

# Minnesota Fetal Alcohol Spectrum Disorders Outreach, Prevention, and Support Grant

## REQUEST FOR PROPOSAL MATERIALS

### Important Dates

- |                                |                                      |
|--------------------------------|--------------------------------------|
| ▪ February 22, 2024            | Request for proposals (RFP) released |
| ▪ March 3, 2024                | Last day to submit questions         |
| ▪ March 23, 2024 (5:00 pm CST) | Proposal deadline                    |
| ▪ April 2024                   | Award announced                      |
| ▪ July 1, 2024                 | Expected contract start date         |
| ▪ June 30, 2029                | Expected contract end date           |

**Minnesota Fetal Alcohol Spectrum Disorders Outreach, Prevention, and Support Grant  
Request for Proposal Materials**

Minnesota Department of Health  
**Child and Youth with Special Health Needs**  
PO Box 64882  
St. Paul, MN 55164-0882  
651-503-2708  
[health.cyshn@state.mn.us](mailto:health.cyshn@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

*Upon request, this material will be made available in an alternative format such as large print, braille or audio recording.*

# Contents

Important Dates.....	0
Project Overview.....	3
General Information .....	3
Introduction .....	3
Project Description .....	4
Grant Management Responsibilities .....	8
Grant Provisions.....	9
Review and Selection Process.....	12
Project Narrative and Work Plan .....	14
Agency Information and Capacity.....	14
Statement of Need.....	15
Program Administration .....	16
Budget.....	17
Introduction .....	17
Food and Beverage Costs.....	17
Incentives .....	18
Ineligible Expenses.....	18
Additional Budget Requirements.....	19
Required Budget Forms .....	19
Budget Scoring .....	19
Application and Submission Requirements .....	20
Application Deadline.....	20
Application Instructions .....	20
Attachments.....	21
Submission Requirements Checklist .....	21
Appendices.....	22
Appendix A.....	23
Appendix B .....	25

# Project Overview

## General Information

- Announcement title: Statewide Fetal Alcohol Spectrum Disorders Prevention and Intervention Grant
- Grant Website: <https://www.health.state.mn.us/people/childreneyouth/cyshn/fopsrfp.html>
- Project Period: July 1, 2024 to June 30, 2029
- Funds Available: \$3,222,000 per year
- Application Deadline: March 23rd, 2024 at 5:00pm

## Introduction

This Request for Proposal (RFP) document provides the instructions, forms and information needed to complete the Minnesota Fetal Alcohol Spectrum Disorders (FASD) Outreach, Prevention, and Support grant application. It is suggested that these instructions and a copy of the *Criteria for Grant Review Score Sheet* ([Appendix A](#)), be examined *prior* to writing the application.

MDH staff will be available to answer questions during the application process. For assistance, please contact Karmen Dippmann at [health.cyshn@state.mn.us](mailto:health.cyshn@state.mn.us). In addition, MDH will maintain a Frequently Asked Questions section on the [grant website](#) (<https://www.health.state.mn.us/people/childreneyouth/cyshn/fopsrfp.html>) which will be updated regularly. Please note that MDH staff will *not* be able to help with writing the application.

## Application Review, Scoring, and Funding Recommendations

This is a competitive grant application. Only complete and eligible applications will be reviewed and scored according to the *Criteria for Scoring Statewide Fetal Alcohol Spectrum Disorders (FASD) Prevention and Intervention Grant* ([Appendix A](#)).

Reviewers may include MDH staff or staff from state agencies with knowledge and/or experience related to FASD, birth conditions, substance use disorders, pregnancy, and/or health education. Reviewers will be required to identify any conflicts of interest and will not review an application if a conflict is identified.

Final funding recommendations will be based on the scores and comments from reviewers. Consideration will be given for distribution of funding throughout the state and/or regions and meeting the funding priorities identified in the legislation or other authority for the funds being awarded. It is anticipated that grant award decisions will be made in **April, 2024**. Applicants will be notified whether or not their grant application is selected for funding.

Awarded applicants that are not current vendors in the State's SWIFT system will need to register as vendors before a grant agreement can be created. Instructions on how to request a SWIFT ID number will be sent out to awarded applicants after the awards are announced.

A grant agreement will then be executed with the awarded applicant agency. The effective start date of the agreement will be **July 1, 2024**, or the date upon which all signatures to the agreement are obtained, whichever is later.

The grant agreement will be in effect until **June 30, 2029**. There may be negotiations to finalize the work plan, grantee's duties, and/or budgets before a grant agreement can be fully executed. If the grant agreement(s) are not fully executed in a timely manner, the award funded may be pro-rated to reflect the actual time frame the grant is in effect.

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

## **Applications and Data Privacy**

In accordance with [Minnesota Statute §13.599](#) applications are nonpublic until opened. Once opened, the name of the applicant, the address of the applicant, and the amount the applicant requested is public. All other data in an application is nonpublic data until completion of the evaluation process. After the evaluation process has been completed, all data submitted by the applicant is public.

If the applicant submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, [Minnesota Statute §13.37](#), the applicant must:

- Clearly mark all trade secret materials in its response at the time the response is submitted;
- Include a statement with its response 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 the State, its agents and employees, from any judgements 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 the State's award of a grant contract. In submitting a response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

## **Project Description**

### **Background**

The Minnesota Department of Health (MDH) has implemented funding for outreach, prevention, and support of FASD since 1998 under [Minn. Stat §145.9266](#) and later under [Minn. Stat §145.267](#). The Minnesota Department of Health Children and Youth with Special Health Needs (CYSHN) section is seeking proposals from qualified organizations to provide equitable, culturally and linguistically inclusive services that prevent Fetal Alcohol Spectrum Disorders (FASD) and support children with FASD and their caregivers/families. Qualified organizations must demonstrate an ability to reach audiences across the state of Minnesota.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. [The Policy on Rating Criteria for Competitive Grant Review \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final\\_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The vision of MDH is for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy. Achieving health equity means creating conditions in which all people can attain their highest possible level of health.

MDH recognizes the sovereignty of Tribal nations. MDH will only fund non-Tribal projects led in Tribal communities if the applicant has full support of the Tribal government. If a non-Tribal applicant proposes to work with a Tribal government or Tribal community, the applicant must be prepared to provide written verification that the Tribal government approves of the project before a grant agreement can be made final. Written verification will be requested at the time an award is offered.

## Funding

MDH will make one grant award with one organization for the entire funding available during the five-year period (7/1/2024 to 6/30/2029). Funding available for the first two years of the five-year grant cycle is \$3,222,000. The amount of money available at any point is subject to any changes made by the state legislature. The grant period will be 5 years, contingent on satisfactory grantee performance and funding availability.

Funding	Estimate
Estimated Amount of Grant Annually	\$3,222,000
Estimated Amount for 5 Year Cycle	~\$16,110,000
Number of Awards	1

## Eligibility

The applicant must be a statewide organization that focuses solely on prevention and intervention of fetal alcohol spectrum disorders. The applicant must be capable of making subgrants and contracts available to eligible regional collaboratives, community organizations, and coalitions in rural and urban areas of the state.

## Purpose of the Funding

Funds authorized under [Minn. Stat §145.9266](#) and [Minn. Stat §145.267](#) are dedicated to the following purposes:

1. Providing effective, evidence-based services and supports aimed at preventing FASD.
2. Helping to promote early identification and diagnosis of FASD in children.
3. Providing culturally and linguistically inclusive outreach and support to persons living with FASD and their families.

## Match Requirements

There are no match requirements for these grant funds.

## Program Strategies and Components

The following strategy areas are specified in [Minn. Stat §145.9266](#) and [Minn. Stat §145.267](#). Applicants must demonstrate the capacity to address all strategy areas, and **all required components must be represented in the agency's application and work plan**. Applicants are permitted to add other relevant strategy areas and components to their work plan.

### Professional Training and Education

The grantee will facilitate educational opportunities (trainings, technical assistance, or other educational programming) to increase knowledge and develop practical skills of professionals to help them address both 1) the needs of at-risk pregnant persons and 2) the needs of individuals living with FASD or fetal alcohol effects and their families. Opportunities should be offered for professionals in relevant fields, including (but not limited to) health care, nursing, social service, education, corrections, and judicial fields.

Training and technical assistance should focus on the following topics:

- Health care providers: skill building for screening, counseling, referral, and follow-up for persons using or at risk of using alcohol while pregnant, and on diagnosis and evaluation of FASD and fetal alcohol effects.
- Education, judicial, and corrections professionals: effective education strategies for children with FASD, methods to identify the behaviors and learning styles of children with alcohol-related birth defects, and methods to identify available referral and community resources.
- Social service providers: resources for assessing, referring, and treating at-risk pregnant persons, changes in the mandatory reporting and commitment laws, and resources for children with FASD and their families.

### Screening and Diagnostic Services

The grantee will develop and implement approaches for increasing capacity and reach of screening and diagnostic services for FASD across Minnesota.

### Intervention and Family Support

The grantee will develop and implement programming or approaches to support and educate persons living with FASD and their families/caregivers.

### **Public Awareness and Education**

The grantee will develop, implement, and evaluate a statewide campaign to raise public awareness and educate the public about FASD and other effects of prenatal alcohol exposure. Materials developed as a part of the campaign must:

- Be culturally and linguistically inclusive, aimed toward general public and priority populations.
- Include reference to a toll-free resource and referral telephone line.

### **Community Grants**

The grantee will develop and administer a community education grant program that provides subawards to community organizations and coalitions to collaborate on FASD prevention and intervention strategies and activities. At least one of the subawards should focus on programming aimed at increasing supports to improve transition skills for individuals with FASD.

### **Regional Prevention Collaboratives**

The grantee shall develop and administer a grant program that provides subgrants to eligible regional prevention collaboratives aimed at reducing the incidence of FASD and other prenatal drug-related effects in children in Minnesota by identifying and serving pregnant persons suspected of or known to use or abuse alcohol or other drugs. Regional collaboratives must provide intensive services to pregnant persons with substance use disorder to increase positive birth outcomes.

Eligible regional collaboratives are defined in [Minn. Stat §145.267](#) as a partnership between at least one local government<sup>1</sup> or Tribal government and at least one community-based organization, and, where available, a family home visiting program.

The grantee must ensure that all regional collaboratives receiving subawards provide a report by January 15 of each year on the services and programs funded by the subaward. The report must include measurable outcomes for the previous year, including the number of pregnant women served and the number of toxin-free babies born. The grant recipient must compile the information in the subgrant reports and submit a summary report to the commissioner of health by February 15 of each year.

A minimum of \$1,222,000 in grant funding must be allocated to the Regional Prevention Collaboratives strategy annually.

---

<sup>1</sup> Local government is defined as “a county or multicounty organization, a county-based purchasing entity, or a community health board.



## Additional Requirements

The grantee will also be expected to carry out the following activities:

- Develop and complete an evaluation of grant strategies and activities, which includes:
  - Developing an evaluation plan that details measures, data collection methods, and timeframe.
  - Compiling and reporting on evaluation measures to ensure program effectiveness.
- Ensure any materials developed or shared as part of the grant are fully accessible in accordance with applicable law and follow MDH brand guidelines.
  - For more information, please see the State of Minnesota's Office of Accessibility's website ([www.mn.gov/mnit/about-mnit/accessibility](http://www.mn.gov/mnit/about-mnit/accessibility)).
  - For more information on MDH branding, please see the MDH Visual Style website ([www.health.state.mn.us/about/tools/branding.html](http://www.health.state.mn.us/about/tools/branding.html)).

## Questions and Information Sessions

Applicants may email Karmen Dippmann at [health.cyshn@state.mn.us](mailto:health.cyshn@state.mn.us) for questions about the application. All questions and answers will be posted to the FAQ of the grant page (<https://www.health.state.mn.us/people/childrenyouth/cyshn/fopsrfp.html>). Please submit questions no later than March 3, 2024 at 5:00PM CST and include in the subject line: MN Fetal Alcohol Spectrum Disorders Outreach, Prevention, and Support RFP Question. All questions and answers will be posted by March 5, 2024.

## 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. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. The grantee should provide a copy of the grant agreement to all grantee staff working on the grant. 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. Sample grant agreements can be viewed at [MDH Grant Resources](http://www.health.state.mn.us/about/grants/resources.html) (<http://www.health.state.mn.us/about/grants/resources.html>).

Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation. 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 bi-annually until all grant funds have been expended and all the terms in the grant agreement have been met. MDH will ask for data in progress reports that include, but may not be limited to:

- Number of unique/unduplicated participants who utilize FASD prevention services.
- Number of unique/unduplicated participants who utilize FASD support services.
- Number of unique/unduplicated participants who utilize FASD diagnostic services.
- Evaluation data.
- Status of subgrants and contracts required by grant or that are part of the work plan.

## Grant Monitoring

MDH will conduct annual monitoring visits and financial reconciliations throughout the grant period. [Minn. Stat. § 16B.97](#) and Policy on Grant Monitoring require the following:

- One annual monitoring visit during the grant period
- Financial reconciliation of grantee's expenditures at least once during the grant period

## Technical Assistance

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

## 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 monthly.

## Grant Provisions

### Contracting and Bidding Requirements

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

- B. **Non-municipalities** Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the grantee are to be subcontracted out to a third party:
- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under [Minnesota Statutes 16B](#).
  - ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
  - iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
  - iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
    - Minnesota Department of Administration's Certified [Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#) (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>)
    - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://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/central-cert-certification-program>)
  - 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. 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](#).
  - viii. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at [Suspended/Debarred Vendor Detailed Information](#) (<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>)

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.

## 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 \(http://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](http://www.health.state.mn.us/about/grants/coiapplicant.pdf) 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.

## 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](#).

## **Review and Selection Process**

### **Review Process**

Funding will be allocated through a competitive process with review by a committee comprised of diverse internal reviewers. 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 using a standardized scoring system 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 that applications will be evaluated under are as follows:

Criteria	Total Points
Project Narrative	60
Work Plan	40
Budget and Budget Justification	15
<b>Total</b>	<b>115</b>

## 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

All notices of award and non-award will be sent via email to the contact person listed on the application. Awarded applicants who are not current vendors in the State’s SWIFT system will need to become vendors before a grant agreement can be made final. Awarded applicants can register in SWIFT using the [Register as Supplier Quick Reference Guide \(https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-register-as-supplier.pdf\)](https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-register-as-supplier.pdf).

There may be negotiations to finalize a grantee’s work plan and or budget before a grant agreement can be made final (“executed”). Once a work plan and/or budget have been agreed upon, a grant agreement can then be executed with the applicant agency being awarded the funds. The effective date of the agreement will be July 1, 2024, or the date in which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until June 30, 2029, contingent on satisfactory grantee performance and funding availability. Grantees will have the option to renew their grants subject to continued funding and satisfactory performance.

# Project Narrative and Work Plan

The project narrative and work plan describe the applicant's organization and what is intended to be accomplished. To assist applicants, MDH has provided detailed instructions on what information should be included and what grant reviewers will be reviewing in each application.

The project narrative is divided into distinct sections and should be submitted in the sequence as below:

## Agency Information and Capacity

- A. Applicant Information
  - Briefly summarize your agency's history and its current mission and goals.
  - Briefly describe the administrative structure of your agency.
  - Briefly explain what current programs, services, or supports your agency provides.
- B. Organizational Capacity
  - Describe your agency's primary clientele (i.e. average age, racial and ethnic communities). Explain how your staff and board members reflect the populations being served.
  - Describe your experience working to advance health equity among your primary clientele.
  - Describe your experience and success in providing prevention and outreach services to pregnant people or people who can become pregnant.
  - Describe your experience and success in providing outreach and support to individuals living with FASD and their families.
  - Describe other key elements that show organizational capacity to provide prevention, outreach, and support to pregnant people, people who can become pregnant, and individuals living with FASD and their families.
  - Describe your organization's experience and expertise related to grant management, project management, facilitation skills, and other helpful skills for managing the multiple program components and accomplishing activities in a timely manner.
  - Please also provide information about the financial and organizational infrastructure in place to manage funds, including subawards (i.e., subgrants and subcontracts).
- C. Training and Experience of Persons Providing Services
  - Identify and describe the skills and experience of the staff responsible for providing the components of this grant. This experience can be professional and/or personal.

D. Linkages and Collaborations

- Under [Minn. Stat §145.9266](#), the grantee must fund a community grant education program to provide money to community organizations and coalitions to collaborate on prevention of FASD and other strategies and activities. Describe your links or collaborative efforts to coordinate strategies and activities related to the prevention of FASD with other community organizations and coalitions.
- Under [Minn. Stat §145.267](#), the grantee must make subgrants to “eligible regional collaboratives in rural and urban areas of the state”, which will be used to reduce the incidence of FASD and other prenatal drug-related effects in children of Minnesota. Describe your links and collaborative efforts with eligible regional collaboratives to coordinate prevention activities aimed at lowering the incidence of FASD and other prenatal drug-related effects.

## Statement of Need

A. Priority Audiences

- i. Describe common barriers that pregnant people and people who may become pregnant experience in successfully obtaining prevention and outreach services related to FASD.
- ii. Describe how your organization intends addresses common barriers across the state to pregnant people.
- iii. Describe common barriers that people living with FASD and their families experience in obtaining support and outreach services.
- iv. Describe how your organization intends to address common barriers across the state for people living with FASD and their families.

B. Strategy Areas

By strategy area, describe how the activities of your work plan address the needs of the priority audiences’ access to prevention, outreach, and support services. Your description should be directly in line with your work plan.

- i. Professional Education
- ii. Screening and Diagnostic Services
- iii. Intervention and Family Support
- iv. Public Awareness and Education
- v. Community Grants
- vi. Regional Prevention Collaboratives

C. Health Equity

Describe how the goals of your work plan aim to advance health equity among populations that are disproportionately impacted across the state of Minnesota.



## Program Administration

### A. Work plans – goals, objectives, and strategies.

Complete all the following on Form B: Work Plan. All components must be included in the work plan for your agency to be eligible for this grant.

#### i. A Work Plan for each Strategy Area

In the work plan template (Form B), there is a tab on the bottom margin for each strategy area:

- a. Professional Education
- b. Screening and Diagnostic Services
- c. Intervention and Family Support
- d. Public Awareness and Education
- e. Community Grants
- f. Regional Prevention Collaboratives

#### ii. Work Plan: Goals

Provide the goal for each required strategy area. A goal describes the purpose toward which your efforts are directed. Goals should indicate desired outcomes for the intended audience. Goals are long-range and broad in scope. A goal may or may not be measurable.

#### iii. Work Plan: Objectives

On the work plan, list your intended objectives to meet your goals for each component. Write objectives for the two-year period of July 1, 2024 to June 30, 2026. Objectives for the remaining years will be requested by the grant manager later in the grant cycle.

*Objectives should contain three common elements:*

1. A time frame (by “when”);
2. The focus population/clients/intended audience (“who”); and
3. The amount of measurable change is expected (“what”).

#### iv. Work Plan: Intended Audience

For each objective, list the intended audience. You could have different intended audiences under the same objective.

#### v. Work Plan: Evaluation Methods

In the evaluation category of the work plan, list the methods of evaluating your objectives. Clearly state process and outcome measures that you will use to evaluate progress toward meeting each of your stated objectives. Describe how those measures will be monitored.

# Budget

## Introduction

Before writing the budget, consider the specific activities planned and the resources (staffing, supplies, equipment, etc.) needed to conduct those activities. Are there resources already available? Are there resources that need to be purchased? Which items will need to be replaced during the grant period? Give consideration to the skills needed to carry out the grant activity and comply with any requirements, particularly the financial aspect of the grant. Budgeting for a financial staff person is allowable. Remember to include any training that will be needed for paid staff or volunteers.

Costs of entertainment, including amusement, diversion and social activities where no grant program information is disseminated, and any costs directly associated with such costs (tickets to shows/movies/sporting events, meals, lodging, rentals, transportation, and gratuities) are **unallowable**. See below for ineligible expenses.

## Food and Beverage Costs

Generally, the cost of food is not an allowable item. However, if there will be group meetings or grant activities where there is justification for a grantee to provide food, please include those food costs in the “Other” line of the budget and follow the guidelines below.

- Food can only be provided if the majority of the attendees are non-grantee staff.
- Grant funds may not be used to provide food for award dinners, grant project celebrations or parties, etc.
- Grant funds may be used to provide food for grant activities listed in the budget justification and is approved in grant agreement under “Other”.
- If meals are provided, the following limits as stated in the [Commissioner’s Plan \(https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp\)](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp), apply:
  - Lunch – MDH will reimburse for actual costs up to \$11.00/person, whichever is lower. This \$11.00 includes beverages.
  - Dinner – MDH will reimburse for actual costs up to \$16.00/person, whichever is lower. This \$16.00 includes beverages. Dinner can only be provided if event is after 6:00 p.m.
  - Snacks – MDH will reimburse for actual costs up to \$4.00/person, whichever is lower. MDH encourages the purchase of healthy snacks.
  - Alcoholic beverages are never allowed.
- Tribal Nation grantees should follow food allowances as listed in the [GSA portal \(https://www.gsa.gov/\)](https://www.gsa.gov/).

## Incentives

Applicants proposing activities that involve the distribution use of incentives for program participation must include the costs for purchasing incentives in the “Other” line of the budget and follow the guidelines stated below. Organizations are required to create a policy on the use of incentives if they do not already have one in place.

Incentives may include gift cards or specific items. They may only be given to eligible participants who:

- Are an individual living with a FASD and are participating in or receiving services from the grantee or their subgrantee;
- Are a parent/caregiver/family member of an individual living with a FASD and are participating in or receiving services from the grantee or their subgrantee;
- Are a person who may become pregnant or is pregnant and are participating in or receiving services from the grantee or their subgrantee;
- Or are an interested member of the community participating in programming or receiving services from the grantee or their subgrantee.

Applicants must adhere to the following rules regarding incentives:

- The maximum value of an incentive instrument is limited to \$50.00 with one instrument disbursed per individual per occurrence.
- Incentives must be kept in a secure locked location at all times (ex: locked drawer, locked cabinet).
- The applicant/grantee must track which client/participant received the incentive and the dollar value of that incentive. Applicants/grantees must ensure data privacy when tracking the distribution of incentives.
- Incentives must be distributed in the funding year in which they are purchased.
- In order for the expense of incentives to be reimbursable, the applicant must:
  - Address the use of incentives in the text of the RFP application.
  - Account for the incentives in the “Other” line of the budget justification.
  - Obtain MDH’s approval of the budget justification that includes the incentives.

## Ineligible Expenses

- Expenses not directly related to the approved work plan and not in the approved budget.
- Expenses incurred prior to receiving grant agreement.
- Any expenses that do not directly contribute to the activities in the grantee’s work plan.
- Any individual piece of equipment that costs more than \$5,000.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Fundraising.
- Lobbyists, political contributions.
- Purchase of vehicle(s) for program use.
- Taxes, except sales tax on goods and services.
- Land acquisition.

## **Additional Budget Requirements**

A minimum of \$1,222,000 in grant funding must be allocated to the Regional Prevention Collaboratives strategy annually.

## **Required Budget Forms**

The applicant will need to complete and submit the following budget forms. Detailed instructions for each form are on the form. These forms are in addition to the programmatic forms required in this RFP and are listed on the grants webpage.

- Budget Justification Instructions and Form (Form C).
  - Submit one form for the budget from July 1, 2024 to June 30, 2025.
  - Submit one form from the budget from July 1, 2025 to June 30, 2026.
- Budget Summary Instructions and Form (Form D).
  - Submit one form for the budget from July 1, 2024 to June 30, 2025.
  - Submit one form from the budget from July 1, 2025 to June 30, 2026.
- Due Diligence Form (Form E).
- Indirect Cost Questionnaire (Form F).
  - For non-CHB applicants only.

## **Budget Scoring**

The budget justification form (Form C) and the budget summary form (Form D) will be used for scoring the budget portion of the application. If supplementary information is included, it will not be taken into consideration for scoring purposes. Be sure to double check the calculations and use whole dollar amounts, no decimals.

# Application and Submission Requirements

## Application Deadline

All applications MUST be received by MDH no later than **5:00 p.m. CST on March 23, 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. The applicant will receive a confirmation email of receipt of the application. If such email is not received, it is the applicant's responsibility to contact MDH to confirm receipt.

## Application Instructions

All application documents must be sent in one email to [health.cyshn@state.mn.us](mailto:health.cyshn@state.mn.us). Please submit attachment(s) as one single or merged PDF. Items not delivered due to technical difficulties are the sole responsibility of the applicant.

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

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

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

# Attachments

Applicants must submit the following attachments (found on the [grant website \(https://www.health.state.mn.us/people/childreneyouth/cyshn/fopsrfp.html\)](https://www.health.state.mn.us/people/childreneyouth/cyshn/fopsrfp.html)) and fill out all forms listed for the application to be considered complete:

Attachments (all applicants):

1. Applicant face sheet (Form A)
2. Project narrative
3. Work plan (Form B)
4. Project budget and justification (Form C)
5. Budget summary (Form D)
6. Due Diligence Form (Form E)
7. [Applicant Conflict of Interest Disclosure Form \(http://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](http://www.health.state.mn.us/about/grants/coiapplicant.pdf)

Additional Attachments (Non-CHB applicants only)

8. Indirect Cost Questionnaire (Form F)

## Submission Requirements Checklist

- Current/previous grantees: go to [SWIFT \(https://guest.supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI\\_FRAM\\_EWORK.PT\\_LANDINGPAGE.GBL\)](https://guest.supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAM_EWORK.PT_LANDINGPAGE.GBL) and login. Confirm that your organization's name, address, locations, banking information, phone numbers, and other contact information is correct.
- Grant applicant face sheet (Form A)
- Copy of letter granting 501c3 status (for non-profits only)
  - If applicant has tax exempt status from the Minnesota Department of Revenue, include a copy of exemption letter.
- Project narrative
- Work plan (Form C)
- Budget justification (Form D) submit one for each of the time periods listed on page 20
- Budget summary (Form E) submit one for each of the time periods listed on page 20
- MDH Due Diligence (Form F) (for non-profits only)
- MDH indirect cost questionnaire (Form G) (for non-CHB's only)
- [Applicant conflict of interest disclosure form \(http://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](http://www.health.state.mn.us/about/grants/coiapplicant.pdf)
- If applicant is using a fiscal agent, it must be stated on the face sheet.<sup>2</sup>

---

<sup>2</sup> A fiscal agent is an organization that assumes full legal and contractual responsibility for the fiscal management and award conditions of the grant funds, that has authority to sign the grant agreement. A fiscal agency is a different entity than the entity that will actually perform the work/grantee's duties.

# Appendices

- Appendix A [Score Sheet](#)
- Appendix B [MDH Grant Agreement Sample](#)  
(<http://www.health.state.mn.us/about/grants/resources.html>)

## Appendix A

A numerical scoring system will be used to evaluate the eligible applications. Scores will be used to determine the award.

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

### Rating Levels

- **Excellent or 5**
  - Outstanding level of response; high probability of success; no significant weaknesses
- **Very Good or 4**
  - Substantial level response; good probability of success; no significant weaknesses.
- **Good or 3**
  - Adequate level of response; average probability of success; some weaknesses.
- **Marginal or 2**
  - Minimal level of response; low probability for success; significant weaknesses.
- **Unsatisfactory or 1**
  - Unsatisfactory level of response; little likelihood of success; many significant weaknesses.

### Scoring Section

Applicants will be scored up to 5 points based on strengths and weaknesses for each question of each section. A total of 115 points are possible.

#### Section 1: Project Narrative

##### *Applicant Information*

- How clearly did the agency describe their current programs, services, or supports that they provide?

##### *Organizational Capacity*

- How clearly did they describe their primary clientele?
- How clearly did they describe working with pregnant people?
- How clearly did they describe working with people living with FASD and their families?
- How clearly did the agency describe their experience working to advance health equity among their primary clientele?

##### *Collaboration*

- How clearly did they describe their links and collaborative efforts to coordinate strategies and activities related to FASD?
- How clearly did they describe their experience with managing grants and subgrants?



*Statement of Need*

- How clearly did they describe common barriers associated with pregnant people receiving care and what they do to address those barriers?
- How clearly did they describe common barriers associated with people living with FASD and their families and what they do to address those barriers?
- How clearly do they describe the work they intend to do statewide to address the needs of the priority audiences?
- How clearly did they describe how their workplan addresses the needs of priority audiences across the state by strategy area?
- How clearly did they describe how the goals of the workplan aim to advance health equity?

**Section 2: Workplan**

- How well do the goals and related activities match?
- How clearly did they demonstrate how all strategy areas will be addressed?
- How clearly did they explain how the proposed activities will meet the needs of the priority audiences?
- How realistic are the proposed numbers of people to reach?
- How realistic are the timelines?
- How well does the staffing match proposed activities?
- How well do proposed evaluation measures fit the proposed activities for each proposed component?
- How realistic is it that all of the proposed work will be done in one year?

**Section 3: Budget**

- How clear is the budget?
- How well does the budget match proposed work?
- How realistic is the staffing for the proposed work?

## **Appendix B**

[MDH Grant Agreement Sample \(http://www.health.state.mn.us/about/grants/resources.html\)](http://www.health.state.mn.us/about/grants/resources.html)