



2024 Workplace Safety Grants for Health Care Entities

GRANT REQUEST FOR PROPOSAL (RFP)

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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.

The Workplace Safety Grants for Health Care Entities program is focused on preventing workplace violence. The overarching goal of the program is to make long-term improvements in safety and stability for staff and patients in health care settings.

Health care entities that serve and work in partnership with diverse communities, including rural communities, LGBTQIA+ communities, communities of color, Indigenous communities, people with disabilities, and refugee, immigrant, and migrant communities, are encouraged to apply.

Applicants are encouraged to propose evidence-based or evidence-informed, creative solutions and models that address the goals of the program. The projects and initiatives developed by grantees may inform future statewide efforts to promote workplace safety and stability for staff and patients in health care settings.

Grant outcomes will include:

- Staff will report feeling safer at work following implementation of grant-funded projects.
- Staff turnover due to workplace safety concerns will decrease. Trends in this longer-term outcome will be predicted by the percentage of staff reporting that they are more likely to stay in their current role and organization as a result of grant-funded projects.
- Staff will report increased confidence in their ability to mitigate, respond to, and/or report workplace safety incidents.
- Staff will report increased support for staff and patients at their organization to prevent, respond to, and recover from workplace safety incidents, as a result of grant-funded projects.
- Grant-funded projects will begin to contribute to a decrease in the number and severity of safety incidents at grantee workplaces.

Grant outcomes may vary across projects, and grantee organizations may propose additional outcomes to evaluate.

POSITIVE SUPPORT SERVICES FOR STAFF AND PATIENTS

- Counseling services
- Peer support services
- In-person or virtual intervention team to support individuals at risk or in crisis
- Strengthening partnerships with community resources and the referral protocol for connecting patients, staff, families, and visitors with resources
- Post-incident response team to support staff and patients

DATA TRACKING AND REPORTING

- Implementing a workplace safety data tracking and reporting system
- Conducting a review of safety risks and vulnerabilities and compiling lessons learned from past incidents

Please note that any proposed intervention must comply with all applicable state and federal laws and regulations.

Reporting to MDH

Grantees will report the following data, along with other program evaluation data, to MDH:

- The number and types of workplace safety incidents that occurred during the grant period and during the preceding three years.
- Results from staff surveys, including:
 - Perception of safety at work following implementation of grant-funded projects.
 - Whether they are more likely to stay in their current role and organization as a result of grant-funded projects.
 - Confidence in their ability to mitigate, respond to, and/or report workplace safety incidents.
 - Support for staff and patients to prevent, respond to, and recover from workplace safety incidents, resulting from grant-funded projects.

MDH may request reporting on longer-term outcomes after the grant period has ended. Data will be used to assess program impact, inform future programs, and report to the Minnesota Legislature.

Eligible Expenses

Eligible expenses include but are not limited to:

- Salaries and fringe for staff involved in grant management or project implementation
- Supplies and equipment necessary for project implementation.
- Contractual services necessary for project implementation.
- Other costs directly related to establishing, maintaining, or expanding safety measures and programs to train staff on de-escalation and positive support services.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Indirect costs
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds

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.

Applicants can view a sample grant agreement on the [MDH Grant Resources webpage](#).

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.

Reports will be submitted through the Office of Rural Health and Primary Care online grants portal. Standard invoice and progress report forms will be provided to grantees. Reports will be due 20 days after each quarter ends per the following schedule:

- January 20
- April 20
- July 20
- October 20

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.
- 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 is available to provide technical assistance for grantees. MDH will provide forms and templates for invoices and progress reports. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations. For assistance, contact the Office of Rural Health and Primary Care at Health.ORHPC.WorkforceGrants@state.mn.us.

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 online grants portal. Reporting forms will be provided to grantees. Invoices will be due 20 days after each quarter per the following schedule:

- January 20
- April 20
- July 20
- October 20

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.

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 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 of content specialists. The review committee will evaluate all eligible and complete applications received by the deadline.

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

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

Selection Criteria and Weight

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

The scoring factors and weight according to which applications will be judged are detailed in **Attachment A: Application Evaluation Criteria.**

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 \$50,000 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 in mid-July 2024.

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 June 7, 2024.

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

Acknowledgement of application receipt. The online [Grants Portal](#) will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

If you do not receive an automated email confirming submission, or encounter any other issues with the online application, please contact us promptly at health.orhpc.workforcegrants@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through an online [Grants Portal](#). Please reference the ORHPC [Grantee Guide](#) for information on account creation, password recovery, application creation, and collaboration.

Read RFP Part 4: Application Guidance within this RFP document for instructions on how to address the application questions in the [Grants Portal](#).

If you have any questions, please contact us at health.orhpc.workforcegrants@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form and submit all required attachments for your application to be considered complete.

Incomplete applications will be rejected and not evaluated.

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

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of

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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: Application Guidance

Section 1. 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.

Section 2. Project Information

This section requests contact information for the organization, including the Authorized Organization Representative.

Section 3. Organization Background and Capacity

Organization Type

Indicate what type of organization the applicant entity is: Long-term Care Facility, Acute Care Hospital Staffed for 49 Beds or Fewer Located in Rural Area, Critical Access Hospital, Medical Clinic, Dental Clinic, Community Health Clinic.

Organization Overview

Provide a brief overview of your organization's history, location(s), and service area(s). Describe your organization's staffing and administrative structure. Describe the patients or clients served, including their demographics. Describe any unique characteristics or circumstances pertaining to your organization.

Overview of Employees

Indicate the number and type of employees at your organization. Provide summary demographic information for your employees.

Collaborating Partners

If your proposed project involves collaboration among entities, provide a brief overview of each entity contributing significantly to the project.

Work with Diverse Communities

Describe how your organization partners with rural communities, LGBTQIA+ communities, communities of color, Indigenous communities, people with disabilities, refugee, immigrant, and migrant communities, and/or other diverse communities to tailor your services to their needs.

Workplace Safety Data and Perceptions

Give an overview of workplace safety data for the past three years, specifically data on incidents or threats of violence. Provide information about employees' current perceptions of safety in the workplace. How have safety incidents and employees' perceptions of workplace safety affected the work of your organization?

Current Capacity to Mitigate and Respond to Workplace Safety Incidents

Describe your organization's current policies and procedures to mitigate, respond to, and track workplace safety incidents, in particular incidents or threats of violence. Describe your organization's support for staff and patients following safety incidents. Include information about resources, tools, and partnerships your organization uses for these purposes.

Section 4. Project Narrative and Work Plan

Proposed Project

Describe your proposed project. What will be done, how will it be done, and who will do it? How much of this work is ongoing at your organization, and how much will be new? Which needs will your project address, particularly with respect to violence prevention?

Activity Types

Indicate the types of activities your project includes (select all that apply): Training, Environmental Changes, Positive Supports for Staff and Patients, Data Tracking and Reporting, Other (please describe)

Aspects of Workplace Safety

Indicate the aspects of workplace safety that your project addresses (select all that apply): Mitigating Risk, Responding Effectively, Supporting Staff and Patients, Recovering after Incidents

Evidence Supporting Project

Describe and cite the evidence informing your project. How does this evidence show that your project has the potential to achieve one or more outcomes of this grant program? Applicants are encouraged to be innovative when considering models and approaches that advance program outcomes and may refer to a variety of sources and types of evidence.

Long-term Improvements in Safety and Stability

How will your project lead to long-term improvements in safety and stability for staff and patients at your organization?

Project Evaluation

Describe how you will collect and report the data on project outcomes required by MDH. Describe any other measures you will use to evaluate your project. How will you make changes based on evaluation results, particularly if the measures do not seem to be effective?

Project Sustainability

Describe your plan for maintaining your project after the grant period ends.

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved, the grant program outcome(s) addressed, and the expected timeline. Your work plan should include collecting and reporting the data required for this program.

Section 5: Budget & Budget Narrative

Provide a detailed justification of the estimated expenses to successfully meet the goals of the proposed project.

Budget Line Item

Provide the amount of grant funds requested in the appropriate fields for each budget area.

Budget categories include:

- **Salary:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salary category. If the applicant has expenses in this category, they should explain how they were calculated in the Budget Narrative. This is often calculated at a percentage of salary. Example: \$50,000 x 25% fringe = \$12,500
- **Travel:** This category includes travel expenses necessary to complete the grant project.
- **Supplies:** This category includes supplies needed specifically for the grant project. It cannot include existing program expenses.
- **Contracted Services:** This category includes expenses for individuals or organizations the applicant contracts with to complete the project.
- **Equipment:** This category includes funding used to purchase equipment. Equipment has a value of \$5,000 or more per item. Items below \$5,000 are considered supplies.
- **Other expenses:** Use the Other category for expenses that do not fit in the rest of the budget categories.

Section 6: Required Attachments

Audited Financial Statements

Please upload a copy of the most recent independent audit into the online application. If the audit encompasses multiple entities within a system or umbrella organization, please provide additional financial information, such as an income statement, specific to the applicant entity.

Due Diligence

Please complete the [Due Diligence Form](#) and attach to the online application form.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete a Conflict of Interest Disclosure form in the online application. See a copy of the form on the [MDH Grant Resources webpage](#).

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria

Attachment A: 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 that applications address the criteria evaluators will use to score applications.

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Application presents a clear, detailed description of the organization and its employees, including summary demographic information on patients/clients and employees.	/5	
Collaborating partners bring complementary strengths to the project and have clearly defined roles.	/5	
Organization has strong experience partnering meaningfully with diverse communities; application describes specific partnerships and collaborations.	/10	
Application provides a thorough overview of data from past three years on incidents or threats of violence, as well as clear, specific information on employees' perceptions of safety in the workplace.	/5	
Applicant thoughtfully discusses how safety incidents and employees' perceptions of workplace safety have affected the organization's work.	/5	
Applicant thoroughly and insightfully describes current capacity to mitigate and respond to workplace safety incidents.	/5	
Total points for this section	/35	

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PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Proposed project is described clearly, with sufficient detail.	/5	
Application identifies the needs addressed by project, particularly with respect to violence prevention, and shows how project will address them.	/5	
Application presents compelling evidence to demonstrate that project has the potential to achieve one or more of the grant program's outcomes.	/10	
Application demonstrates clearly how project will lead to long-term improvements in safety and stability for staff and patients.	/10	
Application describes effective methods for evaluating the program and reporting key measures to MDH.	/5	
Applicant has thoughtful plan for making changes in response to evaluation results.	/5	
Application presents a sound plan for sustaining program beyond the grant period.	/5	
Work plan is clear and feasible and will advance program goals.	/10	
Total points for this section	/55	

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BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Budget and narrative are clear, with enough detail to understand why each cost is included.	/5	
Proposed expenses seem reasonable and align with the goals and requirements of this program.	/5	
Total points for this section	/10	
Total Score	/100	