



# Emmett Louis Till Victims Recovery Program

GRANT REQUEST FOR PROPOSAL (RFP)

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03/01/2024

To obtain this information in a different format, call: 651-201-5000

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** Emmett Louis Till Victims Recovery Program
- **Minnesota Department of Health (MDH) Program Website:** [Emmett Louis Till Victims Recovery Program \(www.health.state.mn.us/people/victimrecovery/index.html\)](http://www.health.state.mn.us/people/victimrecovery/index.html)
- **Letter of Intent Deadline:** Friday, March 15, 2024
- **Application Deadline:** Monday, April 1, 2024

### 1.2 Program Description

In the 2023 legislative session, the Emmett Louis Till Victims Recovery Program was established to address the health and wellness needs of victims/survivors of trauma, their families, and heirs. The Minnesota Department of Health, in consultation with the Emmett Till Legacy Foundation, seeks proposals for the purpose of providing services to victims/survivors of trauma, families of victims/survivors of trauma, and their heirs.

### 1.3 Funding and Project Dates

#### Funding

A total of \$500,000 is available for this one-time grant program. Organizations submitting proposals as a sole applicant may request \$50,000. Organizations submitting collaborative proposals with at least one substantive partner may request up to \$100,000.

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	\$500,000
Estimated Number of Awards	5-10
Estimated Award Maximum	\$100,000
Estimated Award Minimum	\$50,000

#### Match Requirement

There is no match requirement.

#### Project Dates

Grant awards are expected to start on July 1, 2024, and end on June 30, 2025.

## 1.4 Eligible Applicants

Applicants must meet the minimum requirements to be considered for this grant opportunity:

- Community-based organizations that can describe experience providing culturally competent and responsive support or services to survivors of trauma, and the families and heirs of victims/survivors.
- Eligible applicants must have a financial management / accounting system with good internal controls to track, record, and maintain detailed records of all expenses invoiced to the State.
- Eligible applicants must be registered with the [Minnesota Secretary of State](#) and not suspended or debarred by the State or the Federal Government.
- Applicants must conduct grant activities in the state of Minnesota.
- Collaborative proposals must include letters of support from the partner organization(s).

### Collaboration

Collaboration is encouraged, but not required. A collaborative proposal is one where multiple organizations have agreed to share the funds available to collaboratively meet the objectives and goals of the project. If submitting a collaborative application, one organization must be identified as the lead organization. Collaborative proposals may request up to \$100,000.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to [Health.victimrecovery@state.mn.us](mailto:Health.victimrecovery@state.mn.us).

All answers will be posted within three business days at [Emmett Louis Till Victims Recovery Program RFP Questions and Answers \(www.health.state.mn.us/people/victimrecovery/faq.html\)](#).

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on Monday, March 25, 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 as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

### RFP Information Meeting

A virtual RFP Information Meeting will be held. All prospective applicants are encouraged to attend. All questions and answers from the meeting will be posted within three business days at [Emmett Louis Till Victims Recovery Program RFP Questions and Answers \(www.health.state.mn.us/people/victimrecovery/faq.html\)](#).

EMMETT LOUIS TILL VICTIM RECOVERY PROGRAM

- **Date:** Monday, March 11, 2024
- **Time:** 3-4 p.m. CST

**For instructions to join the meeting,** visit [Emmett Louis Till Victims Recovery Program \(www.health.state.mn.us/people/victimrecovery/index.html\)](http://www.health.state.mn.us/people/victimrecovery/index.html).

## 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 ([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.

This grant will serve:

- Victims/survivors who experienced trauma, including historical trauma, resulting from events such as assault or another violent physical act, intimidation, false accusations, wrongful conviction, a hate crime, the violent death of a family member, or experiences of discrimination or oppression based on the victim's race, ethnicity, or national origin; and
- The families and heirs of victims/survivors described above, who experienced trauma, including historical trauma, because of their proximity or connection to the victim.

Grant outcomes will include:

- Services provided to victims/survivors of trauma, their families, and heirs.
- Reaching communities that experience disproportionate rates of trauma, including historical trauma, resulting from events such as assault or another violent physical act, intimidation, false accusations, wrongful conviction, a hate crime, the violent death of a family member, or experiences of discrimination or oppression based on the victim's/survivor's race, ethnicity, or national origin.

#### Other Competitive Priorities

Collaborative applications will be prioritized in the review process. A collaborative proposal is one where multiple organizations have agreed to share the funds available to collaboratively meet the objectives and goals of the project.

Community-based organizations with experience providing the following services will be prioritized in the review process:

- Culturally specific services
- Intergenerational services
- Holistic healing services
- Convening fellowship spaces for community healing and cultural celebration
- Mental health services

## 2.2 Eligible Projects

Eligible projects to be funded include:

1. Community resources and services to promote healing for victims/survivors, families, and heirs
2. Health and wellness services, which may include services and support to address physical health, mental health, cultural needs, and spiritual or faith-based needs
3. Remembrance and legacy preservation activities
4. Cultural awareness services

### Reporting Requirements

MDH will provide further information about the format, timeline, and details for reporting to grantees at the beginning of the grant period. By submitting an application, the applicant acknowledges the reporting requirements. Applicants will be required to track and provide stories and numbers to MDH about their project over the course of the grant using the reporting format, timeline, and details decided upon by MDH and the grantee at the start of the grant period.

Each grantee will be required to track and report to MDH the following on an ongoing basis:

- Number of individuals, organizations, and/or communities served by the project.
- Type of activities completed.
- Details and stories about the ongoing progress of the project, including accomplishments, successes, learnings, and challenges/barriers.

### 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
- Direct payments to victims, families, and heirs

## 2.3 Grant Management Responsibilities

### Grant Agreement

Each awarded applicant 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 as Attachment A: Sample Grant Agreement. 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.

The grantee will participate in regularly scheduled meetings with MDH staff and must submit progress reports quarterly, including progress on key performance measures, and on occasion, provide other information as requested. The reporting schedule will be quarterly with progress reports due 30 days following the end of each quarter.

### **Grant Monitoring**

Minn. Stat. §16B.97 (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and [Grants Policy \(https://mn.gov/admin/assets/grants\\_policy\\_08-10\\_tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.
- The monitoring schedule will be set forth in the grant agreement.

### **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 monthly, with invoices due 30 days after the end of each month. MDH pays all approved invoices within 30 days of receipt.



## 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 \(www.revisor.mn.gov/statutes/cite/471.345\)](http://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 \(www.revisor.mn.gov/statutes/cite/177.41\)](http://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 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 \(mn.gov\)](http://www.mn.gov));
  - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>) or
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or

bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
  - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
  - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: [Suspended/Debarred Vendor Detailed Information \(mn.gov/admin/osp/government/suspended-debarred/\)](https://www.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) ([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 form (Attachment B) 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)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](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\(https://www.revisor.mn.gov/statutes/cite/13/full\)](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 \(https://www.revisor.mn.gov/statutes/cite/16B.98\)](https://www.revisor.mn.gov/statutes/cite/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\(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/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 knowledge of public health, trauma, historical trauma, and the health and wellness impacts of trauma. 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:

- 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 and all required components are submitted. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

### Selection Criteria and Weight

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

The scoring factors and weight that applications will be judged are based on the provided score sheet, see Attachment C: 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 made of \$50,000 and higher to a nonprofit organization, in order to comply with [Policy 08 06 Pre-Award Risk Assessment for Potential Grantees](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](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf)).
- MDH uses a Due Diligence Review Form to comply with this requirement. See Attachment F.

### Notification

MDH anticipates notifying all applicants via email of funding decisions by May 15, 2024.

## RFP Part 3: Application and Submission Instructions

### LETTER OF INTENT

Applicants **MUST** submit a letter of intent by Friday, March 15, 2024. If the letter of intent is not received by the deadline, then any application in response to this RFP will **NOT** be accepted and considered. Submitting a letter of intent does not obligate the sender to submit an application to this RFP.

Applicant letters of intent must be sent via email. Please include subject line, “**Emmett Louis Till Victim Recovery LOI.**” Within the body of the email or attachment, include the following information: lead organization name, address, lead contact name, lead contact email, lead contact phone number. Nothing else is required to be included except the above subject line and information. Additional information is helpful, but not necessary.

### 3.1 Application Deadline

**All applications must be received by MDH via email no later than 4:30 p.m. Central Time, on Monday, April 1, 2024.**

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

**Acknowledgement of application receipt.** MDH will “reply all” to the email address that submitted the application to acknowledge receipt of your application within one business day of the due date/time. If you do not receive this acknowledgment email within one business day of the due date/time, it means MDH did not receive your application/documents. Please contact Catherine Diamond, [catherine.diamond@state.mn.us](mailto:catherine.diamond@state.mn.us), 651-201-3969, immediately after the one business day for further instructions.

### 3.2 Application Submission Instructions

Applications must be submitted via email to: [Health.victimrecovery@state.mn.us](mailto:Health.victimrecovery@state.mn.us)

Catherine Diamond, DrPH  
Injury and Violence Prevention Section  
Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-3969  
[Health.victimrecovery@state.mn.us](mailto:Health.victimrecovery@state.mn.us)

### 3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

- Signed cover letter
- Conflict of Interest Form (Attachment B)
- Application (Attachment D)
- Budget Summary and Narrative (Attachment E)
- Due Diligence Form (Attachment F) and financial documents, as applicable
- Letter of Support from partner organization(s) (only required for collaborative proposals)

### **Signed Cover Letter**

The signed cover letter must be printed on organization letterhead and signed by officials of the organization authorized to submit an application with the intention to enter into a grant agreement. Electronic signatures are acceptable.

### **Application (Attachment D)**

Attachment D is provided as an application for you to complete. Please answer all questions related to Organizational Capacity (1) and Project Narrative (2) and complete the Work Plan (3). You can copy and paste or add table rows in the Work Plan as needed. You can submit the Application as a Word Document or PDF.

### **Budget Summary and Narrative (Attachment E)**

Budget Summary and Narrative (Attachment E) is provided as an Excel Workbook for you to complete your budget. The Workbook includes four Sheets: Instructions, Indirect Guidance, 12-month Budget Narrative, and 1-Year Budget Summary. You will need to complete the 12-month Budget Narrative sheet. Each budget category should include all anticipated expenses over a full 12-month period. The 1-Year Budget Summary sheet will auto calculate with the totals from Budget Narrative. This sheet is locked for use.

You can submit the budget as an Excel Workbook or PDF (if submitting as a PDF, be sure to include all sheets). If you have any difficulty using this budget, you may submit a budget in your own format. We highly suggest you use the Attachment provided. The Budget Summary and Narrative is required, but not scored.

### **Due Diligence Form and Financial Documents (Attachment F)**

You must complete the Due Diligence Form (Attachment F) and include financial documents as instructed based your answers to the form. The final page is for MDH use only.

### **Letters of Support (Required for Collaborations)**

Agencies should provide letters of support from partner organization(s) if their proposal includes a collaboration. A collaboration is more than a partnership. A collaborative proposal is one where multiple organizations have agreed to share the funds available to collaboratively meet the objectives and goals of the project. You may include letters of support from partners if you are not proposing a collaboration, but it is not required.

## **Additional Instructions**

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: Attachments**

- Attachment A: Sample Grant Agreement
- Attachment B: Conflict of Interest
- Attachment C: Application Evaluation Criteria
- Attachment D: Application
- Attachment E: Budget Summary and Narrative
- Attachment F: Due Diligence Form