



Critical Access Hospital Board Training on Engagement, Leadership and Population Health

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64882
St. Paul, MN 55164-0882
651-201-3528
health.flex@state.mn.us
www.health.state.mn.us

10/11/2023

To obtain this information in a different format, call: 651-201-3528.

Table of Contents

Critical Access Hospital Board Training on Engagement, Leadership and Population Health	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	4
RFP Part 2: Program Details	5
2.1 Priorities.....	5
2.2 Eligible Projects.....	5
2.3 Grant Management Responsibilities	7
2.4 Grant Provisions	8
2.5 Review and Selection Process	12
RFP Part 3: Application and Submission Instructions	14
3.1 Application Deadline	14
3.2 Application Submission Instructions	14
3.3 Application Instructions.....	14
RFP Part 4: Attachments	16
Attachment A: Application Detailed Instructions	17
Attachment B: Application Evaluation Criteria.....	20
Attachment C: Applicant Conflict of Interest.....	23
Attachment D: Due Diligence Review	27

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Critical Access Hospital Board Training on Engagement, Leadership and Population Health
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html/#flex>
- **Application Deadline:** December 1, 2023

1.2 Program Description

Minnesota Statute [144.1482](#) establishes the Office of Rural Health, which shall establish and maintain a clearinghouse for collecting and disseminating information on rural health care issues, research findings, and innovative approaches to the delivery of rural health care and assist rural communities in improving the delivery and quality of health care in rural areas.

Minnesota Statute [144.1483](#) establishes rural health initiatives, to include the Medicare Rural Hospital Flexibility Program pursuant to section 1820 of the federal Social Security Act, United States Code, title 42, section 1395i-4, by developing a state rural health plan and designating, consistent with the rural health plan, rural nonprofit or public hospitals in the state as [critical access hospitals](#) (CAHs). Minnesota has 77 licensed critical access hospitals.

The Minnesota Medicare Rural Hospital Flexibility Program (Flex Program) receives funds from the Health Resources and Services Administration's (HRSA) Federal Office of Rural Health Policy (FORHP) to help [critical access hospitals](#), emergency medical services and health professionals work together. Flex Program funding is intended to provide training or technical assistance to CAHs to build capacity, encourage innovation, and promote sustainable improvements in the rural health care system.

1.3 Funding and Project Dates

Funding

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	\$49,000
Estimated Number of Awards	1
Estimated Award Maximum	\$49,000
Estimated Award Minimum	\$15,000

Match Requirement

There are no match requirements.

Project Dates

The project period is estimated to start January 15, 2024 and will end on August 31, 2024.

1.4 Eligible Applicants

Eligible applicants include for-profit or non-profit entities with a history of working with critical access hospitals and rural health care. Applicants will be selected based on their ability to complete proposed projects, evidence of experience providing training, evidence of experience working with health care leaders and hospital boards and experience with the proposed subject matter.

Collaboration

Multi-organization collaboration is allowed but is not required and will receive no competitive advantage.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to health.Flex@state.mn.us or 651-201-3528. All answers will be posted within three business days at <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html/#flex>.

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on November 21, 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.**

RFP Information Meeting

An RFP Informational Webinar will be held on November 13, 2023. Details to access the webinar may be found here:

<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html/#flex>.

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](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve rural communities and rural Minnesotans by way of critical access hospitals and their boards.

This grant seeks to provide training to Critical Access Hospital (CAH) boards. CAHs are a central part of rural communities and crucial to the rural health care safety net. Most of these organizations have some type of governing board that provides direction or input into hospital decision making, ensures community representation, and communicates hospital priorities back to the rural communities they serve. Critical access hospitals are complex health care organizations facing many challenges in sustainability and keeping up with current health care trends. There are limited opportunities for board members to receive training on key policy changes effecting hospital operations.

This grant will serve critical access hospitals and their boards by equipping them with information to understand population health and skills necessary to communicate key concepts for healthcare decision making to improve healthcare delivery in rural Minnesota.

Grant outcomes will include:

- Training opportunity(-ies) for critical access hospital board members with a focus on engagement, leadership and population health.
- Critical access hospital board members will have an understanding of how population health is necessary for hospital operations.
- Board members will gain skills on collaborating with community and hospital staff to make decisions for population health management.
- Grant performance will be measured by the submission of quarterly reports.

2.2 Eligible Projects

Eligible projects will provide training to critical access hospital board members. Topics should be focused on educating board members and proposals may include a combination of material or resource development and/or facilitated conversations. Use of existing resources created by the applicant are acceptable, but proposals should identify how these materials will be made available to boards in ways they are not currently available, or how the training will create and provide new content. Proposals must identify how the applicant will fill gaps in the existing

training networks available to for critical access hospital board members. These trainings will be offered at no cost to the hospital or its board.

Proposals can include a variety of topics that promote board member engagement, community leadership, importance of quality to rural health care delivery, and core concepts of health equity, social determinants of health and population health management. Board members should gain skills necessary for their role as active community leaders.

In determining which organizations will receive this award, the following criteria shall be considered:

- Demonstrated understanding of the basics of critical access hospital operations, board structures and the relationships between a CAH, the board and the community.
- Demonstrated understanding of the core principles of governance and board leadership to include board member engagement and decision-making for population health.
- Demonstrated understanding the frameworks guiding population health and value-based care.
- Ability to communicate how the proposed training program will improve critical access hospital board member understanding of health equity, the impacts health disparities have on health outcomes, and other relevant project outcomes.

Applicants can propose trainings that are focused on developing new materials for CAHs to use with their boards or on trainings that are delivered by staff subject matter experts directly to boards. Consider the following aspects when providing a description of the proposed training:

- Project timeline to include any development, implementation and follow-up necessary to complete training.
- Proposed resource development, if any.
- Proposed format or mode of training(s) delivery, frequency of trainings, etc., if any.
- Proposed curriculum and all training deliverables.
- Advertising and recruitment strategy for participants.
- Proposed outcomes or expectations of participating CAHs and their boards.
- Demonstrated experience in conducting training(s), and working with the intended target audience and topics.

It is expected that applicants will describe their proposed training in full, and will include all relevant details about any logistics, modes of delivery and educational deliverables.

Minnesota has 77 critical access hospitals. Applicants should specify how the training will be offered. If all CAHs with boards in the state are eligible, applicants should provide detail how they will provide training materials or trainings the participant group. If a cohort model is proposed, applicants should identify how they will identify or select boards for participation and how they will interact with the selected cohort.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Expenses not directly related to the approved work plan and not in the approved budget.

- Expenses incurred prior to receiving grant agreement.
- Equipment, defined as an item that costs more than \$5,000.
- Fundraising.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Supplanting existing operating expenses.

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 should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

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.

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

Accountability and Reporting 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 of the terms in the grant agreement have been met.

The reporting schedule will be in accordance with the State of Minnesota's policy requiring at least an annual written progress report, or a quarterly minimum. Reports will align with the schedule provided by the federal funding agency Health Resources and Services Administration's Federal Office of Rural Health Policy.

The reporting schedule will be quarterly. A standard invoice and report form will be provided to grantees. Written reports documenting activity progress and outcomes will be due no later than September 20, 2024. Final payments must be submitted no later than September 20, 2024.

Grant Monitoring

[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- 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 technical assistance to ensure the Grantee is meeting proposed deliverables and meeting the goals of the federal funder.

Grant Payments

Per [State Policy on Grant Payments](#), 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 quarterly. Reports will be submitted through the Office of Rural Health and Primary Care's online grant portal. A report form will be provided to grantees. Final payments will be due no later than September 20, 2024.

Funding Statements

The grantee must include the following funding statement on all materials developed with these grant dollars:

"This [project/publication/program/website] [is/was] supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$XX with xx percentage financed with nongovernmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government."

2.4 Grant Provisions

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](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 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 (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>);
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<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:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - 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: The list of debarred vendors is available at: <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](#) 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 C) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, 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](#), all applications and their contents are private or nonpublic until the applications are opened.

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

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), 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)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 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 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](#)) 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, 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](#). 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](#).

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 specialists with rural health care 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 that applicants will be judged on are based on a 0-5 rating system. See Attachment B: Application Evaluation Criteria for a detailed description of the scoring system and scoring criteria.

- Proposal Narrative (40 points total)
- Project Methods and Work Plan (45 points total)
- Proposal Budget and Budget Narrative (15 points total)

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](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions by 12/29/2023.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time, on December 1, 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

ORHPC requires application submissions to be made through an online [Grants Portal](#). Please reference the Office of Rural Health and Primary Care's [Grant Guide](#) for information on account creation, password recovery, application creation, and collaboration.

Read Attachment B: Application Detailed Instructions within this request for proposals for further instructions on how to address application questions outlined in the Grants Portal.

If you have any questions, please contact us at: health.flex@state.mn.us.

3.3 Application Instructions

You must submit the following in order for the application to be considered complete. Detailed application instructions are available in Attachment A. Incomplete applications will be rejected and not evaluated.

- Organization and Applicant Information
- Project Information
- Problem Statement
- Project Statement
- Project Workplan
- Key Personnel Biographic Sketch(es)
- Budget and Budget Narrative
- [Applicant Conflict of Interest](#) will be completed in the application. An example is available as Attachment C.
- Required Attachments
 - [Due Diligence Review Form](#), an example is available as Attachment D.

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

CAH BOARD TRAINING RFP

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

- Attachment A: Application Detailed Instructions
- Attachment B: Application Evaluation Criteria and Scoring
- Attachment C: Applicant Conflict of Interest Disclosure Form
- Attachment D: Due Diligence Review Form

Attachment A: Application Detailed Instructions

ORHPC requires application submissions to be made through an online [Grants Portal](#). Please reference the Office of Rural Health and Primary Care's [Grant Guide](#) for information on account creation, password recovery, application creation, and collaboration.

Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Applicants will be asked to provide SWIFT Supplier Information. To create an account in SWIFT visit the [SWIFT Vendor Resources](#) page.

Project Information

This section requests summary information about the project, including the total request amount, the name of the program the grant funds are being requested for and contact information.

Project Summary

Provide a short overview summarizing the project, a high-level description of activities and how grant funds will be utilized.

Problem Statement

Provide a description of the need for this project. The problem statement should demonstrate an understanding of challenges facing critical access hospitals and rural systems of care. The problem statement should provide data and context for the project statement and proposed workplan.

Project Statement

Provide a brief overview of the project that includes the following:

- Summary of the training and target audience, including recruitment techniques.
- Description of how the training will be administered.
- Description of the learning objectives for the target audience.

Project Methods

The project methods must clearly explain how the grant funding will be used, what will be accomplished. State the measurable short-term objectives and long range goals for the project. Provide a plan to evaluate the impact(s) of the project.

Key Personnel Biographical Sketch(es)

List out each key project staff person identified in the proposal narrative. Information should include: name, title, role in proposed project, relevant education, and professional experience relevant to the proposed project.

Project Workplan

Workplan activities and implementation timeline should align with the key tasks proposed for this project.

Budget and Budget Narrative

Please provide a detailed budget description organized by the individual budget line items. The narrative must provide a rationale and details regarding how all budgeted costs are calculated.

- **Salary:** This category is for direct employees of the applicant organization. Grant funds can only be used for staff working directly on the proposed project.
- **Fringe:** The cost of benefits and fringe based on the applicant organization's allocation schedules or plans. Provide an explanation for the fringe rate and a summary of what costs are included.
- **Travel:** Travel costs should include separate calculations for mileage, food and lodging. In-State room and board will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget; or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Mileage must be calculated at the IRS approved rate that is current at the time of the application.
- **Supplies:** Describe estimated costs for supplies and materials for training program implementation.
- **Contractual:** This category is for any external contracts required to complete proposed grant deliverables. Outline estimated costs for each proposed contract, separately. Examples include but are not limited to space rental, website development or a training facilitator. Any individual that is not a direct employee of the applicant's organization should be listed under contractual. Applicants can use grant funds to work with outside consultants for training or curriculum development, but these costs must be project specific.
- **Other:** Project specific costs that are not already addressed in other categories. Provide a brief description of the costs. Costs cannot be billed to this grant if they are already accounted for within an organization's indirect rate.
- **Indirect:** An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees cannot claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on-file, the corresponding documentation of that indirect cost rate as outlined below:
 - Grantees with a federally negotiated indirect cost rate can use grant funds for indirect costs in an amount up to, but not exceeding, that rate. Grantees must submit a copy of the current federally negotiated indirect cost rate as an attachment to this application.

- Grantees without a federally negotiated indirect cost rate can use grant funds for indirect costs in an amount up to but not exceeding 10% of total direct costs. Grantees are responsible for ensuring that the indirect rate is not applied to direct costs that are excluded from the described indirect rate.
- Applicants will complete the [Applicant Conflict of Interest](#) form in the online application. An example of the conflict of interest form is available in Attachment C.

Required Application Attachments

- Applicants will complete and attach a [Due Diligence Review](#). A copy of the Due Diligence review form is available in Attachment D.

Attachment B: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation score-sheet before submitting their application. This step is not required, but may help ensure applications address the criteria evaluators will use to score applications.

Applications will be scored up to a maximum of 100 points possible. General criteria to be used in evaluating the application includes:

- The applicant organization is experienced in providing training and working with CAHs.
- The applicant organization has an overall work plan that is clearly defined and describes goals and deliverables that are measurable, attainable, realistic and time bound.
- The applicant has an appropriate staff and administrative structure available to complete the project by the end of the grant period.

The following scoring system will be applied:

Rating	Description
5	Excellent: Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses.
4	Very Good: Substantial response; meets in all aspects and in some cases exceeds the minimum requirements; good probability of success; no significant weaknesses.
3	Good: Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
2	Marginal: Lack of essential information; low probability for success; significant weaknesses, but correctable.
1	Unsatisfactory: Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.
0	Blank or did not answer: Applicant did not answer the question or offered no response.

Proposal Narrative (40 points total)

The criteria to be used in determining the scoring corresponds to the problem statement and project statement.

- The applicant describes the need for the project. (5 points available)

- The applicant provides adequate documentation or data to support the description of need. (5 points available)
- The applicant provides a thorough description of the training content. (5 points available)
- The applicant provides a thorough description of the operations and training delivery. (5 points available)
- The applicant thoroughly describes how the proposed training will meet the needs of the intended audience. (5 points available)
- The applicant provides a thorough description of the proposed training's learning objectives. (5 points available)
- The applicant demonstrates experience in the proposed subject matter. (5 points available)
- The applicant demonstrates experience working with intended stakeholders. (5 points available)

Project Methods and Work Plan (45 points total)

The criteria to be used in determining the scoring corresponds to the project method, key personnel biographical sketch(es) and the project workplan.

- The applicant clearly describes how funding will be used to carry out project objectives. (5 points available)
- The application adequately summarizes what will be accomplished with this project. (5 points available)
- The applicant provides measurable and reasonable project objectives. (5 points available)
- The applicant provides a reasonable plan to evaluate the impact of the project. (5 points available)
- The applicant demonstrates a staffing plan or administrative structure that is consistent with their ability to complete the project. (5 points available)
- The applicant proposes a workplan that addresses the needs for this project. (5 points available)
- The applicant proposes a workplan that is reasonable. (5 points available)
- The applicant provides a thorough description of the workplan with key activities for project completion. (5 points available)
- The applicant proposes a workplan that will be completed within the timeframe of the grant period. (5 available)

Proposal Budget and Budget Narrative (15 points total)

The criteria to be used in determining the scoring corresponds to the budget and budget narrative.

- The applicant proposes a reasonable budget. (5 points available)
- The applicant provides an adequate budget narrative. (5 points available)

CAH BOARD TRAINING RFP

- The applicant provides a budget narrative that describes all costs in the proposed budget. (5 points available)

Attachment C: Applicant Conflict of Interest

Applicants will complete this form in the online application. This form is considered public data under [Minn. Stat. § 13.599](#).

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

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

Instructions

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

Conflicts of Interest

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

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

I. Organizational Conflict of Interest:

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

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

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

II. Individual Conflict of Interest:

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

- a. 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.
- b. 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.
- c. 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.
- d. An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

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

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

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

Certification and signature required on next page.

III. Certification:

CAH BOARD TRAINING RFP

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

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

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

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

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

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

Applicant’s Signature

Printed Name	Title
Signature	Date

MDH Program Use Only

This section to be completed by appropriate Grant Program Staff.

CAH BOARD TRAINING RFP

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

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

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

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

MDH Program's Signature

Printed Name	Title
Signature	Date

Attachment D: Due Diligence Review

The [Due Diligence Review](#) must be completed and uploaded as an attachment to the application. A sample is provided below.

Due Diligence Review

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

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

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

Section 1: To be completed by all organization types

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

CAH BOARD TRAINING RFP

Section 1: Organization Structure	Points
SECTION 1 POINT TOTAL	

Section 2: To be completed by all organization types

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

Section 3: To be completed by all organization types

Section 3: Financial Health	Points
<p>9. If required, has your organization had an audit conducted by an independent Certified Public Accountant (CPA) within the past twelve months?</p> <p><input type="checkbox"/> Not Applicable (N/A) (0 points) – if N/A, skip to question 10</p>	

CAH BOARD TRAINING RFP

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

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

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

Section 4: Nonprofit Financial Review	Points
13. Does your nonprofit have tax-exempt status from the IRS? <input type="checkbox"/> No - If no, go to question 14 <input type="checkbox"/> Yes – If yes, answer question 13A	Unscored

CAH BOARD TRAINING RFP

Section 4: Nonprofit Financial Review	Points
<p>13A. What is your nonprofit's IRS designation?</p> <p><input type="checkbox"/> 501(c)3</p> <p><input type="checkbox"/> Other, please list:</p>	Unscored
<p>14. What was your nonprofit's total revenue (income, including grant funds) in the most recent twelve-month accounting period?</p> <p>Enter total revenue here:</p>	Unscored
<p>15. What financial documentation will you be attaching to this form?</p> <p><input type="checkbox"/> If your answer to question 14 is less than \$50,000, then attach your most recent Board-approved financial statement</p> <p><input type="checkbox"/> If your answer to question 14 is \$50,000 - \$750,000, then attach your most recent IRS form 990</p> <p><input type="checkbox"/> If your answer to question 14 is more than \$750,000, then attach your most recent certified financial audit</p>	Unscored

Signature

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

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

MDH Staff Use Only

Section 4A: Nonprofit Financial Review Summary

Complete Section 4A for nonprofit organizations with the potential to receive an award over \$25,000 (with the exception of formula grants). Skip Section 4A and move to Section 5 for all other grantee types.

1. Were there significant operating and/or unrestricted net asset deficits?
 - Yes – if yes, answer questions 3 and 4
 - No – if no, skip questions 3 and 4 and answer questions 5 and 6
2. Were there any other concerns about the nonprofit organization’s financial stability?
 - Yes – if yes, answer questions 3 and 4
 - No – if no, skip questions 3 and 4 and answer questions 5 and 6
3. Please describe the deficit(s) and/or other concerns about the nonprofit organization’s financial stability:
4. Please describe how the grant applicant organization addressed deficit(s) and/or other concerns about the nonprofit organization’s financial stability:
5. Granting Decision:
6. Rationale for grant decision:

Section 5: Total Points

Section 1	+	Section 2	+	Section 3	=	Total Points
	+		+		=	

Section 6: Program Information

MDH Grant Program	Information
Applicant Project Name	
MDH Grant Program Name	
Division/Section	
Date Nonprofit Review Completed	
Review conducted by	