



# **FY 2024 Mental Health Cultural Community Continuing Education Grant Program: Trainers**

GRANT REQUEST FOR PROPOSAL (RFP)

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To obtain this information in a different format, call: 651-201-3838.

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# RFP Part 1: Overview

## 1.1 General Information

- **Announcement Title:** Mental Health Cultural Community Continuing Education Grant Program: Trainers
- **Minnesota Department of Health (MDH) Program Website:** [MHCCCE Grant Program for Trainers](#)
- **Application Deadline:** March 4, 2024

## 1.2 Program Description

The Mental Health Cultural Community Continuing Education (MHCCCE) Grant Program, authorized by [Minnesota Statute 144.1511](#), was established for the purpose of assisting mental health professionals from communities of color and underrepresented communities to become qualified to serve as supervisors for mental health practitioners pursuing licensure.

This request for proposals seeks grant applications from postsecondary educational institutions or other entities to offer free trainings to eligible professionals who wish to become board-recognized supervisors for mental health practitioners seeking licensure. Continuing education curricula must be approved by the respective licensing board(s) as acceptable coursework. Curricula must fulfill mental health professionals' continuing education requirements to be recognized as board-approved supervisors.

## 1.3 Funding and Project Dates

### Funding

The Minnesota Legislature has appropriated \$400,000 for this program.

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	\$400,000
Estimated Number of Awards	3-5
Estimated Award Maximum	\$200,000
Estimated Award Minimum	N/A

### Match Requirement

No match is required.

## Project Dates

RFP Published:	January 26, 2024
Informational Webinar:	February 15, 2024
Application due to MDH:	March 4, 2024
Grant distribution announcement (estimated):	April 4, 2024
Grant Agreements begin (estimated):	June 1, 2024
Grant Project end date:	December 31, 2025

## 1.4 Eligible Applicants

Eligible applicants include accredited colleges, universities, and other postsecondary training institutions or entities that are based in the State of Minnesota and that offer continuing education courses within the mental health field in the State of Minnesota.

Eligible applicants must offer training in Minnesota or remotely to professionals who reside and practice in Minnesota. Professionals practicing out of state are not eligible to receive the free training.

Curricula must be board-approved coursework that meets or exceeds the educational requirements to attain supervision status, as set forth by the respective mental health governing board(s).

Continuing education requirements to become a supervisor can be found on the licensing boards' websites:

- [Minnesota Board of Social Work](#)
- [Minnesota Board of Marriage and Family Therapy](#)
- [Minnesota Board of Behavioral Health and Therapy](#)
- [Minnesota Board of Psychology](#)

## Collaboration

Collaboration is strongly encouraged. Proposals that include collaboration with tribal, county, public health, and nonprofit providers offering clinical services within communities of color and underrepresented communities will receive competitive priority. Collaboration may occur in recruiting trainees, developing training, and implementing training, for example.

Collaboration with professional associations and licensing boards to recruit new trainees who wish to pursue a course of study that results in recognition as a licensed supervisor is also encouraged.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to [Health.ORHPC.WorkforceGrants@state.mn.us](mailto:Health.ORHPC.WorkforceGrants@state.mn.us) or 651.201.3895. All answers will be posted within five business days at: [MHCCCE Grant Program for Trainers](#)

Please submit questions no later than 4:30 p.m. Central Time on February 27, 2024.

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 from 10:00 am – 11:00 am on February 15, 2024. Details to access the webinar may be found here: [MHCCCE Grant Program for Trainers](#).

## 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 Mental Health Cultural Community Continuing Education (MHCCCE) Grant Program seeks to increase the number of mental health supervisors from communities of color and underrepresented communities.

This grant will benefit:

- Mental health professionals from communities of color and underrepresented communities.
- Minnesotans seeking mental health care from a professional who is also a member of a community of color or underrepresented community.
- Mental health practitioners wishing to learn from, and be mentored by, a supervisor who is also a member of a community of color or underrepresented community.

Grant outcomes will include:

- An increase in the number of mental health professionals from communities of color and underrepresented communities who complete the required trainings to serve as supervisors for mental health practitioners.

#### Other Competitive Priorities

Competitive priority will be given to proposals that demonstrate one or more of the following:

- Collaboration with tribal, county, public health, and nonprofit providers offering clinical services within communities of color and underrepresented communities. Collaboration may occur in recruiting trainees, developing training, and implementing training, for example.
- A proposed course of study that meets the standards for more than one licensing board.
- Trainers who have experience supervising and instructing professionals who are from underrepresented communities and/or communities of color.

- Proposals that limit class enrollment to eligible professionals from communities of color and underrepresented communities to foster a supportive and advanced learning environment that builds on existing expertise.
- Proposals that address how trainee absences will be managed to ensure that all enrollees successfully complete the training.
- MDH will consider the geographic service areas of applicants. It is anticipated that the state will make awards to multiple entities to ensure statewide access to training opportunities.

## 2.2 Eligible Projects

Applicants must propose a comprehensive training and support program that will allow trainees to earn all course credits or continuing education units required by their respective licensing boards to serve as a supervisor to students and practitioners seeking licensure. Standards for the course of study are established by each licensing board, and applicants can review these standards by visiting the licensing board websites provided in Section 1.4, Eligible Applicants.

### Enrollment and Training Guidance

- 1) All trainings must be provided free of charge to eligible trainees.
- 2) The structure of the course of study will be defined by the applicant and should be designed to meet the unique needs of their trainee communities.
- 3) Trainings may be offered online, in person, or through a hybrid format. Training sessions may be offered in a traditional classroom format, with weekly or weekend sessions over the course of a semester, or via longer conference-style trainings.
- 4) It is recommended, but not required, that the courses are only open to eligible individuals and not open to students who are ineligible for the free training. This fosters a supportive, cohort learning environment.
- 5) Applicants are encouraged to include a trainee stipend in their proposals. This stipend may be used by trainees to defray costs of completing the training, such as childcare, transportation, and time away from their practice. Trainee stipends should be offered to all eligible, enrolled trainees. Stipends should not exceed \$2,000 per trainee and should only be offered to trainees who satisfactorily complete the coursework.
- 6) Applicants are encouraged to address how they will manage trainee absences or missed coursework to increase the probability of all enrollees completing the required coursework.
- 7) For each trainee served, grantees must provide to MDH the trainee's name, email address, type of license and active license number(s), and other demographic information such as race, ethnicity, disability status, sexual orientation, and gender identity.
- 8) Grantees must provide a letter of acceptance for each enrollee that provides information on the course purpose and course schedule. This letter can be given to the trainee's employer by the trainee or the grantee.

## Trainee Eligibility Requirements

Applicants must commit to verifying that all accepted trainees meet eligibility criteria.

Eligible trainees are qualified mental health professionals who:

- 1) Reside in Minnesota.
- 2) Hold an active license to work in Minnesota as a mental health professional under one of the following licensures:
  - a) LICSW: Licensed Independent Clinical Social Worker
  - b) LP: Licensed Psychologist
  - c) LPCC: Licensed Professional Clinical Counselor
  - d) LMFT: Licensed Marriage and Family Therapist
- 3) Are members of communities of color or underrepresented communities as defined in [MN Statutes, section 148E.010, subd. 20](#): “Underrepresented community” means a group that is not represented in the majority with respect to race, ethnicity, national origin, sexual orientation, gender identity, or physical ability. Please note that individuals residing in rural areas must be underrepresented in one or more of these statutory categories, or be members of communities of color, to be eligible for the free training.
- 4) Agree to deliver at least 25 percent of their yearly patient encounters to state public program enrollees or patients receiving sliding fee schedule discounts through a formal sliding fee schedule meeting the standards established by the United States Department of Health and Human Services under Code of Federal Regulations, [title 42, section 51c.303](#).
  - a) It is recommended that awardees receive an attestation from the trainee or trainee’s employer that the trainee meets this legislatively mandated requirement, prior to beginning training.
- 5) Agree to respond to future emails and surveys initiated by MDH for the purpose of tracking the trainee’s individual achievement of attaining supervision status.

## Eligible Expenses

- Salary and fringe for training staff and project management staff
- Contracted facilitator fees
- Recruitment
- Training space
- Training supplies and materials
- Course books
- In-state lodging for trainees and trainers
- Trainee stipends
- Mileage for trainers’ in-state travel

For in-person trainings, the costs of room and board for attendees may be included in the grant budget and should be offered free of charge to trainees. However, the expense for room and board must be justified as a need within the proposal (for example, an immersive learning

environment for a cohort of trainees, or trainings offered in a rural setting where the majority of trainees will be traveling far distances to attend).

## Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Out of state travel
- Supplanting existing program funds
- Capital improvements
- Activities supported by other state grants, such as the Cultural and Ethnic Minority Infrastructure Grant (CEMIG) offered through the Minnesota Department of Human Services, or the Partnership and Pathways Program offered through the Minnesota Department of Employment and Economic Development
- Costs not directly related to the administration of the MHCCCE project

## 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 until all grant funds have been expended and all of the terms in the grant agreement have been met.

The progress reporting 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. Reports will be due 20 days after each quarter ends per the following schedule:

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

The final progress report will be due on January 31, 2026.

## 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.

## 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 financial reporting 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. Financial reports will be due:

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

The final financial report will be due on January 31, 2026.

## 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/professionatechnicalcontracts/targeted-group-preferences/>);
  - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.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 experts in workforce development and training, or mental health professionals. 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 review each application 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 evaluated are outlined in the **Application Scoring Criteria (Attachment D)**.

### **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 March 15, 2024.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

All applications **must** be received by MDH no later than 11:59 p.m. Central Time on March 4, 2024.

All applications must be submitted through the ORHPC [Online Grants Portal](#).

**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 the [ORHPC Online Grants Portal](#).

- Existing users: If your organization has had a grant with ORHPC, and you already have a user account, please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to reset your password.
- If you think that you or someone at your organization has already registered your organization in the system but you do not yet have an account, do not create a new account. Please contact our office to receive a username and password for the existing account.
- New users: If your organization does not already have a profile in the system, you will need to create an account. Please click on "Create New Account" to complete the registration process and create your logon credentials.
- To add collaborators, such as a fiscal officer, to the application, follow the instructions provided in the [ORHPC Grant Guide](#).
- Once in the system, click on the "Apply" link located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system. Select the appropriate program and click "Apply."

If you have any questions, please contact: [Health.ORHPC.WorkforceGrants@state.mn.us](mailto:Health.ORHPC.WorkforceGrants@state.mn.us)

### 3.3 Application Instructions

You must submit the following in order for the application to be considered complete. MDH reserves the right to reject any application that does not meet these requirements.

The online application will include the following:

## Section 1: Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, SWIFT Supplier ID, and tax identification. This information will be used for contracting purposes should your proposal be selected for award.

## Section 2: Contact Information

This section requests contact information for the organization. All applicants must identify the Authorized Organization Representative (AOR). This person is often the CEO of the organization and must have the authority to enter a contract with the State. An additional program contact is also advised.

## Section 3: Project Narrative

The online form will ask a series of questions about the applicant organization and proposed program.

- a) Select the licensing board(s) from which you have received approval, or are in process of receiving approval, as a Sponsor for providing Continuing Education Curricula.
  - i) You may select more than one licensing board, if applicable.
- b) Organization Overview
  - i) Provide a summary of your organization, including the date your organization was established.
  - ii) Explain how your organization tracks specific grant activities for invoicing purposes.
  - iii) Describe your organization's legal structure.
- c) Capacity to Offer Training Program
  - i) Include a brief description of organization's current programs preparing mental health practitioners and professionals for work in the field. If you have previously offered the same training program being proposed or a similar program, please note this and describe the training modality(ies) utilized. Include service statistics.
  - ii) Describe your organization's commitment to serving professionals who are from communities of color and underrepresented communities.
  - iii) Explain what screening and verification method(s) will be utilized to ensure that only eligible trainees are enrolled.
  - iv) Briefly describe the duties and responsibilities of key staff. Describe the qualifications and experience of key staff in supervising and training eligible professionals from communities of color and underrepresented communities. Key faculty and staff members' curricula vitae may be uploaded as an attachment to the application.
- d) Program Curriculum, Course Content and Delivery
  - i) Outline the proposed course content and address any board-required standards the proposed curricula will meet for licensees to be recognized as supervisors.

- (1) Specify the number of continuing education credit hours each trainee will earn upon coursework completion.
  - (2) If your organization is proposing a series of standalone continuing education courses that cumulatively add up to the required licensing board course content, delineate the course content for each.
  - (3) Provide an overview of the program model, addressing the following:
    - (a) The proposed length of time, in hours, of the training sessions.
    - (b) The number of sessions offered.
    - (c) The calendar timeframe for the training program.
    - (d) The training modality, such as in-person, online, or a hybrid model. If online, specify if training will be synchronous, asynchronous, or a hybrid model.
    - (e) If you intend to offer the same training(s) to more than one cohort over the grant period, or take the trainings to more than one location, explain.
    - (f) If your organization will be using grant funds to develop course work specific to this project, include a summary description of the process you will undertake for curriculum development and the staff member or faculty who will be responsible.
  - (4) Include information on the anticipated class size.
  - (5) Include an explanation of tools and strategies that trainees will gain and can utilize once they become licensing supervisors and begin guiding their own practitioners.
  - (6) Describe how trainees will be retained and how absences will be managed. Include information on options to make up missed sessions, if applicable.
  - (7) Describe how applicant proposes to inform trainees' employers of course enrollment and schedule, if applicable.
- e) Cultural Responsiveness of Training Model
- i) Describe your organization's proposed strategies and partners for identifying and recruiting eligible trainees.
  - ii) Explain how your course content will address issues relevant to trainee communities, such as barriers to care, trauma, and implicit bias experienced by communities of color and underrepresented communities.
  - iii) Explain how coursework will support and strengthen clinical practice within communities of color and underrepresented communities.
  - iv) Describe any collaboration or partnership with tribal, county, public health, and/or nonprofit providers offering clinical services in communities of color and underrepresented communities.
  - v) Include information on whether ineligible students will be allowed, for a fee, to enroll in the same courses that are offered free of charge to eligible trainees.
  - vi) Include information on any supportive measures that will be offered to trainees and any conditions to receive such support. If stipends will be offered, please include details on and conditions of disbursement.
  - vii) Outline the general geographic locations in which you will offer the training. If your organization will offer the training in multiple locations/regions, specify each region.

## Section 4: Project Work Plan (Attachment A)

- a) Applicants will provide details about the program they are proposing. If your application is selected for award, this will be used to develop the work plan that will serve as the basis of a contract.

For each training program being proposed, provide:

- i) Name of the program.
- ii) Licensee type(s) accepted as enrollees.
- iii) Number of credit hours offered for each training.
- iv) The proposed length of time, in hours, of the training sessions.
- v) The number of sessions to be offered, including any make-up sessions for trainees who missed a portion of the training.
- vi) Staff role/title of the staff person responsible for each objective. If subcontracted, note the company or provider.
- vii) Proposed number of trainees in each training program.
- viii) Start date of training(s).
- ix) End date of training(s).
- x) The location of the training program.

## Section 5: Budget and Budget Narrative (Attachment B)

- a) Salary:
- i) This category should be used for program personnel who work directly for the applicant organization.
  - ii) Grant funds may only be used for staff working directly with the program. Staff time may include trainers/facilitators, recruitment staff, and curriculum development.
  - iii) Break down each staff role by time spent on project and estimated total costs. This may be presented as an hourly or salary rate. (Example: Trainer @ \$70,000 annual salary x 0.5FTE = \$35,000).
- b) Fringe:
- i) Provide the cost of benefits and fringe based on your organization's allocation schedules or plans.
  - ii) Provide an explanation for the fringe rate and a summary of which costs are included.
  - iii) Grantees with a federally negotiated fringe rate may use grant funds for fringe costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated fringe rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to costs that are excluded from the federally negotiated fringe rate.
- c) Travel:
- i) This line should be used by grantees to detail costs for mileage, food, and lodging.
  - ii) In-state room and board for trainees and trainers requiring accommodations to participate in trainings is an allowable expense and 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.

iii) Mileage must be calculated at the current IRS approved rate of \$0.67 per mile.

d) Supplies:

i) Outline estimated costs for supplies and materials for training program implementation. Include any postage and printing costs, and course books provided to trainees in this section.

e) Contracted:

- i) This category should be used for any external contracts required to offer the trainings or meet proposed grant objectives. Examples include space rental, website development or a training facilitator, if the responsible party is not an employee of the applicant’s organization.
- ii) Applicants may use grant funds to work with outside consultants for training, but these costs must be project specific.
- iii) Outline estimated costs for each proposed contract, separately.

f) Trainee Stipends and Support:

i) Provide the monetary amount and number of stipends or other method of providing support, for each proposed course.

g) Other:

i) List project-specific costs here that are not already addressed and provide a brief description of the costs. If you would like to request support for the cost of training space owned by your organization, it should go here based on your organization’s defined allocation schedule that must be maintained on file. However, facilities costs cannot be billed to this grant if they are already accounted for in an organization’s indirect rate.

h) Indirect:

- i) 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 documentation of that indirect cost rate as outlined below:
  - (1) Grantees without a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding 10% of total direct costs.
  - (2) Grantees with a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application.

- (a) Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.

## Section 6: Required and Optional Attachments

### Required Attachments

- Proof of curriculum approval or sponsorship application to applicable board(s)
- Most recent audit or financial statement
- [Due Diligence Review Form](#)
- Proof of federally negotiated indirect rate if more than 10%

### Optional Attachments

- Resumes/Curricula Vitae of project personnel
- Proof of federally negotiated fringe rate, if applicable
- Other attachments applicable to the proposal

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.

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.**

**All costs incurred in responding to this RFP will be borne by the applicant.**

## **RFP Part 4: Attachments**

Included in the RFP Document:

- a) Attachment A: Sample Project Work Plan
- b) Attachment B: Sample Budget Form
- c) Attachment C: Applicant Conflict of Interest Disclosure Form
- d) Attachment D: Application Evaluation Criteria

## Attachment A: Sample Work Plan

Applicants will complete their Work Plan within the application and will have the option to add additional activities.

### Program and Activity Reports

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports until all grant funds have been expended and all of the terms in the grant agreement have been met.

The reporting schedule will 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.

Reports will be due:

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

### Work Plan

<b>Program Objectives</b> (As outlined in the application).	<b>Staff Role and/or Agency Responsible</b> (Do not include staff names)	<b># of Proposed Trainees</b> (If applicable to Objective)	<b>Location of Training</b> (If applicable to Objective, enter the county, city or town, facility where the training will occur)	<b>Start Date</b> (Proposed Objective start date)	<b>End Date</b> (Proposed Objective end date)

## Attachment B: Sample Budget

Applicants will complete their budget request and budget narrative within the application.

### Grant Budget Form

Budget Categories	Description of Expense	Grant Award
Salary		
Fringe		
Travel		
Supplies		
Contracted		
Trainee Stipends and Support		
Other (please specify)		
Subtotal		
Indirect (cannot exceed 10% of direct costs unless proof of federally negotiated rate is provided)		
<b>Total</b>		

## Attachment C: Conflict of Interest Disclosure Form

**Applicants will complete this form within 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:

Applicant Name:	
RFP Title:	
MDH Grant Program Name: (Ex. Family Planning Grant)	

**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.

- ☐ 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: Application Evaluation Criteria

A 100-point numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

### Capacity to Offer Training Program (20 points)

- Does the applicant have experience offering same or similar program curriculum?
- Does the applicant demonstrate a commitment to serving communities of color and underrepresented communities?
- Is the method for trainee eligibility screening and verification well defined?
- Do proposed trainers, faculty, and key staff have experience supervising and instructing professionals from communities of color and underrepresented communities?

### Program Curriculum, Course Content and Delivery (35 points)

- Does the proposed curriculum meet the standards for more than one licensing board?
- Does the proposed instructional content appear to be current, of high quality, and likely to prepare mental health professionals for their future role as supervisors?
- Does the number of trainees per course seem reasonable?
- Does the applicant have an effective plan for student retention and how missed courses will be addressed?
- Does the training provide tools and strategies that can be utilized by trainees once they become licensing supervisors and begin guiding their own practitioners?
- Does the applicant describe how they will inform trainees' employers about the program and course schedule?
- Is the work plan clear and feasible, and does it cover all program activities?

### Cultural Responsiveness of the Training Model (35 points)

- Is the applicant's recruitment strategy well-defined, collaborative, and likely to result in success?
- Is the program curriculum relevant to the eligible trainee communities?
- Does the applicant demonstrate an understanding of how to support and strengthen clinical practice within communities of color and underrepresented communities?
- Does applicant demonstrate strong connections to communities of color and underrepresented communities?
- Is class enrollment limited to eligible professionals from communities of color and underrepresented communities, or also open to other students?
- Does the proposal include collaboration or partnership with tribal, county, public health, and/or nonprofit providers offering clinical services in communities of color and underrepresented communities?
- Does the applicant have a clear plan for offering and disbursing support services and/or stipends?

**Budget (10 points)**

- Is the proposed budget clear and does the amount requested for each category seem reasonable?
- Does the budget narrative include a breakdown of costs for each requested line item and clearly explain the need for each expense?