

Attachment A: Statewide Suicide Prevention Coordination and Support Grant 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.

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 outcome.
- 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.

Regional Suicide Prevention 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.

Statewide Training Network and 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.

Statewide Shared Learning and Annual 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.