



Pediatric Primary Care Mental Health Training Grant FY2024 - Updated

GRANT REQUEST FOR PROPOSAL (RFP)

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5/3/2024

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Table of Contents

Pediatric Primary Care Mental Health Training Grant FY2024	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	4
RFP Part 2: Program Details	6
2.1 Priorities.....	6
2.2 Eligible Projects.....	7
2.3 Grant Management Responsibilities	8
2.4 Grant Provisions	9
2.5 Review and Selection Process	13
RFP Part 3: Application and Submission Instructions	15
3.1 Application Deadline	15
3.2 Application Submission Instructions	15
3.3 Application Instructions.....	16
RFP Part 4: Application Guidance	17
RFP Part 5: Attachments	22
Attachment A: Application Evaluation Criteria.....	23
Attachment B: Sample Grant Agreement.....	26

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** FY2024 Pediatric Primary Care Mental Health Training Grant Program
- **Minnesota Department of Health (MDH) Program Website:** [ORHPC Grants and Funding - MN Dept. of Health \(state.mn.us\)](https://www.mn.gov/Health/Programs/Orphan-Grants-and-Funding)
- **Application Open (second round):** May 3, 2024, 8:00 am CST
- **Application Deadline (second round):** May 22, 2024, 11:59 pm CST

1.2 Program Description

The Pediatric Primary Care Mental Health Training Grant Program, authorized by [2023 Session Law Chapter 70, Article 5, Section 8. \[144.1509\]](#), is established to award grants for the development of new or expansion of existing pediatric mental health training programs located in outpatient primary care clinics. The training programs are designed to increase confidence, skills, and awareness of mental health resources among pediatric primary care providers caring for the mental health needs of pediatric patients. An overarching goal of this grant program is that pediatric patients served by participating outpatient primary care clinics will receive more effective, timely, longitudinal care for mental health needs.

1.3 Funding and Project Dates

Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Funding	Estimate
Estimated Amount to Grant	\$900,000
Estimated Number of Awards	4
Estimated Award Maximum	\$250,000
Estimated Award Minimum	\$50,000

Match Requirement

There is no match requirement for this grant.

Project Dates

- RFP published: December 5, 2023
- Informational webinar: December 13, 2024

- Application due to MDH (second round): May 22, 2024
- Grant distribution announcement (second round): Early June 2024
- Grant agreements begin (estimated): June 30, 2024
- Grant agreements end: June 30, 2025

1.4 Eligible Applicants

To be eligible for a Pediatric Primary Care Mental Health Training grant, a training program or proposed training program must:

- be located in an outpatient primary care clinic,
- focus on the training of pediatric primary care providers working with multidisciplinary mental health teams,
- provide training on conducting comprehensive clinical mental health assessments and potential pharmacological therapy,
- provide psychiatric consultation to pediatric primary care providers during their outpatient pediatric primary care experiences,
- emphasize longitudinal care for patients with behavioral health needs, and
- develop partnerships with community resources.

Trainees of the grantees' programs may include, for example:

- Residents in Pediatrics, Family Medicine, or other primary care fields serving pediatric patients,
- Nurse practitioners in training,
- Physician assistants in training, and
- Already practicing physicians, nurse practitioners, and physician assistants providing pediatric primary care.

Collaboration

Collaboration between higher education institutions and outpatient primary care clinics is highly encouraged. Partnerships between training programs and community resources are required.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Health.ORHPC.WorkforceGrants@state.mn.us. All answers will be posted within 5 days at [ORHPC Grants and Funding - MN Dept. of Health \(state.mn.us\)](https://www.state.mn.us/health/orhpc/grants-and-funding).

Please submit questions no later than 4:30 p.m. Central Time on May 15, 2024.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any

applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

An informational webinar will be held on December 13, 2023 at 3 p.m. Central Time. [Click here to join the meeting.](#) Materials from the meeting, including questions and answers, will be posted by December 20, 2023 at [ORHPC Grants and Funding - MN Dept. of Health \(state.mn.us\)](#).

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The goals of the Pediatric Primary Care Mental Health Training Grant Program are to:

- Increase confidence, skills, and awareness of mental health resources among pediatric primary care providers caring for the mental health needs of pediatric patients.
- Provide training on conducting comprehensive clinical mental health assessments and potential pharmacological therapy.
- Provide psychiatric consultation to pediatric primary care providers during their outpatient pediatric primary care experiences, in real time when possible.
- Emphasize longitudinal care for patients with behavioral health needs.

An overarching goal of this grant program is that pediatric patients served by participating outpatient primary care clinics will receive more effective, timely, longitudinal care for mental health needs. In advancing these goals, the program will serve Minnesota's diverse young people, particularly those with mental health and behavioral health needs.

Grant outcomes will include:

- Pediatric primary care providers who participate in the training report increased confidence and skills when caring for the mental health needs of pediatric patients.
- Pediatric primary care providers who participate in the training report increased awareness of mental health resources.
- This grant program will begin to contribute to a decrease in pediatric mental health hospitalizations in the counties in which training sites are located.

Other Competitive Priorities

Other competitive priorities include:

- an emphasis on serving rural communities, and
- trainee demographics representative of the communities they are placed in during their training.

2.2 Eligible Projects

Pediatric Primary Care Mental Health Training grants may be awarded to eligible primary care training programs to plan and implement new programs or expand existing programs in pediatric mental health training.

Training programs must:

- be located in outpatient primary care clinics,
- focus on the training of pediatric primary care providers working with multidisciplinary mental health teams,
- provide training on conducting comprehensive clinical mental health assessments and potential pharmacological therapy,
- provide psychiatric consultation to pediatric primary care providers during their outpatient pediatric primary care experiences, in real time when possible,
- emphasize longitudinal care for patients with behavioral health needs, and
- develop partnerships with community resources.

Grantee programs will report to MDH on the following outcomes:

- The number of pediatric primary care providers completing the training.
- Demographics of providers completing the training, collected through optional self-report, including race, ethnicity, gender identity, sexual orientation, and disability status.
- Information about the types of providers completing the training, their years of experience, and their practice locations.
- Information about the effectiveness of training methods and supports.
- The percentage of providers who completed the training who report increased confidence and skills when caring for the mental health needs of pediatric patients.
- The percentage of providers who completed the training who report increased awareness of mental health resources.

Eligible Expenses

Funds may be spent to cover the costs of:

- Planning related to implementing or expanding pediatric mental health training in an outpatient primary care clinic setting;
- Training site improvements, fees, equipment, and supplies required for implementation of the training programs; and
- Supporting clinical training in the outpatient primary clinic sites.

Indirect expenses are allowable but may not exceed the rates in an organization's federally negotiated indirect cost rate agreement. If an organization does not have a federally negotiated indirect rate, indirect costs may not exceed 10% of direct costs.

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.

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 attached to this RFP as **Attachment B**. 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.

Reports will be submitted through the Office of Rural Health and Primary Care online grant portal. A report form will be provided to grantees. Reports will be due 20 days after each quarter per the following schedule:

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

Grant Monitoring

Minn. Stat. § 16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Annual monitoring visits during the grant period on all grants over \$250,000.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.

Grant Payments

Per State Policy on Grant Payments, reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension. The invoicing and payment schedule will be quarterly. Reports will be submitted through the Office of Rural Health and Primary Care online grant portal. A report form will be provided to grantees. Reports will be due 20 days after each quarter per the following schedule:

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

2.4 Grant Provisions

Contracting and Bidding Requirements

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

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal

quotes or bids.

- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<https://mn.gov/admin/osp/government/professionatechnicalcontracts/targeted-group-preferences/>);
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

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

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise

protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to

public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

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

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee of content specialists. The review committee will evaluate all eligible and complete applications received by the deadline.

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

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

Selection Criteria and Weight

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

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

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions in early June 2024.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications must be received by MDH no later than 4:30 p.m. Central Time on May 22, 2024.

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

Acknowledgement of application receipt. The online [Grants Portal](#) will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application. If you do not receive an automated email confirming submission or encounter any other issues with the online application submission please contact us promptly at health.orhpc.workforcegrants@state.mn.us.

If you encounter any issues with the online application submission, please contact us promptly at health.orhpc.workforcegrants@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

ORHPC requires application submissions through an [Online Grants Portal](#).

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

See **Part 4** of this Request for Proposal document for instructions on how to address the application questions in the Grants Portal.

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

3.3 Application Instructions

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

Incomplete applications will be rejected and not evaluated.

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

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

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

RFP Part 4: Application Guidance

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Section 2. Project Information

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

Section 3. Organization Background and Capacity

Organization Overview

Provide an overview of your organization's history and service area(s). Describe the patients, students, and/or clients served, including a summary of their demographics, and any unique characteristics of your organization. Describe your staffing and administrative structure.

Note: Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing must disclose this information to MDH in their application, or as soon as they are aware of it.

Provide a brief overview of your existing health professional training program(s), including program history, the types of training and degrees offered, and the number of trainees in each area. Describe any existing partnerships for health professional training.

Pediatric Mental Health Needs

Provide an overview of the mental health needs of pediatric patients served by the clinic affiliated with your training program. Briefly discuss key factors contributing to the health needs of these patients. Discuss barriers to mental health care or service gaps that patients may be experiencing. Provide any available data on hospitalization and emergency service usage for mental health needs in pediatric patients.

Pediatric Mental Health Care

Provide any available data from the outpatient primary care clinic(s) affiliated with your training program on the timeliness and effectiveness of the care pediatric patients receive for mental health needs. Provide any available data on longitudinal care pediatric patients receive for mental health needs.

Discuss the mental health resources currently utilized by primary care providers at your clinic(s).

Existing Community Partnerships

Describe your outpatient clinic's existing connections to community resources for supporting mental health and well-being, especially for the pediatric population.

Section 4. Project Narrative and Work Plan

New or Expanding Program

Indicate whether the proposal is for planning and implementing a new pediatric mental health training program for primary care providers or expanding an existing program.

Clinic Location and Demographics

Identify the outpatient primary care clinic(s) in which the training program is located. Describe the clinic location, patient demographics (race, ethnicity, gender identity, sexual orientation, disability status), and the demographics of the surrounding community (race, ethnicity, and any other known demographics).

Number and Type(s) of Trainees

Please select the type(s) and estimated number of trainees your program will serve: Residents in Pediatrics, Residents in Family Medicine, Residents in another primary care field (please specify), Nurse Practitioners in training, Physician Assistants in training, Already practicing physicians in Pediatrics, Already practicing physicians in Family Medicine, Already practicing physicians in another primary care field (please specify), Already practicing Nurse Practitioners, Already practicing Physician Assistants, Other (please specify).

Trainee Demographics

Provide a summary of the following demographics for the trainees in your pediatric primary care mental health training program: age, gender identity, race, ethnicity, disability status, and sexual orientation.

Trainee Confidence and Skills

- Describe how your program will increase confidence and skills among trainees (pediatric primary care providers) caring for the mental health needs of pediatric patients.
- Provide any available data on trainees' current confidence and skill level when treating mental health needs of pediatric patients.
- Describe how your program currently evaluates providers' confidence and skills in caring for the mental health needs of pediatric patients.
- Describe plans for gathering these data or enhancing existing data collection for the grant project.

Trainee Awareness of Mental Health Resources

- Describe how your program will increase trainees' (pediatric primary care providers') awareness of pediatric mental health resources.
- Provide any available data on trainees' current awareness of pediatric mental health resources.
- Describe how your program currently evaluates providers' awareness of pediatric mental health resources.
- Describe plans for gathering these data or enhancing existing data collection for the grant project.

Required Training Components

- Describe the program's focus on training pediatric primary care providers working with multidisciplinary mental health teams. How will the multidisciplinary mental health teams be established and maintained throughout the project?
- Describe how the program will provide training on conducting comprehensive clinical mental health assessments and potential pharmacological therapy.
- Describe how the program will provide psychiatric consultation to pediatric primary care providers during their outpatient pediatric primary care experiences.
- Describe how the program will emphasize longitudinal care for patients with behavioral health needs.
- Describe how the program will develop partnerships with community resources to support pediatric patients' mental health and behavioral health needs. Consider how in some situations, community resources may be utilized as an alternative to hospitalization.

Timely and Effective Mental Health Care

Describe how your program will result in more timely, effective care for the mental health needs of pediatric patients served by your outpatient primary care clinic(s). How will your program evaluate the timeliness and effectiveness of the care received by pediatric patients for their mental health needs?

Serving Rural Communities

Describe how your program will serve rural communities and train pediatric primary care providers to care for the mental health needs of patients in rural communities.

Project Sustainability

Describe your plan for maintaining the training program after the grant period ends.

Work Plan

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

Section 5: Budget & Budget Narrative

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

For each budget item, indicate any funding sources that will be used in addition to the grant funds.

In your budget, please include any expenses related to collecting and reporting the data required for this program.

Budget Line Item

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

Budget categories include:

- Salaries
- Fringe
- Travel
- Supplies
- Contracted Services
- Equipment
- Other

Section 6: Required Attachments

Audited Financial Statements

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

Due Diligence

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

Documentation of Approved Indirect Rate

If your organization has a Federally negotiated Indirect rate, other than 10%, please upload documentation outlining your approved Indirect rate.

Proof of Accreditation – Optional

Accredited educational institutions may include documentation of current accreditation or applicable documentation for an eligible provider type as defined in the request for proposal.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete this form in the online application. A sample Applicant Conflict of Interest Disclosure form can be viewed [here](#).

RFP Part 5: Attachments

- [Attachment A: Application Evaluation Criteria](#)
- [Attachment B: Sample Grant Agreement](#)

Attachment A: Application Evaluation Criteria

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

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

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Organization overview provides a clear picture of an organization that is capable of implementing a pediatric primary care mental health training program.	/5	
Application provides insight and data related to the mental health needs of the clinic’s pediatric patients.	/5	
Application provides clear data and information on current pediatric mental health care, mental health resources currently utilized, and existing community partnerships.	/5	
Total points for this section	/15	

PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Trainee demographics are representative of patient and community demographics.	/5	
Application describes effective strategies for increasing confidence and skills among primary care providers caring for the mental health needs of pediatric patients, and clear plans for collecting data and evaluating these outcomes.	/5	

PEDIATRIC PRIMARY CARE MENTAL HEALTH TRAINING GRANT PROGRAM RFP

Application describes effective strategies for increasing awareness of pediatric mental health resources among primary care providers, and clear plans for collecting data and evaluating these outcomes.	/5	
Application describes clear plans for establishing and maintaining multidisciplinary mental health teams and training pediatric primary care providers within those teams.	/5	
Application describes effective methods for providing training on conducting comprehensive clinical mental health assessments and potential pharmacological therapy.	/5	
Application describes effective methods of providing psychiatric consultation to pediatric primary care providers during their outpatient pediatric primary care experiences.	/5	
Application demonstrates an emphasis on longitudinal care for patients with behavioral health needs.	/5	
Application describes clear plans for developing partnerships with community resources to support pediatric patients' mental health and behavioral health needs.	/5	
Application clearly demonstrates how program will result in more timely, effective care for pediatric mental health needs.	/5	
Application describes effective methods for evaluating whether program has resulted in more timely, effective care for pediatric mental health needs.	/5	
Program will serve rural communities and train pediatric primary care providers to care for the mental health needs of patients in rural communities.	/5	

PEDIATRIC PRIMARY CARE MENTAL HEALTH TRAINING GRANT PROGRAM RFP

Applicant has clear plan for maintaining the training program after the grant period ends.	/5	
Work plan is clear and feasible and will advance program goals.	/10	
Total points for this section	/70	

BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Proposed costs in the budget are clear, with enough detail to understand why they are included.	/5	
Proposed costs seem reasonable and align with the goals and requirements of this program.	/5	
Budget narrative is clear and includes a breakdown of how all funding sources will be used.	/5	
Total points for this section	/15	
Total Score	/100	

Attachment B: Sample Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and Insert name of Grantee (“Grantee”). Grantee’s address is.

Recitals

1. MDH is empowered to enter into this grant agreement under Minn. Stat. §§ [144.05](#) and [144.0742](#) and 2023 Session Law Chapter 70, Article 5, Section 8. [[144.1509](#)]. The Rural Hospital Planning and Transition Grant Program is established for the purposes of awarding grants to develop pediatric mental health training programs in outpatient primary care clinics.
2. MDH is in need of training programs are designed to increase confidence, skills, and awareness of mental health resources among pediatric primary care providers caring for the mental health needs of pediatric patients.
3. 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. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this grant agreement. Grantee agrees to minimize administrative costs as a condition of this grant agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1.

Grant Agreement

Term of Agreement

Effective Date

April 1, 2024, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this grant agreement is fully executed. Grantee must not begin work until this grant agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence.

Expiration Date

March 31, 2025, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

Survival of Terms

The following clauses survive the expiration or cancellation of this grant agreement: Liability; Financial Examinations; Government Data Practices and Data Disclosure; Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

Activities

MDH's Activities

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

Grantee's Activities

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant agreement.

Time

Grantee is required to perform all of the activities stated in this grant agreement, and any incorporated exhibits, within the grant agreement period. MDH is not obligated to extend the grant agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the grant agreement.

Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this grant agreement.

Grant Award

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this grant agreement.

Travel Expenses

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

Budget Modifications

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH

for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under “Total Obligation.”

Total Obligation

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed \$0.00.

Terms of Payment

Invoices

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH’s Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement.

Contracting and Bidding Requirements

Municipalities

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, 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.

Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to 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 [Minn. Stat. ch. 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 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 verbal quotes or bids or awarded to a targeted vendor.
- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
 - 1) Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search/>);
 - 2) Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>); or
 - 3) 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/central>.

- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
- vi. 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 parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
 - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant agreement or
 - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
- viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41](#) through [177.44](#).
- ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota. The list of debarred vendors is available at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

Authorized Representatives

MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant agreement is Siham Abdellah 651-201-3634 siham.abdellah@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

Grantee's Authorized Representative

Grantee's Authorized Representative is insert name, title, address, telephone number, and e-mail, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this grant agreement. If Grantee selects a new Authorized Representative at any time during this grant agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

Assignment, Amendments, Waiver, and Grant Agreement Complete

Assignment

Grantee shall neither assign nor transfer any rights or obligations under this grant agreement.

Amendments

If there are any amendments to this grant agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

Waiver

If MDH fails to enforce any provision of this grant agreement, that failure does not waive the provision or MDH's right to enforce it.

Grant Agreement Complete

This grant agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

Liability

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this grant agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this grant agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

Financial Examinations

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this grant agreement are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, and the Minnesota State Auditor, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all

final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Government Data Practices and Data Disclosure

Government Data Practices

Grantee and MDH must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this grant agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH. If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

Data Disclosure

- Grantee consents to disclosure of its social security number, federal employee tax identification number, or Minnesota tax identification number--which may have already been provided to MDH--to federal and state tax agencies and state personnel involved in the payment of state obligations pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Ownership of Equipment and Supplies

Equipment. "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

Supplies. "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

Ownership of Materials and Intellectual Property Rights

Ownership of Materials

“Materials” is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this grant agreement by it, its employees, or subgrantees, either individually or jointly with others.

- Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

Intellectual Property Rights

Grantee represents and warrants that Materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee’s expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee’s or MDH’s opinion is likely to arise, Grantee shall at MDH’s discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

Workers’ Compensation

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers’ compensation insurance coverage. Grantee’s employees and agents, and any contractor hired by Grantee to perform the work required by this grant agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH’s obligation or responsibility.

Publicity and Endorsement

Publicity

Any publicity given to the program, publications, or activities performed resulting from this grant agreement, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this grant agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this grant agreement, the federal program must also be recognized.

Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

Termination

Termination by MDH or Grantee

MDH or Grantee may cancel this grant agreement at any time, with or without cause, upon 30 days' written notice (e.g., by mail, email, or both) to the other party.

Termination for Cause

If Grantee fails to comply with the provisions of this grant agreement, MDH may terminate this grant agreement without prejudice to the right of MDH to recover any money previously paid. The termination shall be effective five business days after MDH sends written notice (e.g., mail, email, or both) of termination to Grantee.

Termination for Insufficient Funding

MDH may immediately terminate this grant agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

Termination by Commissioner of Administration

The Commissioner of Administration may unilaterally and immediately cancel this grant agreement if, in the Commissioner's sole discretion, further performance does not serve MDH's purposes or is not in the best interests of the State of Minnesota.

Governing Law, Jurisdiction, and Venue

This grant agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement,

or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Clerical Error

Notwithstanding Clause “Assignment, Amendments, Waiver, and Grant Agreement Complete” of this grant agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

Lobbying

Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.

Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.

By signing this grant agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this grant agreement.

Other Provisions

Voter Registration Services Requirement

If this grant agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND Grantee is a local unit of government, city, county, township or non-profit organization, then Grantee is required to comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Debarment, Suspension and Responsibility Certification

Federal regulation [2 CFR § 200.214](#) prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, [Minn. Stat. §§ 16C.03](#), subd. 2, and [16B.97](#), subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this grant agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this grant agreement:
 - a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
 - b) violated any federal or state antitrust statutes; or
 - c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
 - b) violating any federal or state antitrust statutes; or
 - c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this grant agreement are in violation of any of the certifications set forth above.

Incentives

When included in the approved Work Plan and or Budget, the following language applies.

Handling of Incentives.

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following:

Separation of duties

- a) More than one Grantee staff person must be involved in the management and handling of the incentives.

- b) The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives.
- c) The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records.
- d) Handoff of incentive from one person to another must be documented.

Distribution of Incentives (incentives may only be used for approved purposes by MDH)

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

Incentive tracking documentation.

The tracking documentation the Grantee must maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased.
- b) description of the incentives
- c) quantity of incentive(s) distributed to each participant.
- d) the last four digits of any pre-paid card number
- e) value/amount
- f) a unique non-identifiable data point for each participant (e.g. case number, file number),
- g) date participant received incentive(s), and
- h) signature of Grantee staff member providing incentive(s) to participant(s)

Reconciliation.

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation

documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

Subcontracting/Subgranting.

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

Lost or stolen incentives.

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

Invoicing.

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

Failure to Comply.

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

Exhibit A – Grantee’s Activities / Scope of Work

Program and Activity Reports

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

The reporting schedule will be quarterly. Reports will be submitted through the Office of Rural Health and Primary Care’s online grant portal. A report form will be provided to grantees.

Reports will be due:

- January 20
- April 20
- July 20
- October 20
- Final report will be due 30 days after the grant agreement expiration date.

Project Work Plan

Activity/Task Description	Title/Position(s) Responsible <small>(May be employees or contractors)</small>	Start Date <small>Date required; TBD not acceptable</small> <small>Start date must be on or after May 1, 2024</small>	End Date <small>Date required; TBD not acceptable</small> <small>End date must be on or before April 30, 2025</small>

Exhibit B – Grantee’s Budget

Expenses that are unrelated to grant-approved activities, as defined in Exhibit B, will not be reimbursed.

Budget Category	Amount of State Funds	Amount of Funds from Non-state Sources	Project Total (state and other sources)
Salaries	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
TOTAL:	\$0.00	\$0.00	\$0.00