



2025 Preventive Services in Long-term Care Grant Program: Non-Emergency Medical Transportation in Long-term Care

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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09/23/2024

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

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** 2025 Preventive Services in Long-term Care Grant Program: Non-Emergency Medical Transportation in Long-term Care
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#nemt>
- **Application Deadline:** November 15, 2024

1.2 Program Description

The 2025 Preventive Services in Long-term Care Grant Program will award grants to increase the capacity of residential facilities serving older adults to meet critical needs and provide services for their residents. The grant program is focused on the development and dissemination of resources to improve long-term care (LTC) communities' capacity to ensure the safety and continuity of services provided to residents in skilled nursing/nursing facilities (SNF/NFs) and assisted living facilities (ALFs) operating in Greater Minnesota (outside of the seven-county Twin Cities metropolitan area).

The goal of the Non-Emergency Medical Transportation in Long-term Care grant program is to develop systems and strategies to ensure that LTC community residents have the safest, most appropriate, and cost-effective transportation services to participate in essential non-emergency health related appointments. Applicants are encouraged to propose creative solutions and unexplored approaches, as well as modifications to current resources, to fulfill this goal.

1.3 Funding and Project Dates

Funding

This program is funded by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement (CDC-RFA-CK19-1904) awarded to the Minnesota Department of Health (MDH).

A total of \$2,000,000 is available for grants through the 2025 Preventive Services in Long-term Care Grant Program: Non-Emergency Medical Transportation in Long-term Care.

MDH anticipates making multiple grant awards of varying amounts. Eligible applicants may request the full \$2,000,000 if they are proposing a large-scale, regional or statewide solution.

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.

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Funding	Estimate
Estimated Amount to Grant	\$2,000,000
Estimated Number of Awards	TBD
Estimated Award Maximum	\$2,000,000
Estimated Award Minimum	\$75,000

Match Requirement

There is no match requirement for this grant.

Project Dates

Application due to MDH: November 15, 2024

Grant distribution announcement: Late January 2025

Grant agreements begin (estimated): March 1, 2025

Grant agreements end: May 31, 2026

1.4 Eligible Applicants

Eligible applicants meet the following criteria:

- Applicant is one of these entities: Clinic, Community Health Board/Local Public Health, For-profit Entity, Hospital, Institution of Higher Education, Local Unit of Government, Nonprofit Organization, or Tribal Government.
- Applicant is located in Minnesota.
- Applicant entity is in good financial standing.
- Applicant demonstrates a strong history of working with LTC stakeholders in Minnesota.
- Applicant and its collaborating partners demonstrate expertise in non-emergency medical transportation and/or other LTC transportation systems.

Clinics, hospitals, and health care systems that do not operate long-term care facilities are ineligible for this grant funding, either as the primary applicant or as a collaborating partner.

Transportation providers that receive funding from Medical Assistance (MA) are ineligible for this grant funding, either as the primary applicant or as a collaborating partner.

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.

Collaboration

Multi-organization collaboration is encouraged and will receive competitive priority. Please note that one organization will need to serve as the primary applicant for collaborative proposals.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to ORHPC.LTC.MDH@state.mn.us. All answers will be posted within five business days at <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#nemt>.

Please submit questions no later than 4:30 p.m. Central Time on November 1, 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 for the Non-Emergency Medical Transportation in Long-Term Care grant program on Friday, October 11, 2024 at 9:00 am Central Time. Click here to join the meeting: [MDH LTC Transportation RFP Info Session](#).

Materials from the webinar, including questions and answers, will be posted at <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#nemt>.

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 2025 Preventive Services in Long-term Care: Non-Emergency Medical Transportation in Long Term Care grant program is focused on improving LTC communities' capacity to ensure the safety and continuity of services provided to residents in SNFs, NFs, and ALFs operating outside of the seven-county Twin Cities metropolitan area.

This grant program will serve LTC communities in Greater Minnesota by supporting transportation resources to increase health care access in geographically isolated communities.

The overarching goal of the Non-Emergency Medical Transportation in Long-term Care grant program is to develop systems and strategies to ensure that LTC community residents have the safest, most appropriate, and cost-effective transportation services to participate in essential non-emergency health related appointments.

Grantees will report to MDH on the following required outcome:

- Residents in SNFs, NFs, and/or ALFs in Greater Minnesota have safe, appropriate, and cost-effective transportation services to get to and from non-emergency medical appointments.

Grantees will provide supporting data and documentation to demonstrate success in achieving this outcome. The specifics of how outcomes are measured and reached will vary across grant projects. Grantees will detail those project-specific components in their evaluation plan.

Other Competitive Priorities

- Programs and strategies that serve as models and may be replicated.
- Projects that can be implemented effectively in a setting with high staff turnover.
- Projects with a regional or statewide reach.
- Projects that are cost-effective.
- Projects with evidence of long-term sustainability.

2.2 Eligible Projects

Grants will be awarded to eligible applicants to implement activities that focus on improving non-emergency medical transportation services for residents living in SNF/NFs and ALFs operating outside of the seven-county Twin Cities metropolitan area.

Applicants are encouraged to propose innovative approaches and pilot projects, as well as enhancements to existing resources, to address non-emergency medical transportation challenges experienced by residents of LTC communities in rural communities.

Projects must be designed to achieve the grant program outcome described in section 2.1.

It is expected that applicants proposing reimbursable transportation services adhere to the requirements of the Minnesota Department of Human Services (DHS) for administering non-emergency medical transportation, as outlined here: [Transportation Services - State-Administered NEMT](#), as well as Minnesota Department of Transportation (MnDOT) guidance on Special Transportation Services, found here: [MnDOT Special Transportation Services \(STS\)](#).

Eligible Expenses

Grant funds may be used for expenses directly related to the project, approved by MDH, and reflected in the grant agreement budget. The following are examples of eligible expenses; this is not an exhaustive list, and other types of expenses are eligible.

Example expenses:

- Providing resources and systems to LTC communities to coordinate non-emergency medical transportation among residents and across LTC facilities in a region.
- Developing or expanding a formalized process for rideshare service providers to provide non-emergency medical transportation to residents in LTC communities.
- Training, education, recruitment, and credentialing of new and existing staff and volunteers to provide non-emergency medical transportation to residents.
- Technology, equipment, and staff to develop, implement, or expand non-emergency medical transportation services (including related resources, such as a reservation system) for LTC communities.
- Modifications to vehicles to increase accessibility.
- Contracts with partner entities to provide transportation services or related services, such as coordination and training.
- Partnerships with community health workers or other community partners to facilitate utilization of transportation services or create supporting resources.
- Developing and piloting a new model of non-emergency medical transportation services for LTC communities.
- Modifying existing transportation programs or resources to operate more safely, efficiently, and cost-effectively for LTC communities.
- Other costs to address community-specific non-emergency medical transportation needs.

Indirect expenses are allowed at a grantee's federally negotiated rate or up to 10% of direct costs. See RFP Part 4 for further details.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating donations
- 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. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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

Applicants can view a sample grant agreement on the [MDH Grant Resources webpage](#).

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 the terms in the grant agreement have been met.

Reports will be submitted through the MDH Office of Rural Health and Primary Care [online grants portal](#). Standard invoice and progress report forms will be provided to grantees. Reports will be due 20 days after each quarter ends per the following schedule:

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

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.

Technical Assistance

Consultation and guidance in completing the online application process is available upon request. MDH will provide forms and templates for invoices and progress reports. MDH is also available to provide technical assistance for grantees. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations.

For assistance, contact ORHPC.LTC.MDH@state.mn.us.

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 MDH Office of Rural Health and Primary Care [online grants portal](#). Reporting forms will be provided to grantees. Invoices 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.

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- 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 \(mn.gov\)](#));
 - 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 Minnesota: 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. See a copy of the form on the [MDH Grant Resources webpage](#).

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.

Non-Transferability

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.

2.5 Review and Selection Process

Review Process

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

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

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

that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

The review committee will review each 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 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 late January 2025.

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 November 15, 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, please contact us promptly at ORHPC.LTC.MDH@state.mn.us.

If you encounter any issues with the online application submission, please contact us promptly at ORHPC.LTC.MDH@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 to be made through an online [Grants Portal](#). Please reference the ORHPC [Grantee Guide](#) for information on account creation, password recovery, application creation, and collaboration.

Read **RFP Part 4: Application Guidance** within this RFP document for instructions on how to address the application questions in the Grants Portal.

If you have any questions, please contact ORHPC.LTC.MDH@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form and submit all required attachments 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 neither 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

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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. If the applicant is already a supplier in the State of Minnesota Accounting system, SWIFT, the applicant information should match what is in SWIFT. Any applicants who are awarded a grant will need to register the organization as a supplier in SWIFT before an agreement can be executed.

Section 2. Project Information

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

Section 3. Organization Background and Capacity

Organization Type

Indicate what type of organization the applicant entity is (select all that apply): Clinic, Community Health Board/Local Public Health, For-profit Entity, Hospital, Institution of Higher Education, Local Unit of Government, Nonprofit Organization, Tribal Government.

Clinics, hospitals, and health care systems that do not operate long-term care facilities are ineligible for this grant funding, either as the primary applicant or as a collaborating partner.

Transportation providers that receive funding from Medical Assistance (MA) are ineligible for this grant funding, either as the primary applicant or as a collaborating partner.

Organization Overview

Provide a brief overview of your organization's history, location, and services. Describe your organization's staffing and administrative structure. If your organization is a clinic, hospital, or health care system, describe the long-term care facility or facilities that you operate. Describe any unique characteristics or circumstances pertaining to your organization.

Collaborating Partners

Provide a brief overview of each entity collaborating with your organization on this project and their role in the project.

History of Working with LTC Stakeholders

Describe your organization's experience and success in working with LTC stakeholders in Minnesota. How many years have you worked with Minnesota LTC stakeholders? What types of

stakeholders have you worked with, and in what capacity? Describe the successful results of your work with Minnesota LTC stakeholders.

Expertise in Non-emergency Medical Transportation

Describe your organization's experience and expertise in non-emergency medical transportation and/or other LTC transportation systems. Describe your collaborating partners' experience and expertise in non-emergency medical transportation and/or other LTC transportation systems. Include details such as training; number of years worked in this area; and types of settings, roles, and projects in which you have worked on non-emergency medical transportation and/or other LTC transportation systems.

Capacity to Succeed in Proposed Project

Provide any additional information demonstrating your organization's capacity to succeed in your proposed project.

Section 4. Project Narrative

Facilities

Indicate the type(s) of facilities your project will serve: Assisted Living Facilities (ALFs), Nursing Facilities (NFs), Skilled Nursing Facilities (SNFs), Other (please describe).

Geographic Location of Facilities

Indicate the geographic location(s) of the facilities served. Note that facilities must be located outside the 7-county Twin Cities metro: Central MN, Northeast MN, Northwest MN, South Central MN, Southeast MN, Southwest MN, West Central MN.

Problem Statement

Describe the non-emergency medical transportation concerns your project will address.

Project Description

Describe your proposed project. What will be done, how will it be done, and who will do it? How much of this work is ongoing at your organization, and how much will be new? How will your project address the identified non-emergency medical transportation concerns? If proposing reimbursable transportation services, confirm that your project will adhere to the DHS and MnDOT requirements referenced in RFP section 2.1.

Innovation

What is innovative about your proposed project?

Replicable Model

How can your project serve as a model and be replicated by other organizations?

Staff Turnover

Describe how your project can be implemented effectively in settings with high staff turnover.

Health Equity

Describe how your project will advance health equity. Consider, for example, the populations and regions served by your project.

Evaluation Plan

Describe how you will collect and report the data on the project outcome required by MDH (see RFP section 2.1). Identify a few project-specific outcomes within that broad, general outcome. How, specifically, will your project result in safe, appropriate, and cost-effective non-emergency medical transportation in SNFs, NFs, and/or ALFs in Greater Minnesota?

Project Sustainability

Describe your plan for maintaining your project 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, a brief description of the activity, the expected outcomes, and the expected timeline. Remember that all project activities must be completed within the grant period.

Section 5: Budget & Budget Narrative

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

Budget Line Items

Provide the amount of grant funds requested, as well as the amounts and sources of other funding, in the appropriate fields for each budget area.

Budget categories include:

- **Salaries:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salaries category. In the Budget Narrative, explain how fringe expenses were calculated. Fringe is often calculated at a percentage of salary. Example: \$50,000 x 25% fringe = \$12,500.
- **Travel:** Describe any proposed travel and/or lodging as it relates to the proposed project. Approved travel expenses will be reimbursed in no greater amount than as provided in the

current Minnesota Management and Budget Commissioner's Plan or at the grantee's established rate, whichever is lower, at the time travel occurred.

- **Supplies:** Include supplies required to complete the proposed project.
- **Contracted Services:** Include any contracted services necessary to complete the proposed project.
- **Equipment:** Include equipment required to complete the proposed project. Equipment has a value of \$10,000 or more. Items costing less than \$10,000 are considered supplies.
- **Other expenses:** Whenever possible, include proposed expenditures in the categories listed above. If it is necessary to include expenditures in this general category, include a detailed description of the activities as they relate to the direct operation of the program.
- **Indirect:** An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees cannot claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on file the documentation of that indirect cost rate as outlined below:
 - Grantees with a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.
 - Grantees without a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding 10% of total direct costs.

Section 6: Required Attachments

Audited Financial Statements

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

Federally Negotiated Indirect Cost Rate

Provide proof of current federally negotiated indirect cost rate.

Due Diligence

Please complete the Due Diligence Form found on the [MDH Grant Resources](#) webpage and attach to the online application form.

- Community Health Boards and Tribal Nations do not need to submit this form as part of their application.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete a Conflict of Interest Disclosure form in the online application. See a copy of the form on the [MDH Grant Resources webpage](#).

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria

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.

Note that some responses are used both to assess applicant eligibility and, if the applicant is eligible, also to evaluate the strength of the application.

SCORING GUIDELINES

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses.
Very Good or 4	Substantial response; meets and in some cases exceeds the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; some weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability of success; significant weaknesses.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.
Did not respond or 0	Applicant did not respond to question.

NON-EMERGENCY MEDICAL TRANSPORTATION IN LONG-TERM CARE RFP

ASSESSMENT OF APPLICANT ELIGIBILITY

Eligibility Criteria	Yes/No	Comments
<p>Applicant is one of these entities: Community Health Board/Local Public Health, For-profit Entity, Institution of Higher Education, Local Unit of Government, Nonprofit Organization, or Tribal Government.</p> <p>If applicant is a clinic, hospital, or health care system, they operate at least one-term care facility.</p> <p>If applicant is a transportation provider, they do not receive MA funding.</p>		
<p>Applicant is located in Minnesota.</p>		
<p>Applicant financial documentation shows good financial standing.</p>		
<p>Applicant demonstrates strong history of working with LTC stakeholders in MN: years of experience, range of stakeholders and experiences, successful results.</p>		
<p>Applicant and collaborators demonstrate strong experience and expertise in non-emergency medical transportation and/or other LTC transportation systems: training, years of experience, varied settings and projects.</p>		
<p>Determination of applicant eligibility</p>	<p>Yes/No</p>	

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
<p>Organization overview provides a clear picture of the organization’s history, location, services, structure, and unique characteristics.</p>	<p>/5</p>	
<p>Application includes strong partnerships with clearly defined, collaborative roles.</p>	<p>/5</p>	

NON-EMERGENCY MEDICAL TRANSPORTATION IN LONG-TERM CARE RFP

Applicant demonstrates strong history of working with LTC stakeholders in MN: years of experience, range of stakeholders and experiences, successful results.	/5	
Applicant and collaborators demonstrate strong experience and expertise in non-emergency medical transportation and/or other LTC transportation systems: training, years of experience, varied settings and projects.	/5	
Applicant demonstrates capacity to succeed in proposed project.	/5	
Total points for this section	/25	

PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Problem statement clearly describes the non-emergency medical transportation concerns the project will address.	/5	
Project is clearly described: what will be done, how, and by whom; how much of the work is new and existing; how project will address identified transportation concerns. If proposing reimbursable transportation services, application confirms adherence to DHS and MnDOT requirements.	/5	
Project has a regional or statewide reach.	/5	
Project takes an innovative approach to addressing problems and creating solutions.	/5	
Project shows promise as a model and can be replicated by other organizations, including in settings with high staff turnover.	/5	
Project will advance health equity in meaningful ways.	/5	

NON-EMERGENCY MEDICAL TRANSPORTATION IN LONG-TERM CARE RFP

Applicant identifies appropriate project-specific outcomes within broader MDH grant outcome and describes a clear plan to collect and report project outcome data.	/5	
Applicant describes a sound plan for maintaining their project beyond the grant period.	/5	
Work plan activities are clear and reasonable, with personnel identified for each activity, and will advance grant program outcomes.	/5	
Work plan timeline is clear and feasible; project activities can realistically be completed within grant period.	/5	
Throughout the proposal, applicant demonstrates how the project will ensure that residents in Greater MN LTC communities have safe, appropriate, and cost-effective non-emergency medical transportation. The project seems likely to succeed in fulfilling this goal.	/10	
Total points for this section	/60	

BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Budget and narrative are clear, with enough detail to understand why each cost is included.	/5	
Proposed expenses seem reasonable and align with the goals and requirements of this program.	/5	
Project is cost-effective.	/5	
Total points for this section	/15	
Total Score	/100	