide Prevention Plan by strengthening systems, improving access to support, and helping communities build the skills and capacity to do effective, culturally responsive suicide prevention work.

The grant will create a statewide support system that helps communities understand their strengths and needs; find and use training, resources, and technical assistance; and build protective factors that promote wellness and reduce suicidal experiences. The organization selected for this grant will maintain a strong regional presence to ensure communities can access support, data, relationships, expertise, and learning opportunities that fit their local context.

The statewide system will focus on four connected areas of work:

1. **Statewide coordination and collaboration** - Build stronger statewide and regional connections by forming relationships, linking partners, sharing information, reducing duplication, and making sure community needs guide statewide action.
2. **Responsive community support** - Work directly with communities to understand their goals and connect them to support that matches their strengths, needs, priorities, and cultural context. Support may include training, coordination, coaching, technical assistance, strategic planning, peer learning, access to data, and connections to partners.
3. **Statewide learning and convening** - Create opportunities for shared learning and skill-building across communities and partners. This includes planning and hosting the annual Minnesota Suicide Prevention Conference with input from statewide and regional partners.
4. **Evaluation and continuous improvement** - Collect and use data, community insights, and partner feedback to understand statewide reach, emerging needs, and areas for improvement. This information will help guide ongoing training, support, coordination, and implementation of the State Plan.

1.3 Funding and project dates

Funding

MDH is seeking proposals for the grant period July 1, 2027-June 30, 2032. MDH will award up to $1,462,500.00 per year pending funding availability.

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed and the grant has reached its effective date, whichever is later.

Funding	Estimate
Estimated Amount to Grant	$1,462,500.00 per year
Estimated Number of Awards	1
Estimated Award Maximum	$1,462,500.00 per year
Estimated Award Minimum	$1,462,500.00

Match requirement

Match is not required with this funding proposal.

Project dates

The estimated start date is July 1, 2027, or upon full execution of the grant agreement, whichever is later, with a project anticipated end date of June 30, 2032. The project period will follow the state fiscal year. The grant period is for five years, contingent on satisfactory grantee performance and funding availability.

Grant Year/Fiscal Year	Project Period
Year 1 (Fiscal Year 2028)	July 1, 2027 – June 30, 2028
Year 2 (Fiscal Year 2029)	July 1, 2028 – June 30, 2029
Year 3 (Fiscal Year 2030)	July 1, 2029 – June 30, 2030
Year 4 (Fiscal Year 2031)	July 1, 2030 – June 30, 2031
Year 5 (Fiscal Year 2032)	July 1, 2031 – June 30, 2032

1.4 Eligible applicants

Applicants eligible to apply in this competitive process include, but are not limited to, local public health and social services agencies, nonprofit organizations, Tribal governments, Tribal organizations, units of government, or other interested agencies demonstrating the capacity and infrastructure to provide statewide suicide prevention coordination and support.

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

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

Collaboration

Successful statewide suicide prevention coordination and support will strengthen collaboration among regional and local partners to advance mental health promotion and suicide prevention.

Statewide suicide prevention coordination will work with communities and organizations to identify current prevention efforts, gaps, and local needs by providing planning support and technical assistance. This coordination also includes statewide learning and training to strengthen local capacity, and promote effective, sustainable, evidence-informed mental health promotion and suicide prevention efforts.

1.5 Questions and answers

All questions regarding this RFP must be submitted by email or phone to: health.suicideprev.mdh@state.mn.us or 320-223-7369.

All answers will be posted within two business days at Minnesota Suicide Prevention Coordination and Technical Support Grant Request for Proposals Q&A (https://www.health.state.mn.us/communities/suicide/rcrfp/qa.html).

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on **Monday, January 4, 2027.**

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

RFP information meeting

A virtual Minnesota Suicide Prevention Coordination and Technical Support request for proposals informational meeting will be held on:

- **Monday, November 2, 2026, from 11 a.m. – 12 p.m. Central Time on Microsoft Teams.**
  - State Suicide Prevention Coordination and Technical Support RFP Informational Session (https://teams.microsoft.com/meet/2205639685566573?p=cAAPJjrQ6SRAa44J53)

Applicants are encouraged, but not required, to attend the RFP informational meeting.

RFP Part 2: Program details

2.1 Priorities

Grant goals

The Minnesota Suicide Prevention Coordination and Technical Support grant will strengthen statewide and regional capacity to advance suicide prevention and mental health promotion. Through the support of this grant, communities and partners across Minnesota will be connected to coordinated training, resources, technical assistance and support that align with the 2027-2032 Minnesota Suicide Prevention Plan.

The goals of the grant are to:

- Strengthen communities' capacity to plan, implement, and sustain effective, evidence-informed, and culturally responsive suicide prevention and mental health promotion efforts.
- Expand access to training, resources, and technical assistance to support suicide prevention and mental health promotion efforts across Minnesota.
- Increase coordination and alignment of suicide prevention and mental health promotion efforts across regional, Tribal, state, and local partners.

This grant will support suicide prevention and mental health promotion efforts across Minnesota. The grantee will be responsible for ensuring statewide reach and access across all 87 counties and 11 Tribal Nations through coordination and support within each of the seven regional divisions identified by the Local Public Health Association of Minnesota (LPHA): LPHA Regions (https://www.lpha-mn.org/about_us/lpha_regions.php)

- Region 1 – Northwest
- Region 2 – Northeast
- Region 3 – West Central
- Region 4 – East Central
- Region 5 – Metro
- Region 6 – Southwest
- Region 7 – Southeast

Grant outcomes

The grant outcomes support the 2027-2032 Minnesota Suicide Prevention Plan (State Plan) by strengthening statewide coordination and regional infrastructure and connecting communities to responsive supports that advance local suicide prevention and mental health promotion efforts.

The grant will achieve the following outcomes:

1. **Increased community capacity:** Communities across Minnesota are better equipped to implement and sustain effective, evidence-informed, and culturally responsive suicide prevention and mental health promotion strategies that reflect local strengths and needs.
2. **Improved equitable access to support:** Communities have expanded access to relevant training, resources, relationships, and technical assistance that support local suicide prevention and mental health promotion efforts.
3. **Stronger statewide coordination and alignment:** Regional, Tribal, state, and local partners are more connected and coordinated, supporting aligned and comprehensive suicide prevention and mental health promotion efforts.
4. **Expanded and strengthened statewide training infrastructure:** Minnesota has greater capacity and coordination to deliver suicide prevention and mental health promotion training, supported by a stronger statewide training network and increased opportunities for shared learning.
5. **Increased statewide learning and continuous improvement:** Data, feedback, and lessons learned from communities, partners, trainers, and regional coordination efforts inform statewide resources and supports, identify emerging needs, address gaps, and drive continuous improvement.

Health equity priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. The Policy on Rating Criteria for Competitive Grant Review Policy 08-02 Rating Criteria for Competitive Grant Review (PDF) (https://mn.gov/grants/assets/POL_08-02_RatingCriteriaforCompetitiveGrantReview_2017-09-15_tcm1093-749640.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Minnesota Suicide Prevention Coordination and Technical Support grant supports health equity by intentionally considering the diverse strengths, needs, experiences, and priorities of communities and populations across Minnesota. Efforts will identify and address inequities and barriers that may affect access to, participation in, and impact of suicide prevention and mental health promotion efforts. Community perspectives will inform planning, implementation, and continuous improvement to ensure approaches are relevant, accessible, culturally responsive, and responsive to local context.

1. Suicide prevention efforts are responsive to diverse communities and populations. Suicide prevention and mental health promotion efforts reflect the strengths, needs, and priorities of diverse populations, particularly those experiencing inequities and disparities.
2. Equitable access to support is strengthened. Communities and populations experiencing inequities and disparities have increased access to relevant, culturally responsive, and community-informed resources, relationships, training, and technical assistance.

3. Community perspectives inform planning and implementation. The experiences and perspectives of diverse communities and populations inform the planning, implementation, and continuous improvement of suicide prevention and mental health promotion efforts.
4. Barriers to equitable access and participation are addressed. Suicide prevention efforts identify and remove barriers that may limit access to resources, support, training, and opportunities, particularly for populations experiencing inequities and disparities.

2.2 Eligible projects

Eligible projects must demonstrate the organizational capacity, infrastructure, staffing, and partnerships necessary to implement the full Scope of Work across all seven regional divisions, and support statewide suicide prevention and mental health promotion efforts. Projects must ensure statewide reach across Minnesota's 87 counties and 11 Tribal Nations and maintain a strong presence within each LPHA designated region.

Applicants must demonstrate the ability to:

- Provide organizational infrastructure and consistent staff oversight to support a statewide, coordinated approach to suicide prevention and mental health promotion. This includes building community capacity, expanding access to training and resources, and fostering collaboration and alignment among partners across Minnesota.
- Maintain regional presence and statewide reach. Employ a 1.0 FTE person in each of the seven regions who lives and works within that region and serves as the primary point of connection for communities and partners. If subcontractors are proposed, submit a Letter of Commitment with the application. Applicants proposing Tribal Regional Coordination activities must demonstrate a history of Tribal collaboration and submit a Letter of Support from the respective Tribal Nation(s) or Tribal Organization(s).
- Maintain a minimum of 0.5 FTE dedicated to statewide training coordination and technical support to expand access to high-quality, evidence-informed, and culturally responsive training and resources and to strengthen trainer capacity across Minnesota.
- Maintain a minimum of 0.5 FTE for grant management/project supervision to oversee grant deliverables, evaluation activities, and day-to-day supervision of project staff to ensure consistent implementation of the Scope of Work.
- Coordinate and implement a Statewide Suicide Prevention Conference.
- Support implementation of the 2027–2031 Minnesota Suicide Prevention Plan (https://www.health.state.mn.us/communities/suicide/mnresponse/stateplan.html).
- Build and maintain collaborative relationships with communities, Tribal Nations, organizations, and partners.
- Demonstrate understanding of mental health promotion and suicide prevention to ensure alignment with MDH and effective statewide implementation

The selected grantee will implement an integrated statewide approach to suicide prevention and mental health promotion that includes four interconnected areas of work:

1. Grant Management and Administration;
2. Regional Suicide Prevention Coordination;
3. Statewide Training Coordination and Technical Support; and
4. Statewide Annual Conference Planning

Detailed requirements and deliverables for each area of work are provided in **Attachment A: Scope of Work**.

Ineligible expenses

Ineligible expenses include but are not limited to:

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

2.3 Grant management responsibilities

Grant agreement

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

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

A sample grant agreement is available for review at Grant Resources - MN Dept. of Health (https://www.health.mn.gov/about/grants/resources.html). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

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

Accountability and reporting requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit required metrics to support legislative funding into a MDH database that will be shared with the Grantee upon award. Written progress reports are required at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

Annual continuation awards are contingent on the availability of funds, progress in meeting project goals and objectives, timely submission of required data and reports, compliance with all terms and conditions of award, and alignment with MDH priorities.

For the purposes of this grant program, monthly and annual reporting will be expected for each fiscal year.

A Monthly Progress Report, using a template provided by MDH, will summarize the grantee's workplan progress, regional partner collaboration, support provided to communities, barriers, and technical assistance needs.

A Monthly Activity Tracking Report, entered into a reporting system designed by MDH, will capture activities that align with the workplan. The specific metrics will be determined in collaboration with MDH, and may include:

- Aggregate counts of trainings by training type.
- Aggregate count of partnerships developed.
- Aggregate counts of technical assistance and training requests.
- Aggregate counts of technical assistance provided listed by partner.
- Aggregate reach from awareness efforts.

An annual report, using a template provided by MDH, will include a summary of workplan progress, number of counties and Tribal communities engaged, lessons learned, and reflections on how support and resources were adapted to local contexts.

The awarded grantee may be asked to participate in a grant summative evaluation process. This may include an exit interview, final report, or survey. Exact methods will be determined in partnership with MDH.

The reporting schedule will be:

Report	Schedule
Monthly Progress Reports	The 10th of every month
Monthly Activity Tracking Reports	The 10th of every month
Annual Narrative Report	Due July 30th

Grant monitoring

Minn. Stat. § 16B.97 (https://www.revisor.mn.gov/statutes/?id=16B.97) and Policy 08-10 Grant Monitoring (PDF) (https://mn.gov/grants/assets/POL_08-10_GrantMonitoring_2016-12-02_tcm1093-749648.pdf) require the following:

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

Monitoring visits will occur once per year. The visit date for monitoring will be scheduled in collaboration with MDH upon grantee onboarding. Additional grant monitoring may be required upon the request of MDH if needed to address grant implementation concerns.

Technical assistance

MDH will provide technical assistance and support to the grantee through an initial grant onboarding, monthly grantee check-ins, ongoing oversight, evaluation support, and as requested.

Additional MDH technical assistance may be provided in Year 1 of the grant to support the establishment of the Minnesota Suicide Prevention Coordination and Technical Support system and subsequent technical assistance may be provided in ongoing grant years, as needed.

Grant payments

Per Policy on Grant Payments (PDF) https://mn.gov/grants/assets/POL_08-08_GrantPayments_2021-04-12_tcm1093-749646.pdf), reimbursement is the method for making grant payments.

All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past-due progress reports unless MDH has given the grantee a written extension.

MDH will provide an invoice template. The invoice and payment schedule will follow the same schedule each fiscal year throughout the grant period:

Invoice Period:	Invoice Due:
July 1-31	August 10
August 1-31	September 10
September 1-30	October 10

October 1-31	November 10
November 1-30	December 10
December 1-31	January 10
January 1-31	February 10
February 1-28	March 10
March 1-31	April 10
April 1-30	May 10
May 1-31	June 10
June 1-30	July 10

2.4 Grant provisions

Affirmative action and non-discrimination requirements for grantees

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

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

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified.

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

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

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Administrative Rules, part 5000.3550 (https://www.revisor.mn.gov/rules/5000.3550/).

Audits

Per Minn. Stat. § 16B.98, subd. 8 (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 agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Conflicts of interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat.§ 16B.98 (https://www.revisor.mn.gov/statutes/?id=16B.98) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

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

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, facilities, equipment, supplies, prestige, or influence.

- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

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

Non-transferability

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

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), all applications and their contents are private or nonpublic until the applications are opened.

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

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

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), the applicant must:

- Clearly mark all trade secret materials in their application at the time it is submitted.
- Include a statement attached to its application justifying the trade secret designation for each item.
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.

This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

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

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act Ch. 13 MN Statutes (https://www.revisor.mn.gov/statutes/cite/13/full) and other relevant laws and regulations.

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

2.5 Review and selection process

Review process

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

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

Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure

that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection criteria and weight

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are based off the weighted application questions as outlined in the Fondant application link**.**

Grantee past performance and due diligence review process

It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.

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

Applicants must complete the Due Diligence Review form (See Due Diligence Review form within the Minnesota Department of Health - Office of Injury and Violence Prevention's Online Portal application) and submit it as part of the completed application.

MDH anticipates notifying all applicants via email of funding decisions no later than February 26, 2027.

RFP Part 3: Application and submission instructions

LETTER OF INTENT

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

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

The Letter of Intent must be sent via email to health.suicideprev.mdh@state.mn.us with the subject line "Letter of Intent – Minnesota Suicide Prevention Coordination and Technical Support Request for Proposal."

3.1 Application deadline and instructions

All applications must be received by MDH no later than 4:30 p.m. Central Time, on January 8, 2027. Applications must be submitted electronically through the Office of Injury and Violence Prevention Online Grants Portal - Logon - Grant Lifecycle Manager (https://www.grantinterface.com/Home/Logon?ReturnUrl=%2fProcess%2fShortLinkApply%3fprocessGuid%3d0d4bed7c-9f7c-4b30-a402-eefc17cd29b9%26UrlKey%3dmndhoivp&processGuid=0d4bed7c-9f7c-4b30-a402-eefc17cd29b9&UrlKey=mndhoivp)

Accessing online portal accounts:

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

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

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

Acknowledgement of application receipt. The Office of Injury and Violence Prevention grant portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If

the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

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

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

3.2 Application instructions

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

1. Completed application via online portal.
2. Work plan (see Attachment B).
3. Budget (see Attachment C).
4. Letters of Commitment from identified subcontractors, if applicable.
5. Letters of Commitment from regional and Tribal partners, if applicable.
6. Position description for the Suicide Prevention Regional Coordinators.
7. Position descriptions for any additional proposed staff.
8. Organizational chart.
9. Completed Due Diligence Review Form via online portal application.
10. Completed Conflict of Interest Form via online portal application.

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

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

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

RFP Part 4: Attachments

Please find the following attachments:

- Attachment A: Statewide Suicide Prevention Coordination and Support Grant Scope of Work (PDF) (https://www.health.state.mn.us/communities/suicide/documents/suicprevrcworkscope.pdf)
- Attachment B: Statewide Suicide Prevention Coordination and Support Grant Work Plan (https://www.health.state.mn.us/communities/suicide/documents/suicprevrcworkplan.docx)
- Attachment C: Statewide Suicide Prevention Coordination and Support Grant Budget (https://www.health.state.mn.us/communities/suicide/documents/suicprevrcbudg.docx)

Attachment A: Scope of work

The selected grantee will work in partnership with the Minnesota Department of Health (MDH) to support a statewide coordinated approach to suicide prevention and mental health promotion by building community capacity, expanding access to training and resources, and fostering collaboration and alignment among partners across Minnesota.

The requirements below describe the core functions that must be carried out through this grant. Applicants have the flexibility to propose the strategies, tools, partnerships and approaches used to carry out these functions, except where specific requirement is identified.

1. Grant management and administration

The grantee will maintain the administrative and organizational capacity necessary to implement the Scope of Work and meet applicable grant requirements.

The grantee will:

- Maintain the staffing structure required to implement the Scope of Work, including seven 1.0 FTE Suicide Prevention Regional Coordinators, with one Coordinator assigned to and residing within each identified geographic region, a grant lead to provide oversight and supervision, and a staff person to implement training coordination and technical support.
- Ensure Suicide Prevention Regional Coordinators work within the region they serve and serve as the primary point of connection for communities and partners in their assigned region.
- Communicate significant operational, fiscal, staffing, or implementation issues to MDH.
- Maintain sufficient supervisory and administrative support to effectively manage grant activities and support consistent implementation across regions.
- Notify MDH of proposed changes to required grant-funded positions, including vacancies, extended absences, or changes in FTE, assignment, or residency, and address such changes in accordance with MDH requirements.
- Develop, maintain, and implement an approved work plan addressing all areas of the Scope of Work.
- Participate in required onboarding and meet with MDH at least monthly to support implementation, coordination, problem solving, and continuous improvement.
- Maintain adequate administrative support, equipment, technology, and infrastructure necessary to carry out the Scope of Work.
- Maintain accurate fiscal, programmatic, personnel, and other documentation required by MDH.
- Maintain a system for documenting grant activities and progress toward the approved work plan and grant outcomes.
- Submit monthly progress reporting for each of the seven regions and an annual statewide report, in accordance with MDH requirements.

- Use data, community and partner feedback, and lessons learned to identify opportunities for improvement and inform implementation throughout the grant period.
- Participate in required MDH evaluation and continuous quality improvement activities.
- Ensure subcontractors and formal partners, if applicable, comply with applicable grant requirements.
- Comply with applicable State grant requirements and the terms and conditions of the grant agreement.

2. Suicide prevention regional coordination

Strengthen regional and community capacity to advance suicide prevention and mental health promotion by building relationships, providing responsive support, and connecting communities to resources and statewide efforts.

The grantee will:

- Build and maintain relationships with communities, Tribal Nations, local public health, coalitions, health and behavioral health organizations, schools, community-based organizations, state agencies, trainers, and other partners.
- Maintain knowledge of regional suicide prevention and mental health promotion efforts, resources, strengths, needs, gaps, and emerging opportunities.
- Connect communities experiencing a suicide loss or other suicide-related events with appropriate postvention resources, technical assistance, expertise, and support.
- Offer quarterly opportunities for regional partners to connect, share information and resources, and discuss emerging opportunities. Formats can vary based on regional needs and partner preferences.
- Establish and maintain an ongoing relationship with each MDH-funded suicide prevention and mental health promotion grantee within the region.
- Provide or connect communities and partners with technical assistance, coaching, training, strategic planning, resources, peer learning, data, and other support based on identified needs and goals.
- Tailor support to community strengths, needs, capacity, priorities, and local context, including the needs and experiences of diverse communities and populations.
- Connect communities and partners to relevant regional, Tribal, statewide, and local resources, expertise, and partnerships.
- Share community strengths, needs, emerging issues, and lessons learned with statewide partners to inform statewide coordination and support.
- Participate in the Minnesota Suicide Prevention Taskforce and other statewide partnerships and activities identified in collaboration with MDH.

3. Statewide training coordination and technical support

Expand access to high-quality, evidence-informed, and culturally responsive training and resources and strengthen trainer capacity across Minnesota.

The grantee will:

- Maintain and support coordinated training efforts, that include coordination, communication, engagement, and trainer support.
- Keep updated information on certified suicide prevention and mental health promotion trainers, including their certification, contact details, and geographic availability.
- Build and maintain relationships with Minnesota mental health promotion and suicide prevention trainers.
- Respond to training requests by connecting communities and organizations with appropriate certified trainers.
- Recruit and support new trainers in collaboration with MDH and national training organizations.
- Provide opportunities for trainers to build skills, share resources and experiences, and connect with peers.
- Coordinate training and Train-the-Trainer opportunities with MDH, Suicide Prevention Regional Coordinators, training organizations, and other partners.
- Identify gaps in trainer capacity, geographic coverage, training availability, and equitable access to training and resources.
- Support culturally responsive approaches and incorporate adaptations into training and resources.
- Maintain current information about available training, resources, expertise, and other supports and connect communities to appropriate opportunities.
- Share evidence-informed and promising approaches, resources, emerging issues, and lessons learned with communities, trainers, and statewide partners.
- Use identified training needs, participation, and feedback to inform improvements to statewide training capacity and resources.

4. Statewide shared learning and annual suicide prevention conference planning

The grantee will plan, coordinate, promote, implement, and evaluate the annual Minnesota Suicide Prevention Conference according to the schedule and requirements established by MDH.

- Convene a conference planning process that includes regional, Tribal, state, and community partners.
- Use Minnesota Suicide Prevention Plan priorities and identified community, regional, and statewide needs to inform conference themes, content, speakers, and learning opportunities.
- Incorporate evidence-based and evidence-informed practices, emerging topics, community experience, and identified training needs into conference content.

- Coordinate conference logistics, communications, outreach, promotion, registration, presenters, and participant engagement.
- Provide opportunities for learning, skill building, networking, collaboration, and shared learning.
- Promote equitable access and participation across Minnesota.
- Implement a statewide suicide prevention and mental health promotion conference annually.
- Gather participant and partner feedback to inform future conference planning and statewide learning needs.