Hospital Safety Net Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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www.health.state.mn.us

01/13/2020

To obtain this information in a different format, call: 651-201-3860. Printed on recycled paper.
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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Hospital Safety Net Grant Program
- **Minnesota Department of Health (MDH) Program Website:**
  https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#snhospital
- **Application Deadlines:**
  - March 30, 2020 (Step 1)
  - April 27, 2020 (Step 2)

1.2 Program Description

The Office of Rural Health and Primary Care implements the Hospital Safety Net Grant program as authorized by the Legislature. Minnesota Statutes 145.929 authorizes the Commissioner of Health to award grant funding to help defray underpayments to hospitals for high-cost services provided to Emergency Medical Assistance (EMA) enrollees.

The purpose of this document is to announce the request for proposals, describe the grant program, and provide instructions that help applicants complete an application.

Grant contracts will be for one year. Grant funds must be used for costs to offset the cost of treating EMA enrollees, including hospital:

1. Salaries
2. Fringe Benefits
3. Contracted Services
4. Travel
5. Training
6. Supplies
7. Equipment
8. Capital Improvements
9. Other

1.3 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to Randi.Callahan@state.mn.us or 651-201-3860.

1.4 Funding and Project Dates

**Funding**

Up to $1,190,000 is available in Fiscal Year 2020.
### Funding

<table>
<thead>
<tr>
<th>Estimated Amount to Grant</th>
<th>$1,190,000</th>
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<tbody>
<tr>
<td>Estimated Number of Awards</td>
<td>Based on number of eligible applications</td>
</tr>
<tr>
<td>Estimated Award Maximum</td>
<td>Based on formula distribution</td>
</tr>
<tr>
<td>Estimated Award Minimum</td>
<td>Based on formula distribution</td>
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</tbody>
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### Match Requirement

No match requirement for this grant.

### Project Dates

- **RFP published:** February 18, 2020
- **Grant Application for STEP 1 due to MDH:** March 30, 2020
- **Grant distribution announcement:** April 13, 2020
- **Grant Budget for STEP 2 due to MDH:** April 27, 2020
- **Estimated Grant Agreement start date:** June 8, 2020

### 1.5 Eligible Applicants

Minnesota Statute 145.929, Subdivision 3 authorizes the Commissioner of Health to award grants to support hospitals which provide services to high cost Emergency Medical Assistance (EMA) enrollees. Funds will be awarded proportionally among all eligible hospitals who apply, based on the total dollar amount of qualifying EMA claims of over $50,000 between February 1, 2019 and January 31, 2020.

Eligible applicants are licensed hospitals in Minnesota who serve EMA enrollees. For more information about the EMA program, please visit: [MN Department of Human Services Emergency Medical Assistance](https://www2.dhs.mn.gov/securityservices/ema)
RFP Part 2: Program Details

2.1 MDH Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in grant awards. Where possible, grant projects should focus on eliminating health disparities and inequities.

2.2 Distribution of Grant Funds

Each eligible hospital that submits a complete application with at least one “Qualifying EMA Claim” will receive a percentage of the available funding, calculated as a simple ratio of the dollar amount of Qualifying EMA Claims, compared to the total dollar amount of all Qualifying EMA Claims submitted by all eligible applicants.

A Qualifying EMA Claim must be for charges in excess of $50,000 for services delivered to an EMA enrollee, and must have been submitted to the Department of Human Services for payment between February 1, 2019 and January 31, 2020. Multiple Qualifying EMA Claims for the same enrollee may be submitted. Qualifying EMA Claims may include inpatient hospital services, outpatient services, and hospital emergency department services.

Upon receipt of grant applications, MDH will calculate the total dollar amount of Qualifying EMA Claims from all eligible applicants. This total dollar amount will only include Qualifying EMA Claims submitted to MDH for this grant – if an eligible hospital does not apply for this grant, any potentially Qualifying EMA Claims will not be included in the total dollar amount used for the grant calculation. After the total dollar amount is calculated, each eligible hospital will receive a percentage of the available funding. The percentage will be calculated as a ratio of the dollar amount from each hospital’s qualifying EMA claims to the total dollar amount of all qualifying EMA claims.

Grantees will be required to enter into a grant agreement with the Department of Health. Payments will be distributed semi-annually, upon receipt of an invoice and a progress report. Individual salaries paid from grant funds, if known, should be submitted along with detailed cost accounting of the invoice.

For eligible programs, the estimated date of the first available semi-annual payment is December 31, 2020.

Eligible Expenses Include

- Salaries
- Fringe Benefits
- Contracted Services
- Travel
- Training
Ineligible Expenses
Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Late payment fee, finance charges, or contingency funds
- Depreciation 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. Once the grant agreement is signed, the grantee is expected to read and comply with all conditions of the grant agreement.

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

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 semi-annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

**The reporting and invoicing schedule will be:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Date Due to MDH</th>
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<tr>
<td>June 8, 2020 – December 31, 2020</td>
<td>January 18, 2021</td>
</tr>
<tr>
<td>January 1, 2021– June 29, 2021</td>
<td>July 19, 2021</td>
</tr>
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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
All questions regarding this RFP must be submitted by email or phone to Randi.Callahan@state.mn.us or 651-201-3860.

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 and include all relevant supporting documents. 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.

2.4 Grant Provisions

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 Conflict of Interest Policy for State Grant-Making.

Applicants must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. The list must provide the name of the entity, the relationship, and a discussion of the conflict. Submit the list as an attachment to the application. If an applicant does not submit a list of conflicts of interest, MDH will assume that no conflicts of interest exist for that applicant.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- a grantee’s or applicant’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, 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 Minnesota Statute Section 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 Minnesota Statute Section 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 (Minnesota Statutes chapter 13) 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 Subdivision 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. Minnesota Rules, part 5000.3500

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**

Upon receipt of grant applications, MDH will calculate the total dollar amount of Qualifying EMA Claims from all eligible applicants. This total dollar amount will only include Qualifying EMA Claims submitted to MDH for this grant – if an eligible hospital does not apply for this grant, any potential Qualifying EMA Claims will not be included in the total dollar amount used for the grant calculation. After the total dollar amount is calculated, each eligible hospital will receive a percentage of the available funding. The percentage will be calculated as a ratio of the dollar amount from each hospital’s qualifying EMA claims in relation to the total dollar amount of all qualifying EMA claims.

**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 grant formula distribution by April 13, 2020.
RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications for Step 1 of the application process must be received by MDH no later than 12:00 p.m. Central Time, on March 30, 2020. If applications are mailed, they must be received by MDH by the deadline. Documents emailed must include all required documents as attachments named accordingly.

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. The applicant will incur all costs incurred in applying to this RFP.

3.2 Application Submission Instructions

Submit one copy of the complete application. Final applications must be received by at the MDH Office of Rural Health and Primary Care no later than 12:00 PM Central Standard Time on Monday, March 30, 2020. MDH will not be responsible for delays caused by mail, delivery, computer or technology problems. Late applications will not be reviewed.

If sending application via the US Post Office, mail to:

Randi Callahan, Grant Manager
Minnesota Department of Health, ORHPC
PO Box 64882
St. Paul, MN 55164-0882

If sending application via courier or next day delivery services, send to:

Randi Callahan, Grant Manager
Minnesota Department of Health, ORHPC
85 East 7th Place, Suite 220
St. Paul, MN 55101

If sending application electronic email to:

Randi.Callahan@state.mn.us

3.3 Application Instructions

A complete Step 1 Application consists of the following:

1. Applicant Business Information and Signature Page (form provided)
2. Organization Description – (document to be attached)
3. Qualifying EMA Claims Data – (document to be attached)
4. Due Diligence Review Form (form provided)
The rest of this section will give details about the information required in the forms and documents listed above:

1. Hospital Business Information and Signature Page
   Complete the 1-page form available: http://www.health.state.mn.us/divs/orhpc/funding/index.html#snhospital

2. Organization Description (5 pages maximum, double-spaced).
   Provide a narrative summary of the organization to include:
   a) A description of the organization - the history, geographic area, and patients served, administrative structure and budget.
   b) A brief description of the intended purpose and use of grant funds. A detailed description of the use of grant funds will be required in the Step 2 Application, along with a budget and budget narrative. For this Step 1 Application, only a broad description of how the funds will be spent is required.

3. Qualifying EMA Claims Data
   In order to determine the award amount, applicants must include a document or spreadsheet which contains the total number of Qualifying EMA Claims. The document or spreadsheet must be HIPAA compliant, must include the number and dollar amount of Qualifying EMA Claims, the date each claim was submitted to DHS for payment and whether any claims are for the same enrollee.

4. Due Diligence Review (Financial Questionnaire) Form
   This form is a standard MDH financial review required for all grants in excess of $50,000. Complete all fields on the form. No single answer will disqualify an applicant – the form is merely an assessment of potential risk.

   MDH reserves the right to request audited financial statements and/or claims at any time to verify the accuracy of the data used to determine the award amount for this grant.

**Forms for Step 1 are available at**
http://www.health.state.mn.us/divs/orhpc/funding/index.html#snhospital

Before completing the Step 2 Application, the Grant Distribution Announcement will be made to eligible applicants via email to the applicant contact person listed on the Applicant Business Information and Signature Page of the Step 1 Application.

Grant awardees will have roughly three weeks to draft a project narrative and budget explaining how state grant funds will be spent during the grant period.

**Step 2**

http://www.health.state.mn.us/divs/orhpc/funding/index.html#snhospital

Applicants will be required to complete and submit the following forms and documents in Step 2:
1. Project Narrative (document to be attached)
2. Budget Summary (form provided)
3. Budget Narrative (form provided)

The rest of this section will give details about the information required in the forms and documents listed above:

1. Project Narrative (5 pages maximum, double-spaced)

   The Project Narrative must include:
   a) A description of the project.
   b) A description of activities to be funded with grant dollars.
   c) A problem statement describing what issues or concerns the project will address.
   d) A description of the group or population who will benefit from the project.

2. Budget Summary

   Using the form provided, list the amounts of all expenses that you are proposing to pay out of this grant program.

   The information provided on the form will become the basis for tracking grant payments. Grant funds are for operating costs to defray underpayment for services provided to EMA enrollees.

3. Budget Narrative

   Explain in detail each line item listed on the Budget Summary form, including showing how expenses are estimated. List the line items in order as they appear in the Budget Summary.

   • Salaries – include name(s) of grant-supported staff with position title and the calculation of hours or full-time equivalent (FTE).
   • Contracted Services – include the vendor names, services provided, fees and cost per unit of service.
   • Supplies – include descriptions and brand names.
   • Travel – include a detailed description of the proposed travel as it relates to the direct operation of the hospital. Provide the number of miles planned for program activities as well as the rate of reimbursement per mile. Mileage rates may not exceed IRS mileage reimbursement.
   • Equipment and Capital Improvements – include a description of any grant funding to be used to purchase equipment, or to make capital improvements. Include the name and brand of equipment.
   • Other Expenses – if it is necessary to include expenditures in this general category, include a detailed description of the activities as it relates to the direct operation of the hospital. If possible, include a separate line-item budget and budget narrative.

Special submission instruction for “umbrella” organizations with multiple hospitals:

One “umbrella” organization may submit an application on behalf of multiple hospitals. In this case, the primary applicant organization must complete the entire application. Sub-applicants
must also complete the Qualifying EMA Claims Data document to determine eligibility and award amounts in Step 1, and, if eligible, the Project Narrative and Budget documents in Step 2.

The primary applicant will be responsible for distributing funds to sub-grantees based on the allocation determined by MDH, and for collecting and submitting any invoices and required reports on behalf of all sub-applicants.

All submitted grant application documents and data become public information once grant awards are announced.

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.** Incomplete applications will be rejected and not evaluated.

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.**