



Sexual Violence Prevention

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5484
health.violenceprev@state.mn.us
www.health.state.mn.us

03/18/2024

To obtain this information in a different format, call: 651-201-5400.

Table of contents

Sexual Violence Prevention.....	1
RFP Part 1: Overview	3
1.1 General information	3
1.2 Program description	3
1.3 Funding and project dates	5
1.4 Eligible applicants	6
1.5 Questions and answers.....	7
RFP Part 2: Program details	9
2.1 Priorities	9
2.2 Eligible projects.....	14
2.3 Grant management responsibilities	15
2.4 Grant provisions	18
2.5 Review and selection process	22
RFP Part 3: Application and submission instructions	25
3.1 Application deadline.....	25
3.2 Application submission instructions	25
3.3 Application instructions.....	25
RFP Part 4: Attachments	29

RFP Part 1: Overview

1.1 General information

- **Announcement Title:** Sexual Violence Prevention (SVP) grants
- **Minnesota Department of Health (MDH) Program Website:** [Sexual Violence Prevention Grant Request for Proposals](https://health.state.mn.us/communities/svp/rfp2024/index.html)
(<https://health.state.mn.us/communities/svp/rfp2024/index.html>)
- **Application Deadline:** May 17, 2024 (by 11:59 p.m. CDT)
 - **Important:** Applications will **not** be reviewed or considered for funding if they are submitted at any time later than 11:59 p.m. CDT on May 17, 2024

Important dates and milestones

Important dates	Milestones
March 18, 2024	Request for Proposals (RFP) released
March 28, 2024	Information Session #1 (at Noon CDT)
April 8, 2024	Information Session #2 (at 11 a.m. CDT)
May 7, 2024	Last day to submit RFP questions (until 4:30 p.m. CDT)
May 17, 2024	Proposals due (accepted until 11:59 p.m. CDT)
August 1, 2024 OR when grant agreement is fully executed	Grant begins
January 31, 2029	Grant ends

1.2 Program description

Sexual violence prevention in Minnesota

Sexual violence is a significant problem that can have a lifelong impact on the health and well-being of individuals and communities. In Minnesota, 16% of students have reported

experiencing sexual violence victimization by 11th grade.¹ Over 53% of women and over 22% of men in Minnesota have reported experiencing sexual violence in their lifetimes.²

Some individuals and communities in Minnesota face higher risks of experiencing sexual violence than others. These increased risks are the result of historical and current injustices, as well as economic, social, and other preventable obstacles to health and health care. Racism, sexism, homophobia, transphobia, ableism, xenophobia, classism, and other forms of oppression can increase risks of sexual violence. These forms of oppression can also limit access to the programs, resources, and environments that help protect against sexual violence. It is not individual identities that cause increased risk, but rather the way these forms of oppression shape different groups' experiences of the world.

Sexual violence is preventable, and communities in Minnesota have a long history of identifying and acting on solutions to the unique problems they are facing. For example, in 2020, the Minnesota Department of Health Sexual Violence Prevention Program (MDH SVPP) selected six applicants to receive funding through the Domestic Violence and Sexual Assault Prevention Grant Program.³ This program funded projects that used community-specific and culturally relevant practices to prevent domestic violence and sexual assault. The grantees implemented a range of projects, all designed to meet the unique needs of the communities they served. This is just one example of many illustrating the ways Minnesota communities have taken action to prevent sexual violence.

Sexual Violence Prevention Grant Program goals and priorities

The goal of the **Sexual Violence Prevention Grant Program** is to support activities that stop sexual violence from occurring by making sure that all Minnesotans have a fair and just opportunity to achieve health and safety.⁴ This can be achieved by improving conditions in the environments where Minnesotans are born, live, learn, work, play, worship, and age.⁵

Program activities are required to **focus on at least one of the following three priority areas:**

¹ This data comes from the Minnesota Student Survey (MSS). For more information on the MSS and how it assesses sexual violence rates in Minnesota, visit the MDH SVPP website: [Sexual and Intimate Partner Violence Data Sources \(https://www.health.state.mn.us/communities/svp/data/sources.html\)](https://www.health.state.mn.us/communities/svp/data/sources.html).

² This data comes from [The National Intimate Partner and Sexual Violence Survey \(NISVS\) 2016/2017 State Report \(https://www.cdc.gov/violenceprevention/pdf/nisvs/NISVS-2016-2017-State-Report-508.pdf\)](https://www.cdc.gov/violenceprevention/pdf/nisvs/NISVS-2016-2017-State-Report-508.pdf).

³ More information on the Domestic Violence and Sexual Assault Prevention Grant Program, including two reports to the legislature, can be found on the MDH SVPP website: [Domestic Violence and Sexual Assault Prevention Grant Program \(https://www.health.state.mn.us/communities/svp/mnresponse/dvgrant.html\)](https://www.health.state.mn.us/communities/svp/mnresponse/dvgrant.html).

⁴ This is also known as **health equity**. **Health equity** is defined by the Centers for Disease Control and Prevention (CDC) as: the state in which everyone has a fair and just opportunity to attain their highest level of health. For more information on health equity, visit the CDC's Office of Health Equity (OHE) website: [What is Health Equity? \(https://www.cdc.gov/healthequity/whatis/index.html\)](https://www.cdc.gov/healthequity/whatis/index.html).

⁵ This is also known as **addressing social determinants of health (SDOH)**. **SDOH** are defined as the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks. For more information on SDOH, visit the Healthy People 2030 website: [Social Determinants of Health \(https://health.gov/healthypeople/priority-areas/social-determinants-health\)](https://health.gov/healthypeople/priority-areas/social-determinants-health).

- Strengthen economic supports for individuals and families
- Create protective environments
- Promote social norms that protect against violence

Proposed activities should be clearly linked to one or more focus areas above.

Applicants are also encouraged to **focus on activities that will promote community-level and/or societal-level change** (described in more detail on page 12). Activities that focus on individual-level change can be proposed. However, activities that target community-level change and/or societal-level change will be scored higher than activities that target only individual-level change.

Other competitive priorities are described in detail in Section 2.1: Priorities.

The Sexual Violence Prevention Grant Program is administered by the Minnesota Department of Health Sexual Violence Prevention Program (MDH SVPP).

1.3 Funding and project dates

Funding

Funding for the Sexual Violence Prevention Grant Program comes from the Centers for Disease Control and Prevention (CDC) Rape Prevention and Education (RPE) program. The CDC RPE program is authorized through the Violence Against Women Act (VAWA), which was passed by Congress in 1994 and reauthorized in 2022.

From 2024 – 2029, MDH SVPP anticipates making up to \$225,000 available for the Sexual Violence Prevention Grant Program.⁶ Applicants are encouraged to request an annual funding amount between \$15,000 - \$75,000 per year.

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.

The following amounts are subject to the availability of funds:

Funding	Estimate
Estimated Amount to Grant	\$225,000 annually
Estimated Number of Awards	4 – 6
Estimated Range of Awards	\$15,000 - \$75,000 annually

Match requirement

There is no match requirement.

⁶ This funding is based on availability and may be subject to change.

Project dates

The estimated grant start date is **August 1, 2024, or when the grant agreement is fully executed by all parties, whichever is later**. The projected end date is **January 31, 2029**. The grant period will be up to four years and six months, contingent on satisfactory grantee performance and funding availability.

1.4 Eligible applicants

Eligible applicants may include but are not limited to nonprofit organizations, Tribal governments, city or county governments, schools, colleges and universities, and other interested organizations.

Eligible applicants should be based in Minnesota and include reach to some part of the state.

Applicants and/or proposed collaborative partners must demonstrate experience with at least one of the following:

- Sexual violence prevention and/or services
- Strengthening economic supports for individuals and/or families

Applicants without previous experience working on sexual violence are encouraged to collaborate on the project with a partner that has expertise on sexual violence prevention and/or services.

Applicants must have state or federal recognition as a formal organization or entity, such as a Federal Employer Identification Number or 501c3 status. Organizations or groups that do not have state or federal recognition may apply with a fiscal agent.⁷ Applicants must be located in and conduct grant activities in the state of Minnesota, but fiscal agents may be located outside of Minnesota. Eligible applicants who wish to work together but have not formed a legal partnership may designate one organization as a fiscal agent.

Collaboration

Multi-organization collaboration is welcomed but is not required. Organizations that collaborate on proposals are encouraged to compensate partners appropriately for their contributions and to consider equity in deciding how resources are distributed among partner organizations.

⁷ A **fiscal agent** is an organization that assumes full legal and contractual responsibility for the fiscal management and award conditions of grant funds and has authority to sign a grant agreement. A fiscal agent is often a different organization than the operating organization (which performs the work). In a multi-organization collaboration, one organization must be designated as the fiscal agent.

Multiple applications

An applicant may submit more than one application. Applicants should submit separate applications for each unrelated project.

1.5 Questions and answers

All questions related to this RFP should be submitted via email to: health.violenceprev@state.mn.us. If you need to submit a question through an alternative format, please call 651-201-5484 for assistance.

MDH SVPP will post all questions and answers within seven business days on the [Sexual Violence Prevention Grant Request for Proposals Questions and Answers](https://health.state.mn.us/communities/svp/rfp2024/faq.html) (<https://health.state.mn.us/communities/svp/rfp2024/faq.html>).

The answer will not be emailed to the person asking the questions. The asker will be directed to check the website to view the answer.

Please submit questions no later than 4:30 p.m. Central Daylight Time (CDT) on Tuesday, May 7, 2024. To ensure all applicants have access to the same information, questions submitted after this date will not be answered or posted to the website. **The final questions and answers will be posted to the website by Monday, May 13, 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.**

MDH staff may not advise any grantees on their application or review drafts of proposals.

While MDH staff may not advise potential grantees on their applications or review drafts of proposals, applicants may communicate with MDH staff about:

- Requests for data about sexual violence in Minnesota (See Attachment E: Data Sources for more information on the available data)
- General information about public health or primary prevention, including referrals to existing resources
- General information about sexual violence prevention, including referrals to existing resources

RFP information meeting

MDH will provide RFP information and guidance through during two virtual RFP information sessions. Staff will not be able to help with the actual writing of applications or critiques of drafts but can answer general questions about the process and requirements.

ASL interpretation will be available during these sessions.

Attendance of virtual information sessions is not required, but prospective applicants are encouraged to participate in at least one of the sessions.

Virtual information sessions will not be recorded. Questions and answers from the virtual information sessions will be posted on [Sexual Violence Prevention Grant Request for Proposals Questions and Answers \(https://health.state.mn.us/communities/svp/rfp2024/faq.html\)](https://health.state.mn.us/communities/svp/rfp2024/faq.html).

Virtual RFP Information Sessions

- RFP Information Session #1: Thursday, March 28, 2024, Noon – 1 p.m. CDT
- RFP Information Session #2: Monday, April 8, 2024, 11 a.m. – Noon CDT

Registration links to attend the virtual RFP information sessions are available at [Sexual Violence Prevention Grant Request for Proposals Questions and Answers \(https://health.state.mn.us/communities/svp/rfp2024/index.html\)](https://health.state.mn.us/communities/svp/rfp2024/index.html) (<https://health.state.mn.us/communities/svp/rfp2024/faq.html>).

RFP Part 2: Program details

2.1 Priorities

Health equity priorities

The purpose of the Sexual Violence Prevention Grant Program is to fund Minnesota communities to implement activities that will stop sexual violence from happening by promoting health equity.

Health equity is achieved when all communities are thriving and have what they need to be healthy. This is accomplished by improving the conditions and environments in which communities in Minnesota are born, live, learn, work, play, worship, and age.⁸ These conditions and environments have a significant impact on the ability of communities to pursue health, prevent risk, and live healthy and happy lives.

Some communities in Minnesota face higher risks of sexual violence than others. These increased risks of sexual violence are the result of historical and current injustices. They are also caused by economic, social, and other preventable obstacles to health and health care. Racism, sexism, homophobia, transphobia, ableism, xenophobia, classism, ageism, and other forms of oppression can increase risks of sexual violence. These forms of oppression can also limit access to the programs, resources, and environments that help protect against sexual violence. It is not individual identities that cause increased risk, but rather the way these forms of oppression shape different groups' experiences of the world.

Despite facing increased obstacles to health and safety, Minnesota communities have a long history of identifying and acting on solutions to sexual violence. All communities have both the wisdom and the strength they need to take action to prevent sexual violence.

See Attachment F: Resources for Project Planning to view resources that have been developed by national technical assistance providers on using a health equity approach to sexual violence prevention.

Additionally, the Centers for Disease Control and Prevention (CDC) Office of Health Equity (OHE) has created several resources to help define and describe health equity and related topics:

- [What is Health Equity? \(https://www.cdc.gov/healthequity/whatis/index.html\)](https://www.cdc.gov/healthequity/whatis/index.html): This webpage defines health equity, as well as related topics such as health disparities and social determinants of health.

⁸ This is also known as **addressing social determinants of health (SDOH)**. SDOH are defined as the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks. For more information on SDOH, visit the Healthy People 2030 website: [Social Determinants of Health \(https://health.gov/healthypeople/priority-areas/social-determinants-health\)](https://health.gov/healthypeople/priority-areas/social-determinants-health).

- [Health Equity Video Series \(https://www.cdc.gov/healthequity/whatis/videos/index.html\)](https://www.cdc.gov/healthequity/whatis/videos/index.html): The Health Equity Video Series includes five short, informative videos on the topics of health equity, social determinants of health, racism and health, and intersectionality.

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.

Grant priority areas

Sexual Violence Prevention Grant Program activities are required to **focus on at least one of the following three priority areas**:

- Strengthen economic supports for individuals and families
- Create protective environments
- Promote social norms that protect against violence

Applicants that choose to address more than one grant priority area will NOT be scored higher than those that focus on only one grant priority area.

Each priority area is described below and includes examples. Applicants are not limited to the examples below and may propose and justify other projects that fit within a priority area.

The Centers for Disease Control and Prevention (CDC) has also developed [Resources for Action \(https://www.cdc.gov/violenceprevention/\)](https://www.cdc.gov/violenceprevention/) to help communities learn about promising practices for sexual violence prevention. The descriptions below include links to approaches highlighted in Resources for Action.

PRIORITY AREA 1: STRENGTHEN ECONOMIC SUPPORTS FOR INDIVIDUALS AND FAMILIES

Strengthening economic supports for individuals and families can reduce the risk of sexual violence victimization and other forms of violence. Employment, stable housing, financial stability, and food security are just some components of strengthening economic support.

Approach example 1: [Strengthen Household Financial Security \(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/140#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/140#!/)

Examples of programs, practices, and policies that strengthen household financial security:

- Providing income supports such as tax credits, childcare subsidies, and livable wages
- Income-generating opportunities, especially those that empower and support people at higher risk of sexual violence, such as microfinance programs
- Decreasing wage gaps

Approach Example 2: [Family-Friendly Policies \(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/35#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/35#!/)

Examples of family-friendly policies:

- Paid leave policies
- Workplace flexibility policies

PRIORITY AREA 2: CREATE PROTECTIVE ENVIRONMENTS

Creating protective environments focuses on changing community structures, social norms, environments, and policies to be healthier and safer for all people.

Approach example 1: [Improve School Climate and Safety](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/211#!/)

[\(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/211#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/211#!/)

Examples of programs, practices, and policies to improve school climate and safety:

- School restorative justice programs
- Providing safe routes to and from school
- Improving safety in school buildings

Approach example 2: [Improve Organizational Environments](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/154#!/)

[\(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/154#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/154#!/)

Examples of programs, practices, and policies to improve organizational environments:

- Proactively developing sexual harassment prevention policies and procedures
- Decreasing wage gaps
- Increasing access to childcare

Approach example 3: [Reduce Exposure to Community-Level Risks](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/139#!/)

[\(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/139#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/139#!/)

Example of programs, practices, and policies to reduce exposure to community-level risks: greening activities, such as fixing up and replacing abandoned buildings and vacant lots, removing trash and debris, planting grass and trees and community gardens, and creating parks and recreation areas

PRIORITY AREA 3: PROMOTE SOCIAL NORMS THAT PROTECT AGAINST VIOLENCE

Promoting social norms that protect against violence focuses on changing the beliefs and expectations that group members have for themselves and one another.

Approach example 1: [Bystander Approaches](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/212#!/) (<https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/212#!/>)

Examples of bystander approaches:

- Green Dot
- Bringing In the Bystander®

Approach example 2: [Men and Boys as Allies in Prevention](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/214#!/)

[\(https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/214#!/\)](https://vetoviolence.cdc.gov/apps/violence-prevention-practice/node/214#!/)

Example of engaging men and boys as allies in prevention: Coaching Boys Into Men™

Levels of change

Stopping sexual violence from happening will require interventions that protect and support individuals, strengthen communities, and shift social and cultural norms in ways that make violence unthinkable. These can be referred to as levels of change.

Levels of change for this RFP include individual-level change, community-level change, and society-level change, each of which are described with examples below.

1. **Individual-level changes** address personal factors that can affect individual people's risk of experiencing violence or causing harm against others. Strategies at the individual level tend to target personal attitudes, beliefs, and behaviors that can help prevent violence. Examples include:
 - a. Conflict resolution and life skill training
 - b. Healthy relationship skill building programs
2. **Community-level changes** address the settings in which people are born, live, learn, work, play, worship, and age. Strategies at the community level generally focus on improving the physical and social environments in places such as schools, workplaces, and neighborhoods. Strategies can also include addressing the conditions that contribute to increased risks of violence in communities. Examples include:
 - a. Improving spaces (both indoor and outdoor) to make them safer and more inviting
 - b. Increasing feelings of community connectedness
3. **Societal-level changes** address the bigger factors that determine whether violence is encouraged or discouraged among the public. Strategies include promoting social norms that protect against violence and supporting policies that address health inequities. Examples include:
 - a. Changing local policies to advance pay equity
 - b. Community organizing and/or community mobilization

The levels of change are complex and often interact with one other. Strategies for sexual violence prevention can address multiple levels of change or can focus on just one level. For this RFP, applicants are encouraged to **focus on activities that will promote community-level and/or societal-level change**. Activities that focus on individual-level change can be proposed. However, activities that target community-level change and/or societal-level change will be scored higher than activities that target only individual-level change.

Other competitive priorities

MDH recognizes the ways in which unjust systems (for example: racism, sexism, homophobia, transphobia, ableism, xenophobia, classism, and more) intersect to create interconnected layers of disadvantage and inequity. These intersecting systems are root causes of sexual violence. For this reason, applicants are encouraged to **focus on activities that will address these root causes**.

Because these systems are overlapping and interdependent, they cannot be unraveled in isolation. Rather, approaches to sexual violence prevention should be both intersectional and

multipronged. Applications **focused on the intersectionality of identities/communities experiencing unique overlapping inequities** are encouraged.⁹

Applicants should have a **strong understanding of the communities, populations, and geographic areas they plan to serve**. Competitive applications will be able to demonstrate their ability to reach the proposed populations to be served. Applicants are encouraged to choose approaches that build on communities' strengths, assets, and existing histories of identifying and acting on solutions to sexual violence.

Proposed activities should be **feasible to implement** within the estimated grant period of 4.5 years.

Evaluation

Applicants will be asked to describe ideas for evaluation activities to support the proposed project in their application form. Applicants may also include evaluation-related costs in their budgets, including but not limited to personnel, training, and resources for evaluation activities.

During the grant period, grantees will be required to incorporate evaluation in a way that they think meets the needs of their project and participants. However, MDH recognizes that often the most useful and creative evaluation ideas emerge while a project is being planned and implemented. Because of this, grantees may wait to formalize their evaluation plans until after the grant starts.

Evaluation activities may be used during planning, implementation, and/or for continuous improvement of prevention work. Examples of evaluation activities include but are not limited to:

- Community needs assessments
- Listening sessions
- Storytelling
- Literature reviews
- Institutional assessments
- Environment mapping
- Logic modeling
- Evaluation planning
- Surveys
- Debriefs and reflections
- Observations

⁹ The term **intersectionality** was coined by Dr. Kimberlé Crenshaw in 1989. According to the CDC, intersectionality is defined as the interconnected structures and systems that create inequality among people and populations based on social categories of difference such as race, class, and gender. Dr. Crenshaw provides a short description of intersectionality in this video: [What is Intersectionality? \(https://youtu.be/ViDtnfQ9FHc?si=ou75Clp2HfzJn82a\)](https://youtu.be/ViDtnfQ9FHc?si=ou75Clp2HfzJn82a). The Centers for Disease Control and Prevention (CDC) have also created a short video explaining intersectionality as part of their Health Equity Video Series, which can be viewed here: [Intersectionality \(https://youtu.be/LFx3zDQQ3Vw?si=YOaUErtovPb81Yw5\)](https://youtu.be/LFx3zDQQ3Vw?si=YOaUErtovPb81Yw5).

MDH SVPP will be responsible for reporting to CDC about outcomes for the grant program and will work with each grantee to identify outcomes of their prevention work.

2.2 Eligible projects

For the purposes of this RFP, eligible projects will focus on strategies for sexual violence prevention. Applicants will be asked in their application to identify the focus area(s) their project will address, including:

- Strengthen economic supports for individuals and families
- Create protective environments
- Promote social norms that protect against violence

Eligible expenses

Allowable uses of grant funds may include, but are not limited to:

- Reasonable program purposes, including personnel, travel, supplies, and services
- Planning, implementation, and evaluation of activities designed to prevent sexual violence by promoting health equity
- Policy-related activities, such as:
 - Analyzing data to identify trends and opportunities
 - Analyzing and understanding policy options
 - Collaborating with partners to educate about policy issues
 - Providing evidence and education to key partners and policymakers
 - Educating the public about existing policies
 - Evaluating the impact of policies
- Please review the [Anti-Lobbying Restrictions for CDC Grantees](https://www.cdc.gov/grants/documents/Anti-Lobbying-Restrictions.pdf) (<https://www.cdc.gov/grants/documents/Anti-Lobbying-Restrictions.pdf>) for more information on policy-related activities that are *not* considered eligible expenses.

Grantees may not use more than five percent (5%) of the direct cost each fiscal year for indirect expenses. These cost restrictions are outlined in Congressional legislation (Section 393B of the Public Health Service Act [42 U.S.C. 280b-1c]).

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
- Research
- Surveillance
- Clinical care (except as allowed by law)
- Furniture or equipment
- Construction (new or remodel)

- Food and beverages for programs or events
- Reimbursement of pre-award costs
- Direct counseling, treatment, or advocacy services to victims or perpetrators of sexual violence (with the exception of hotlines)
- Media or awareness campaigns that exclusively promote awareness of where to receive victim services
- Publicity or propaganda purposes, including the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- Salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

Important Guidance on Prohibition of Lobbying Activities:

- [Additional Requirement – 12 \(https://www.cdc.gov/grants/additional-requirements/ar-12.html\)](https://www.cdc.gov/grants/additional-requirements/ar-12.html)
- [Anti-Lobbying Restrictions for CDC Grantees \(https://www.cdc.gov/grants/documents/Anti-Lobbying-Restrictions.pdf\)](https://www.cdc.gov/grants/documents/Anti-Lobbying-Restrictions.pdf)

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. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. 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.

A sample grant agreement is available: [Sample Grant Agreement \(https://www.health.state.mn.us/about/grants/grantagreement.pdf\)](https://www.health.state.mn.us/about/grants/grantagreement.pdf). 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 at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

Grantees will also be required to submit an annual progress report to MDH SVPP using a template that will be provided, according to the schedule below.

MDH SVPP is responsible for reporting to CDC about outcomes for the grant program and will work with each grantee to identify outcomes of their prevention work. Grantees will be required to submit an annual progress report using a template that MDH SVPP will provide. Grantees will be required to track and report on the following:

- Activities completed
- Reach
- Partnerships
- Facilitators
- Barriers
- Lessons learned
- Best practices used
- Impacts
- Findings from evaluation activities
- Materials and products created or enhanced
- Success stories

Annual progress report schedule

Reporting Period	Due Date
August 2024 – July 2025	August 31, 2025
August 2025 – July 2026	August 31, 2026
August 2026 – July 2027	August 31, 2027
August 2027 – July 2028	August 31, 2028
August 2028 – January 2029	February 28 2029

Grantees will also be required to submit an annual work plan and an annual budget narrative for review and approval by MDH, according to the schedule below.

Annual work plan and budget narrative schedule

Grant Period	Anticipated Timeline for Due Dates
August 2024 – January 2025	May 17, 2024 (due with application)
February 2025 – January 2026	September 2024
February 2026 – January 2027	September 2025
February 2027 – January 2028	September 2026
February 2028 – January 2029	September 2027

Grant monitoring

For the Sexual Violence Prevention Grant Program, grantees will be asked to participate in annual meetings or site visits with MDH SVPP staff. Additional meetings and site visits may be scheduled as needed by the grantee or MDH SVPP.

It is also the policy of the State of Minnesota to conduct a financial reconciliation of grantees’ expenditures at least once during the grant period on grants over \$50,000.

The monitoring schedule will be:

Annual grant meeting or site visit schedule

Reporting period	Timeline for annual grant meeting
August 2024 – July 2025	January – March 2025
August 2025 – July 2026	January – March 2026
August 2026 – July 2027	January – March 2027
August 2027 – July 2028	January – March 2028

Technical assistance

MDH SVPP will provide grantees with ongoing technical assistance, including review of specific materials such as work plans, evaluations, products, and more. If there is a need for technical assistance during the grant period, applicants are welcome to request further support.

Grant payments

Per [State Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20 tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20 tcm36-438962.pdf), 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: On a monthly basis. Invoices must be submitted in a timely fashion and are due by the last day of the following month when the expenditures are incurred. For example, if an expense is incurred in October 2024, an invoice must be submitted for this expense by November 30, 2024. If you would like to request an alternative payment schedule, please send a written request to your grant manager.

The State has up to 30 days to pay an invoice. A standard invoice template will be provided to grantees. See Attachment H: Sample Invoice Template.

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 \(https://www.revisor.mn.gov/statutes/cite/471.345\)](https://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41 \(https://www.revisor.mn.gov/statutes/cite/177.41\)](https://www.revisor.mn.gov/statutes/cite/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

SEXUAL VIOLENCE PREVENTION GRANT REQUEST FOR PROPOSALS

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 ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement](https://mn.gov/admin/osp/government/procuregoodsandgeneralservice/tgedvo-directory/) (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservice/tgedvo-directory/>));
 - [Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program](https://mnuccp.metc.state.mn.us/) (<https://mnuccp.metc.state.mn.us/>)
 - [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) (<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.
- 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 Minnesota: The list of debarred vendors is available at: [Suspended/Debarred Vendor Detailed Information](https://mn.gov/admin/osp/government/suspended-debarred/) (<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](https://www.revisor.mn.gov/statutes/cite/16B.98) (<https://www.revisor.mn.gov/statutes/cite/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 \(https://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](https://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.

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 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/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 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/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 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), subd. 3(a)).

SEXUAL VIOLENCE PREVENTION GRANT REQUEST FOR PROPOSALS

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#) (<https://www.revisor.mn.gov/statutes/cite/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](#) (<https://www.revisor.mn.gov/statutes/cite/13/full>)) 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](#) (<https://www.revisor.mn.gov/statutes/?id=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 \(https://www.revisor.mn.gov/statutes/?id=363A.02\)](https://www.revisor.mn.gov/statutes/?id=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 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

2.5 Review and selection process

Review process

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with specific knowledge of sexual violence prevention, as well as some MDH staff, agency partners, and other state agency staff. 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

Review committee members will be divided into teams. Each reviewer will review and score the applications assigned to their team individually using a provided score sheet. See Attachment D

SEXUAL VIOLENCE PREVENTION GRANT REQUEST FOR PROPOSALS

for the Application Scoring Criteria sheet. Reviewers will score each application on a 120-point scale.

Complete applications will be reviewed based on the following factors:

- Applicant history & capacity (30 possible points)
- Project narrative (35 possible points)
- Grant Priorities (40 possible points)
- Budget (15 possible points)

The standardized scoring system will determine the extent to which each applicant meets the selection criteria for this grant.

The review teams will then participate in a review meeting(s) where applications will be discussed as a team. Reviewers will be able to modify their individual scores based on discussions at the review meeting. At the end of the meeting(s), team members will make recommendations to MDH based on the scoring criteria and discussion.

MDH will make final decisions on all applications and will balance the recommendations by the review teams with other factors, including but not limited to:

- Review team scores
- Range of projects covering each priority area
- Range of projects covering geographic areas
- Range of projects reaching different communities in Minnesota
- Total funding available

A 120-point scale will be used to assess proposals and make the final award recommendation. The criteria and respective points on which proposals will be judged are in the Application Form. Refer to Attachment D: Application Scoring Criteria at the end of this RFP document.

The review committee will review complete responses **submitted on or before May 17, 2024, by 11:59 p.m. CDT**. Applications will **not** be reviewed or considered for funding if they are submitted at any time later than 11:59 p.m. CDT on May 17, 2024.

Grantee past performance and due diligence review process

It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$50,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations \(https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf\)](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf).

MDH staff will conduct a pre-award review of finalists prior to awarding funds in accordance with this policy. The review will include both the Due Diligence Review Form and a review of past performance for applicants who are previous grantees of MDH. These reviews allow MDH to better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grants.

Notification

MDH anticipates notifying all applicants of funding decisions via email by July 2024. 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. Instructions on how to become a vendor will be sent to awarded applicants when they are notified of the award.

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 organization being awarded the funds. The effective date of the agreement is estimated to be in August 2024, or the date on which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until January 31, 2029, contingent on satisfactory grantee performance and funding availability.

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, no later than Friday, May 17, 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 computer or technology problems. The applicants will incur all costs incurred in applying to this RFP.

3.2 Application submission instructions

Applicants must submit applications via email to health.violenceprev@state.mn.us with the subject line **Sexual Violence Prevention RFP Application – [insert applicant organization name]**.

It is the applicant's responsibility to allow sufficient time to address all potential delays. Sole responsibility rests with the applicant to ensure that their application is received on or before the submission deadline. MDH will not be responsible for technological delays. All submissions are final. Full and complete proposals not received by the deadline given above will NOT be considered.

When MDH receives your application, a staff person will send an email within two business days to acknowledge the receipt of the application. The email will be sent to the person listed as the "Project Contact" on the first page of the Application Form. MDH will send the receipt of confirmation email from the following email address: health.violenceprev@state.mn.us.

3.3 Application instructions

Applicants must complete and submit the following documents for their application to be considered complete:

1. Application Form (Microsoft Word template)
2. Budget (Microsoft Excel template)
3. Applicant Conflict of Interest (COI) Disclosure Form
4. Due Diligence Review Form

Applicants proposing a multi-organization collaboration should also include letters of support from each of the agencies listed as partners on the application.

All forms listed above can be found online at the following webpage: [Sexual Violence Prevention Grant Request for Proposals \(https://health.state.mn.us/communities/svp/rfp2024/index.html\)](https://health.state.mn.us/communities/svp/rfp2024/index.html)

Incomplete applications will be rejected and not evaluated.

SEXUAL VIOLENCE PREVENTION GRANT REQUEST FOR PROPOSALS

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.

Required application document #1: Application Form (Microsoft Word template)

Applicants must submit a completed Application Form, which can be found on [Sexual Violence Prevention Grant Request for Proposals](https://health.state.mn.us/communities/svp/rfp2024/index.html) (<https://health.state.mn.us/communities/svp/rfp2024/index.html>).

Most Minnesota libraries provide free access to Microsoft Word. This includes all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Morehead, and Owatonna. Applicants who are unable to use the Microsoft Word template provided on the website may submit their work plan in another format that does not exceed the page limit below.

To ensure that all application forms have a similar format and length for the review process, **we request that applicants use 11-point Calibri font in the Application Form.**

Required application document #2: Budget (Microsoft Excel template)

The Sexual Violence Prevention Grant Program is a 4.5 year program that goes from August 2024 – January 2029. After the first six months (August 2024 - January 2025), this grant will follow an annual cycle from February 1 to January 31.

Applicants must submit a detailed budget narrative that provides an overview of how funds will be used **during the first six months of the grant (August 2024 – January 2025)**. Applicants must also submit a proposed annual 12-month budget narrative for the **later four years of the grant (February 2025 – January 2029)**.

The first six-month budget should equal no more than 50% of the annual proposed amount. For example, if an applicant proposes an annual budget of \$50,000, then the proposed six-month budget should equal no more than \$25,000.

Applicants are *strongly encouraged* to use the Microsoft Excel template provided at [Sexual Violence Prevention Grant Request for Proposals](https://health.state.mn.us/communities/svp/rfp2024/index.html) (<https://health.state.mn.us/communities/svp/rfp2024/index.html>).

Most Minnesota libraries provide free access to Microsoft Excel. This includes all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Morehead, and Owatonna. Applicants

who are unable to use the Microsoft Word template provided on the website may submit their work plan in another format that does not exceed the page limit below.

The budget template (Excel format) includes three tabs, including: Instructions, 6 Month Narrative, and 12 Month Narrative. **The applicant is required to complete the 6 Month Narrative and the 12 Month Narrative tabs in the template.**

BUDGET DETAILS

The budget details within the budget document should provide a brief but sufficient explanation of how funds will be used for the first six months of the project (August 2024 through January 2025) and annually (every 12 months) for the later four years of the project (February 2025 – January 2029). The budget must be consistent with the stated objectives, planned activities, and time frame of the project. Where possible, the method for computing estimates should be explained by including quantities, unit costs, and other similar numeric detail sufficient for the calculation to be duplicated.

Applicants should organize their expenditures into the following categories:

I. Salary and Fringe Benefits

For each proposed staff person who will work directly on the grant, applicants must list the following:

- a. Position title and name of the staff person, if known
- b. Salary charged to grant
- c. Fringe benefit rate

The staff included in this section of the budget narrative should be the same as the staff included in the application or work plan.

II. Contractual Services

For any proposed subcontractors, applicants must list the following:

- a. Name of contractor, if known, or selection process to be used
- b. Scope of work the contractor will provide
- c. Length of time the services will be provided
- d. Total amount you expect to pay the contractor

Grant funds may be used for small contracts – such as facilitators, speakers, or trainers – as well as for large contracts if the applicant is proposing a multi-organization collaboration or if other organizations will be engaged to implement specific parts of proposed activities.

III. Travel

List the expected travel costs for staff working on the grant, including mileage, parking, lodging, and meals (if applicable). The [Commissioner's Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-) (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners->

[plan.jsp](#)) outlines limits for allowable travel expenses. Use these reimbursement rates to estimate travel expenses.

IV. **Supplies**

These costs may include office supplies, postage or mailing, duplication or copies, phone service and equipment, and computer or other internet expenses.

V. **Other**

Describe any other expected grant-related costs that do not fit any other line item. Expenses in this line must be directly related to the program activities and linked to an activity in the work plan.

VI. **Indirect Costs**

Indirect costs are expenses of doing business that cannot be directly attributed to a specific grant program or budget line item. These costs are often allocated across an entire agency and may include administrative, executive and/or supervisory salaries and fringe, rent, facilities maintenance, insurance premiums, etc. **Grantees may not use more than five percent (5%) of the direct cost each fiscal year for indirect expenses.** These cost restrictions are outlined in Congressional legislation (Section 393B of the Public Health Service Act [42 U.S.C. 280b-1c]).

Required application document #3: Applicant Conflict of Interest (COI) Disclosure Form

This form can be found on [Sexual Violence Prevention Grant Request for Proposals \(https://health.state.mn.us/communities/svp/rfp2024/index.html\)](https://health.state.mn.us/communities/svp/rfp2024/index.html).

Applicants must complete the Applicant Conflict of Interest (COI) Disclosure Form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Required application document #4: Due Diligence Review Form

This form can be found on [Sexual Violence Prevention Grant Request for Proposals \(https://health.state.mn.us/communities/svp/rfp2024/index.html\)](https://health.state.mn.us/communities/svp/rfp2024/index.html).

Please note that the Due Diligence Review Form is not part of the 120 total points used to select grantees, and it is for internal staff use only (not the review committee). The score helps MDH better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds. It is also a required prerequisite to initiating a grant agreement.

Additional requirement for multi-organizational projects: Letter(s) of Support

Applicants proposing a multi-organization collaboration should include letters of support from each of the agencies listed as partners on the application.

RFP Part 4: Attachments

- Attachment A: Application Form
- Attachment B: Budget Template
- Attachment C: Application Submission Checklist
- Attachment D: Application Scoring Criteria
- Attachment E: Data Sources
- Attachment F: Resources for Project Planning
- Attachment G: Grant Writing Tips
- Attachment H: Sample Invoice Template