



Providing Services to Minnesotans Who Have Sustained a Traumatic Brain Injury (TBI) and their Families

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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7/5/2023

To obtain this information in a different format, call: 651-201-3969.

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PROVIDING SERVICES TO MINNESOTANS WHO HAVE SUSTAINED A TRAUMATIC
BRAIN INJURY (TBI) AND THEIR FAMILIES

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Providing Services to Minnesotans Who Have Sustained a Traumatic Brain Injury (TBI) and their Families
- **Minnesota Department of Health (MDH) Program Website:** [Traumatic Brain and Spinal Cord Injury \(https://www.health.state.mn.us/communities/tbi/index.html\)](https://www.health.state.mn.us/communities/tbi/index.html)
- **Application website:** [Providing Services to Minnesotans Who Have Sustained a Traumatic Brain Injury \(TBI\) and their Families \(https://health.state.mn.us/communities/tbi/rfp.html\)](https://health.state.mn.us/communities/tbi/rfp.html)
- **Letter of Intent:** Organizations intending to submit a proposal should email a **Letter of Intent by 11:59 p.m.** Central Daylight Time, **July 12, 2023**. Letters of Intent are not required, but they are appreciated. Please email the Letter of Intent to the Injury and Violence Prevention Section at Catherine.Diamond@state.mn.us.
- **Application Deadline:** The complete application must be submitted electronically to Catherine Diamond at Catherine.Diamond@state.mn.us **by 11:59 p.m. Central Daylight Time, August 3, 2023**.
Late or incomplete applications will not be accepted. All application documents must be sent in one email to the address indicated above. No mailed or hand-delivered applications will be accepted.

1.2 Program Description

The Minnesota Department of Health, herein after MDH, is soliciting proposals to provide services to Minnesotans and their families who have sustained a traumatic brain injury (TBI).

This grant opportunity is funded from driving while impaired (DWI) reinstatement fees received by the MDH from the Minnesota Department of Public Safety (DPS) as established in M.S. §171.29 subd.2(c). ([Sec. 171.29 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/171.29\)](https://www.revisor.mn.gov/statutes/cite/171.29))

This grant opportunity will provide and improve accessibility for services and support to Minnesota individuals and their families who have sustained a brain injury. The Grantee will provide Resource Facilitation Services so that injured persons may obtain needed services to alleviate injuries, optimize healing and avoid secondary problems such as job loss, mental illness, and substance use disorder. The Resource Facilitation Services include, but are not limited to: staffed toll-free number connecting individuals to available healthcare options, case management, educational opportunities, and volunteer opportunities.

1.3 Funding and Project Dates

Funding

MDH is seeking proposals for the grant period August 17, 2023 – July 31, 2028 (a five-year period). The actual start date of this grant will be determined once the successful applicant is

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selected. MDH anticipates available funds in the amount of approximately \$6,000,000 over the five-year grant period. MDH will select the best organization based on their ability and capacity to provide Resource Facilitation Services to Minnesota individuals who have sustained a traumatic brain injury and their families.

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.

Funding	Estimate
Estimated Amount to Grant	\$6,000,000.00
Estimated Number of Awards	1
Estimated Award Maximum	\$6,000,000.00
Estimated Award Minimum	\$6,000,000.00

Match Requirement

There is no matching requirement for this grant.

Project Dates

Process Item	Timeline
Request for Proposal Application Period	July 5, 2023 – August 3, 2023
Letter of Intent due to MDH	July 12, 2023
Deadline for applicant question submission	July 26, 2023
Anticipated Review and Selection Period	August 4, 2023 – August 11, 2023
New Grant Application in place	August 15, 2023 (or as soon as reasonable)
Project and Grant Agreement end date	July 31, 2028

1.4 Eligible Applicants

Organizations eligible to apply in this competitive process include a qualified community-based organization, as mandated by Statute §171.29 subd.2(c). ([Sec. 171.29 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/171.29\)](https://www.revisor.mn.gov/statutes/cite/171.29))

“For the purposes of this paragraph, a "qualified community-based organization" is a private, not-for-profit organization of consumers of traumatic brain injury services and their family members. The organization must be registered with the United States Internal Revenue Service under section 501(c)(3) as a tax-exempt organization and must have as its purposes:

- (1) the promotion of public, family, survivor, and professional awareness of the incidence and consequences of traumatic brain injury;

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(2) the provision of a network of support for persons with traumatic brain injury, their families, and friends;

(3) the development and support of programs and services to prevent traumatic brain injury;

(4) the establishment of education programs for persons with traumatic brain injury; and

(5) the empowerment of persons with traumatic brain injury through participation in its governance.”

Collaboration

Multi-organization collaboration with other state and federal agencies and organizations involved with the identification, prevention, treatment, and follow-up of persons with TBI will be required.

State governmental agencies may include:

- Minnesota Department of Health (MDH)
- Minnesota Department of Human Services (DHS)
- Minnesota Department of Education (MDE)
- Minnesota Department of Public Safety (DPS)
- Minnesota Department of Corrections (DOC)
- Minnesota Department of Employment and Economic Development (DEED)

National agencies and organizations may include

- Centers for Disease Control and Prevention (CDC)
- Brain Injury Association of America (BIAA)
- United States Brain Injury Alliance (USBIA)
- National Institute of Health (NIH)
- Substance Abuse and Mental Services Administration (SAMHSA)
- National Highway Safety Administration (NHTSA)
- Administration on Community Living (ACL)
- National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)

Non-profit organizations may include:

- Safe Kids Minnesota
- DHS Healthy Community and Safe Community Initiatives
- Minnesota Seat Belt Coalition

1.4 Letters of Intent

Organizations intending to submit a proposal are encouraged to email a **Letter of Intent by 11:59 p.m.** Central Daylight Time by **July 12, 2023**. Letters of Intent are requested and 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.

Letters should be submitted via email with the subject **“TBI 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 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*: Catherine.Diamond@state.mn.us

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Catherine.Diamond@state.mn.us. In the subject line of the email, include the phrase, **“TBI RFP Question.”** All answers will be posted within five business days at [RFP Q&A: Providing Services to Minnesotans Who Have Sustained a Traumatic Brain Injury \(TBI\) and Their Families \(https://health.state.mn.us/communities/tbi/rfpqa.html\)](https://health.state.mn.us/communities/tbi/rfpqa.html).

Please submit questions no later than **4:30 p.m. Central Daylight Time on July 26, 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).

The goal and vision of the MDH Injury and Violence Prevention Section is to work toward a world where all avoidable brain injuries are prevented, all non-preventable brain injuries are minimized, and all individuals who have experienced traumatic brain injury can maximize their quality of life.

2.2 Eligible Projects

Organizations eligible to apply in this competitive process include a qualified community-based organization, as mandated by Statute §171.29 subd.2(c). ([Sec. 171.29 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/171.29\)](https://www.revisor.mn.gov/statutes/cite/171.29)):

“For the purposes of this paragraph, a "qualified community-based organization" is a private, not-for-profit organization of consumers of traumatic brain injury services and their family members. The organization must be registered with the United States Internal Revenue Service under section 501(c)(3) as a tax-exempt organization and must have as its purposes:

- (1) the promotion of public, family, survivor, and professional awareness of the incidence and consequences of traumatic brain injury;
- (2) the provision of a network of support for persons with traumatic brain injury, their families, and friends;
- (3) the development and support of programs and services to prevent traumatic brain injury;
- (4) the establishment of education programs for persons with traumatic brain injury; and
- (5) the empowerment of persons with traumatic brain injury through participation in its governance.”

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This grant will provide and improve accessibility of services and support to Minnesota individuals and their families who have sustained a traumatic brain injury. The Grantee will provide Resource Facilitation Services so that injured persons may obtain needed services to alleviate injuries, optimize healing and avoid secondary problems such as job loss, mental illness, and substance use disorder.

The Resource Facilitation Services include, but are not limited to: staffed toll-free number connecting individuals to available healthcare options, case management, educational opportunities, and volunteer opportunities.

More specifically, the grantee will:

- Support and maintain a Minnesota Brain Injury website that provides information and resource listings for persons and their families who have sustained a traumatic brain injury (TBI)
- Collaborate with MDH to contact and interview survivors of TBI to determine outcome of their injuries and services needed.
 - Applicable State Statutes regarding the handling and collection of private data will bind the applicant/grantee
 - (Sec. 171.29 MN Statutes (<https://www.revisor.mn.gov/statutes/cite/171.29>)):
 - *“A patient's name, identifying information, or identifiable medical data must not be disclosed to the organization without the informed voluntary written consent of the patient or patient's guardian or, if the patient is a minor, of the parent or guardian of the patient.”*
 - The contact and interview process will take place within two weeks of the time the State reports the name of the individual with TBI to the Grantee. Multiple contact modalities should be utilized (telephone, email, text, letter, etc.)
 - Initial Patient contact will include the Tennessen Warning, an assessment of current health and social status, an offer of Resource Facilitation (RF), and provision of TBI information, referrals, and resources
- For individuals with TBI who request Resource Facilitation Services, the Grantee will make at least five attempts to contact them at intervals of 6 months, 12 months, 18 months, and 24 months post-injury
- Provide timely, individually tailored, ongoing information and resources, problem solving and advocacy
- Utilize the Mayo-Portland Short Scale, or other instrument(s) as specified and negotiated by the MDH, to collect information on outcomes and demographic data
- Recruit and train staff to conduct interviews
- Report contact information electronically, annually or as needed/requested, to MDH
 - This will include survey instrument results, other outcome measures, individual patient level data, and aggregate service numbers/measures
- Develop and participate in monthly continuous quality improvement (CQI) assessment and evaluation meetings with the MDH including exploration of health equity in referrals, recruitment, processes, and outcomes

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- Report on services provided and problems encountered, recommend changes, development of new services, and/or legislative action needed
- Provide an annual report documenting participant outcomes following Resource Facilitation
- Grantee will host the Annual Brain Injury Conference and allow MDH to present at the conference
- Present project findings at Grantee-sponsored meetings such as the Annual Brain Injury Conference, MDH and DHS Trauma Advisory Committee meetings, and CDC conferences
- Engage in community education and outreach
- Collaborate with other state and federal agencies and organizations involved with the identification, prevention, treatment, and follow-up of persons with TBI.
- Annually, Grantee will provide an updated database of all Registry cases provided to the grantee with updated data elements including updated address and contract information, number of contacts, outcomes, and other agreed upon data elements in an agreed upon format. This data will be linked to and used within the TBI/SCI Registry.
- Collaborate with established regional brain injury committees (including the Mayo TBI Model System) and establish new committees where need is indicated by communities
- Maintain communication with all TBI support groups for survivors and/or family members statewide
- Maintain a resource library and /or website on TBI with information on treatment, rehabilitation, community support, and reintegration

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
- Vehicles
- Construction Costs
- 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. Grantee is expected to read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

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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 at least annually until all grant funds have been expended and all the terms in the grant agreement have been met.

The reporting schedule will be: Annually

- Grantees will be asked to report on services provided and problems encountered, recommend changes, development of new services, and/or legislative action needed.

Grant Monitoring

Minn. Stat. § 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) 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

Technical Assistance

MDH will provide grantee with ongoing technical assistance, including review of specific project materials such as work plans, evaluations plans, training materials, etc. If there is a need for additional technical assistance during the grant period, applicants are welcome to request further support. MDH will establish a schedule (typically monthly) and process for ongoing check-ins with grantee during the grant period.

Grant Payments

Per State Policy on Grant Payments (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.

The invoicing and payment schedule will be: Monthly

2.4 Grant Provisions

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 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 the best interest of the State.

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345 \(https://www.revisor.mn.gov/statutes/cite/471.345\)](https://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. 177.41 \(https://www.revisor.mn.gov/statutes/cite/177.41\)](https://www.revisor.mn.gov/statutes/cite/177.41), et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List \(http://www.mmd.admin.state.mn.us/process/search\)](http://www.mmd.admin.state.mn.us/process/search);
 - [Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](https://mnucp.metc.state.mn.us/) or
 - [Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program](#)

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<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).

- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - o Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - o There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Detailed Information](https://mn.gov/admin/osp/government/suspended-debarred/) (<https://mn.gov/admin/osp/government/suspended-debarred/>).

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:

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- 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 application 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, subd. 3\(a\)](https://www.revisor.mn.gov/statutes/cite/13.599) (<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) (<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 submitting an application in response to this RFP, the applicant agrees that this indemnification survives

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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 \(https://www.revisor.mn.gov/statutes/cite/13/full\)](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.

Audits

Per [Minn. Stat. § 16B.98, subd. 8 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/?id=363A.02\)](https://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination,

rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](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 representing content and community specialists with knowledge of TBI. 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.

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:

- Application Form – Organization information (Attachment A). **(unscored)**
- Application Narrative (Attachment B). **(40 Points)**
- Work Plan (Attachment C) **(40 Points)**
- Budget and Budget Narrative (Attachment D) **(20 Points)**

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Applicants must complete and submit all required Attachments. All Attachments can be found here: [Providing Services to Minnesotans Who Have Sustained a Traumatic Brain Injury \(TBI\) and their Families \(https://www.health.state.mn.us/communities/tbi/rfp.html\)](https://www.health.state.mn.us/communities/tbi/rfp.html).

Applicants must have Adobe Acrobat Reader to complete the Adobe PDF attachments and forms, which can be downloaded for free at [Adobe Acrobat \(https://get.adobe.com/reader/\)](https://get.adobe.com/reader/).

For Microsoft Word Attachments, Applicants are strongly encouraged to use the Microsoft Word templates provided at [Providing Services to Minnesotans Who have Sustained a Traumatic Brain Injury \(TBI\) and their Families \(https://www.health.state.mn.us/communities/tbi/rfp.html\)](https://www.health.state.mn.us/communities/tbi/rfp.html).

Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Moorhead and Owatonna – provide free access to Microsoft Word.

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 by **Tuesday, August 15, 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 **August 17, 2023**, or the date in which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until **July 31, 2028**, 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 **July 12, 2023**. 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 submit an application just because they submitted a Letter of Intent.

Letters should be an email with “**TBI 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 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**: Catherine.Diamond@state.mn.us.

3.1 Application Deadline

All applications *must* be received by MDH no later than 11:59 p.m. Central Daylight Time, on August 3, 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 mail, delivery, computer or technology problems.

3.2 Application Submission Instructions

Applications *must* be submitted via email to Catherine.Diamond@state.mn.us with the subject line “Brain Injury 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 for the application to be considered complete:

1. Application Form – Organization Information (**Attachment A**)
2. Application Narrative (**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. Applicant Scoring Criteria (**Attachment G**)
8. Letters of Support (optional)
9. Copy of 501(c)(3) Determination Letter (if applicable)

Incomplete applications will be rejected and not evaluated.

PROVIDING SERVICES TO MINNESOTANS WHO HAVE SUSTAINED A TRAUMATIC
BRAIN INJURY (TBI) AND THEIR FAMILIES

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

All Attachments can be found on the RFP website at: [Providing Services to Minnesotans and their Families Who have sustained a Traumatic Brain Injury \(https://www.health.state.mn.us/communities/tbi/rfp.html\)](https://www.health.state.mn.us/communities/tbi/rfp.html)

- Attachment A: Application Organization Information
- Attachment B: Application Narrative
- Attachment C: Work Plan
- Attachment D: Budget
- Attachment E: Due Diligence
- Attachment F: Applicant Conflict of Interest Disclosure Form
- Attachment G: Applicant Scoring Criteria