

HOME AND COMMUNITY BASED SERVICES (HCBS) PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES: ROUND TWO

TO: Grant Applicants

FROM: DHS, Division of Grants, Equity, Access, and Research (“GEAR”)

Application for this funding will be accepted via the online portal only.

Instructions on How to Apply:

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click on the link above, select the “Create New Account” button to register
- Fill in the required fields on all screens and then create a password
- You will receive an email from the online grant application system to confirm your User Login account
- The next step is to click the verification link you received for the referenced email
- You will then arrive on the “Apply” page
- You may read the description of the GEAR grant program here
- Click the gray “Preview” button in the bottom-left to preview the application or click the blue “Apply” button in the top-right to begin applying

State strongly encourages all applicants to click through, read and view all of the helpful information that is included in the Applicant Tutorial section, which is the first part of the application. This section provides helpful, step-by-step instructions on how to navigate the online grant application system. The sections following the Applicant Tutorial provide the applicant with general information on this grant and all sections of the actual application.

Please make sure to thoroughly read and complete all sections included in the online grant application. Grant applications must be submitted through this electronic submission process only. Only applications that have been submitted via this online grant portal system by the application deadline of **Tuesday, January 17, 2023 by 4 p.m. Central Time will be considered. Late proposals will not be considered. Hand-delivered, faxed or e-mailed proposals will not be accepted.**

The “Application” includes the entire Grant Application and Assurances, and any required supporting documentation such as workplan and budget.

1. Award Overview

A. Purpose and Authorization of the Grant Opportunity

The Department of Human Services (DHS) Grants, Equity, Access, and Research (GEAR) Division (State) has the authority to enter into grant contracts that will increase the number and ability of Home and Community-Based Services (HCBS) providers in rural and underserved communities pursuant to [Minnesota Statutes, section 256.01, subdivision 2\(a\)\(6\)](#). This grant opportunity is funded through the Minnesota Legislature Laws of [Minnesota 2021, 1st Spec. Sess. chapter 7, article 17, section 10](#).

Grant applicant represents that it is duly qualified and willing to perform the services set forth in this grant application to the satisfaction of State.

B. Eligibility Criteria

Eligible grant applicants include:

- Organizations who want to become an HCBS provider for the first time.
- Existing HCBS providers who want to:
 - expand their existing services to reach more people, or
 - develop, obtain appropriate licensure, and enroll with DHS to deliver a new service.¹

Grant funds must go to organizations that serve, or that will use the funding to expand services to serve, Medical Assistance (MA) recipients who are eligible for Home and Community Bases Services (HCBS).

Providers who received a grant through the **first round** of **PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES** are eligible to apply if they will use this second round of funding to expand into a new service line or to further expand their ability to provide services and/or serve a new client population. Current grantees cannot apply for the new funding to sustain activities from their first grant proposal.

¹ The new service cannot have been offered by the provider prior to September 2022.

C. Funding Available

Funds are available to increase the number and capacity of HCBS providers serving underserved and/or rural communities using state funding appropriated by [Minnesota Legislature Laws of Minnesota 2021, 1st Spec. Sess. chapter 7, article 17, section 10](#).

The **maximum** grant award may be **between one hundred (\$100,000) and two-hundred fifty thousand dollars (\$250,000)**, depending on the grant track selected. The grant tracks are described further under 2.A.3 Grant Tracks.

State reserves the right to offer grant amounts that are different from the Grant Applicant's request or the maximum identified above.

D. Grant Period

The term of the grant period is **anticipated** to be from **March 1, 2023**, through **March 31, 2024**. Extensions/continuation awards **will** be considered, with the option for extension or amendments.

E. State's Right to Cancel

This grant opportunity does not obligate State to award a grant and State reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

2. General Information

2.A Project Information and Background

This grant opportunity is to develop capacity of current or new Home and Community-Based Service (HCBS) providers to better serve underserved and rural communities in Minnesota through one or more of the following programs (each program listed below is a hyperlink to additional information):

- [Alternative Care \(AC\) Program](#)
- [Brain Injury \(BI\) Waiver Program](#)
- [Community Access for Disability Inclusion \(CADI\) Waiver](#)
- [Community Alternative Care \(CAC\) Waiver](#)
- [Community First Services and Supports \(CFSS\)](#)
- [Developmental Disabilities \(DD\) Waiver Program](#)
- [Elderly Waiver \(EW\) Program](#)
- [Essential Community Supports](#)
- [Housing Stabilization Services](#)
- [Moving Home Minnesota](#)
- [State Plan Home Care Services](#)

2.A.1. Priority populations

These grant funds are dedicated to providers who want to expand HCBS services for older adults and people with disabilities from one or more the following priority populations:

- American Indian, Alaskan Native, and Native Hawaiians,
- Asian and Pacific Islanders;
- Black/African American (American-born);
- Black/African-born;
- Latine;
- people who identify as LGBTQ+ ; and/or
- People living in rural and regional centers outside the seven-county metro area.

2.A.2. Areas of interest

In addition to the requirement of serving one or more of the priority populations, State is interested in funding organizations that meet one or more of the following criteria who will be awarded additional points in the evaluation process:

- **Complex needs in the community** – Organizations that serve or will serve people in community-based settings who have complex health and behavioral needs. This may include, but is not limited to: co-occurring aging, disability and/or mental health concerns across the life-span; people who may display challenging behaviors and/or mental health symptoms; people who are neuro-divergent; people with dementia; and/or people with traumatic brain injury.
- **Culturally specific providers and services** – Organizations that reflect (in staffing and leadership) the priority population(s) being served or that will be served, as well as organizations with demonstrated skill and experience providing culturally responsive services to the priority population(s) being served or that will be served.
- **Language supports** – Organizations with demonstrated skills and experience, or that plan to expand their skills and experience, with providing services to people from one or more of the priority populations in their preferred language. State is especially interested in organizations that provide services, or will expand to provide services, in multiple languages.
- **LGBTQ+** – Organizations with demonstrated skills and experience, or that plan to expand their skill and experience, with providing services to people who identify as lesbian, gay, transgender, queer, or another underserved sexual orientation or gender identity.

2.A.3. Grant tracks

There are **five potential tracks** within this grant opportunity. **Applicants can only choose *one track for their application*.**

Track	Name	Purpose	Funding avail. per grantee
Track 1	Grants for new HCBS providers	To fund the organizational needs to become an enrolled HCBS provider for rural or underserved communities.	\$100,000
Track 2	Grants for existing HCBS providers who did not receive or apply for Round One grant funding	To fund capacity-building activities for organizations that want to expand their existing services to reach more people, or develop, obtain appropriate licensure, and enroll with DHS to deliver a new service for rural or underserved communities.	\$100,000
Track 3	Grants for new or existing HCBS providers serving American Indians outside of Tribal Lands or reservations	To fund capacity-building activities for organizations that specifically serve American Indian people that want to expand their existing HCBS services to reach more people, or want to develop, obtain appropriate licensure, and enroll with DHS to deliver a new HCBS service for American Indians living outside of Tribal Nations. This track is specifically for Urban American Indian providers providing HCBS to Urban Indian American population. Only those organizations may apply for this track to expand their existing HCBS services to reach more people, or want to develop, obtain appropriate licensure, and enroll with DHS to deliver a new HCBS service for American Indians living outside of Tribal Nations.	\$150,000
Track 4	Grants for existing HCBS providers who were awarded grants in Round One funding	To fund additional capacity-building activities for organizations that received Round One funding and want to expand their existing services to reach even more people or to develop, obtain additional licensure, and enroll with DHS to deliver a new service for rural or underserved communities. Applicants under this track must sufficiently demonstrate and justify that Round One funds were used to successfully build capacity, such as through adding more people to their existing services or added new service category to their existing services.	\$125,000
Track 5	Systems change grants for existing HCBS providers	To fund organizational needs for current HCBS providers who would like to significantly expand their provider capacity to create services to meet the needs of children, youth or adults with complex behavioral needs using positive supports practices. Applicant under this track can also apply to develop their organizational reach to achieve a major system impact or to build their capacity to transition people from institutions to community-based independent living where they can receive HCBS.	\$250,000

Additional information on each track is provided in Section 2.B below.

2.B. Specific Program Expectations for Each Grant Track

2.B.1. Track 1: Grants for new HCBS providers

Funding available per grantee in Track 1: one hundred thousand dollars (\$100,000)

Track 1 Purpose: To fund the organizational needs to become an enrolled HCBS provider for rural or underserved communities.

Eligibility for Track 1: For organizations that are just starting out with background and experiences working as a caregiver, including elder care and care for people with disabilities in their homes, or have been delivering HCBS services for less than two years.

Examples of allowable funding uses under Track 1:

- Staff time and costs associated with training and technical assistance to:
 - become a licensed provider,
 - enroll as a provider in Medical Assistance (MA) waiver programs,
 - qualify for reimbursement from MA waiver programs, and
 - develop reporting systems necessary to be an MA provider.
- Setting up a billing system to bill MA through fee-for-service and managed care organizations.

2.B.2. Track 2: Grants for existing HCBS providers that did not receive funding through the first round of PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES

Funding available per grantee in Track 2: one hundred thousand dollars (\$100,000)

Track 2 Purpose: To fund capacity-building activities for organizations that want to expand their existing services to reach more people, or develop, obtain appropriate licensure, and enroll with Department of Human Services (DHS) to deliver a new service for rural or underserved communities.

Eligibility for Track 2: For organizations that currently deliver HCBS, have been established for more than two years, and did *not* receive or apply for Round One grant funding.

Examples of allowable funding uses under Track 2:

- Outreach and development of communication tools (advertising, website development, written materials) to reach underserved population.
- Develop training plan and train staff to provide culturally responsive services to a new client population.
- Develop an employee recruitment and retention plan.

- Develop plans to educate staff, participants, and families on HCBS services.
- Develop plans to support increased individualized person-centered community participation of program participants.
- Develop sustainable strategies to meet client needs, including transportation, translation and interpretation, and housing needs.

2.B.3. Track 3: Grants for new or existing HCBS providers serving American Indians outside of Tribal Nations

Funding available per grantee in Track 3: one hundred and fifty thousand dollars (\$150,000)

Track 3 Purpose: To fund capacity building activities for organizations that specifically serve American Indian people that want to expand their existing HCBS services to reach more people, or want to develop, obtain appropriate licensure, and enroll with DHS to deliver a new HCBS service for American Indians living outside of Tribal Nations.

Eligibility for Track 3: For organizations that specifically serve American Indian people living in urban areas or outside of Tribal Nations that currently deliver HCBS and want to expand, or that want to build capacity to begin providing HCBS to American Indian people.

Examples of allowable funding uses under Track 3: *Funding listed under 2.B.1 Track 1 or 2.B.2 Track 2 above are allowable.*

2.B.4. Track 4: Grants for existing HCBS providers that did receive funding through the first round of PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES

Funding available per grantee in Track 4: one hundred and twenty five thousand dollars (\$125,000)

Track 4 Purpose: To fund additional capacity building activities for organizations that received Round One Capacity Grant funding and that want to expand their existing services to service more people or to develop, obtain licensure, and enroll with DHS to deliver a new service for rural or underserved communities.

Eligibility for Track 4: For organizations that currently deliver HCBS and that received funding through the first round of PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES. The proposed work for this grant opportunity must be an expansion of current grant activities, such as developing a new service line or serving a new priority population, not simply an extension of current work. To be eligible, current grantees must demonstrate and justify their round one funds were utilized to the fullest extent possible and based on what they proposed and that additional resources are needed to continue to expand upon their services or add new services that they do not currently offer. New ideas to expand organizational capacity are welcomed and encouraged.

Examples of allowable funding uses under Track 4 *(in addition to those allowed under 2.B.2 Track 2 for an expanded or new service):*

- Staff time and costs associated with community outreach and education on what the Elderly Waiver programs and how to apply for services, for currently funded organizations that have received a 245D waiver license.
- Staff time and costs associated with helping potential people understand benefit explanations and how it works, to help the participant with the application process, and to provide proactive follow-up and support.
- Infrastructure improvements that promote accessibility and inclusivity.
- Costs associated with interpretation and translation services.

2.B.5. Track 5: Systems change grants for existing HCBS providers

Funding available per grantee in Track 5: two hundred and fifty thousand dollars (\$250,000)

Track 5 Purpose: To fund the organizational needs for a current HCBS provider with appropriate licensure to significantly expand their organizational reach to achieve a major system impact or to significantly build their capacity to transition people from institutions to community-based independent living where they can receive HCBS.

Eligibility for Track 5: For experienced, smaller HCBS providers looking to significantly change or expand their service model. For example, a provider that is serving a specific county and that wants to expand to provide services statewide; or a Living at Home/Block Nurse program that wants to transition to a non-profit organization; or a provider that wants to create programs and hire qualified staff to meet the specialized needs of autistic adults and transition-age youth; or a provider that wants to create services to meet the needs of children, youth or adults with complex behavioral needs using positive supports practices.

Examples of allowable funding uses under Track 5:

- Staff time and costs associated with transitioning people with high support needs who are living in institutional or congregate settings, or who are at risk of institutionalization, to community-based independent living, by addressing individuals' unique needs in the areas of housing, access to the community, direct support services, and natural supports (assisting individuals to develop a network of natural supports), and by removing barriers and building capacity to help beneficiaries in their own communities.

2.C General Expectations of Grantees, Regardless of Track

1. Grantees are expected to participate regularly (approx. monthly) in a DHS-funded collaborative forum/learning community focused on providers serving these communities. The learning community will be a place for providers to share and learn from each other, as well as access web-based training programs, tools and strategies providers can use to develop resources and service delivery systems
2. The expected length of these grants is **March 1, 2023 – March 31, 2024**. Selected grantees are eligible, but not guaranteed, to receive future funding associated with this grant opportunity.

3. Grantees will submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notification.
4. Grantees will be expected to retain documentation to support the expenditures related to the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.
5. Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation (such as invoices, receipts, credit card statements, etc.) that supports your budget line item expenses.
6. If subcontracting is an allowable expenditure in the budget, follow applicable state and federal procurement laws and information in the application assurances.
7. Prior to issuing the grant award notice, State will need to review financial statements for Grant Applicants that are nongovernmental organizations when a grant award is over twenty five thousand dollars (\$25,000) per [Policy on the Financial Review of Nongovernmental Organizations](#).

3. Resources for Applicants

3.A Applicant Questions

3.A.1. Grant Applicant Conference

A virtual Grant Applicant Conference will be held on **December 20, 2022, at 9:00am Central Time**. Use this link when it's time to join the conference [Click here to join the meeting](#). The conference will serve as an opportunity for Grant Applicants to ask questions of State staff concerning this grant. If you have questions, please contact Redwan Hamza MN.GEAR.DHS@state.mn.us

For those that may have missed the first applicant conference, a second applicant conference will be held on January 4, 2023 at 1:00pm Central Time.

Use this link when it's time to join the conference on January 4, 2023: [Click here to join the meeting](#)

Written responses to questions, which will be considered the official answers, asked at the conference will be sent to all identified prospective applicants after the conference. Oral answers given at the conference are non-binding.

Attendance at the Grant Applicant's Conference is not mandatory but is recommended. A recording of the conference will be available by request if you aren't able to attend. Please email: MN.GEAR.DHS@state.mn.us for a recording.

3.A.2. Written Questions

Questions must be emailed by January 4, 2023 at 4:00 p.m. to MN.GEAR.DHS@state.mn.us.

A question-and-answer document will be published on <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/> under this Grant Application title. Every attempt will be made to provide answers timely, within **five (5) days** of receiving the questions.

Other personnel are not authorized to discuss this grant opportunity with Applicants before the Proposal submission deadline. State will not be held responsible for oral responses to Applicants.

3.B Additional Resources

1. Statutory authority this grant:
[Laws of Minnesota 2021, 1st Spec. Sess. chapter 7, article 17, section 10](#)
2. Helpful information on the Official Grant Award Notification (OGAN) process:
<https://dhs.intranet.mn.gov/dhs-today-central-office/index.jsp?id=1127-514259>
3. State Travel Plan:
[Commissioner's Travel Reimbursement Plan](#)
4. State Grant Management Policies:
[The Minnesota Office of Grant Management Policies](#)
[Grants Management Policies, Statutes, and Forms / Minnesota.gov \(mn.gov\)](#)

4. Grant Application Components

Grant applicants can find the grant application starting on page 13. **Grant applicants must complete all of the highlighted areas in the application when entering their response to the online version.**

A. Coversheet

The coversheet must include:

1. An original signature from the identified official with authority to sign on behalf of the Grant Applicant.
2. Contact information for the agency, agency head, the program contact and the accounting or business office manager.

B. Identification Numbers

Your organization may already have these numbers. Check with your business office.

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number. Please reference this information on SWIFT: <https://mn.gov/mmb/accounting/swift/vendor-resources/>.
2. Unique Entity ID (UEI) number. If you do not already have a UEI, or need to transition from a DUNS number, a UEI number may be obtained online: <https://sam.gov/content/duns-uei>.

C. Assurances

When you sign the application, you certify that you have read the entire Grant Application and Assurances and that you will comply with the approved application, the assurances here and in the Official Grant Award Notification (OGAN) and all other applicable federal regulations, state statutes, and local policies.

D. Application Narrative Components, Budget, and Workplan

Grant applicants can find the grant application starting on page 13.

You'll write a response for each question in the Grant Application Narrative Section.

Total points possible for each application is **100 points** plus **up-to 10 bonus points available** for applicants that cover one of the Stage's Areas of Interest, which are described above in Section 2.A.2.

Make sure your application includes all of the following:

1. Completed and signed application coversheet.
2. Assurances.
3. Complete answers to the Grant Application Narrative questions.
4. Budget, using the template provided.
5. Work Plan
6. Your Financial statement (completed 990 or yearend financial statement if nonprofit organizations and most recent IRS tax filing if you are for profit organizations)

E. Application Submission and Signature

Applications must be received via online grant application system by January 17, 2023 by 4 p.m. Central Time to be considered. Late applications will not be accepted.

Application coversheet and assurance pages are included in the online application package and applicant must complete and sign the assurance pages and upload other supporting documents including copy of the completed budget (in Excel format).

By submitting the Grant Application and Assurances, the Grant Applicant agrees to comply with all provisions of the award including all assurances and certifications made in the Grant Application and Assurances and all applicable State or federal statutes, regulations, and guidelines. The Grant Applicant agrees to administer the

program in accordance with the approved Grant Application and Assurances, budget, timelines, and other supplemental information submitted in support of the approved Grant Application and Assurances and in accordance with the terms identified in the Official Grant Award Notice.

Costs associated with preparing this application must be borne by the applicant. The burden of proof of timely submission is on the applicant.

F. Public Data

Per [Minn. Stat. § 13.599](#):

Names and addresses of Grant Applicants will be public data once application materials are opened. All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant application, when all Official Grant Award Notices have been issued by the state agency to the Grantees). All data created or maintained by State as part of the evaluation process (except trade secret data as defined and classified in [§ 13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all Official Grant Award Notices have been issued by the State to the Grantees).

5. Application Screening and Review Process

Phase 1: Screening

Applications that meet the following criteria will be forwarded for further consideration and review.

1. Submitted by the due date and time.
2. The Grant Applicant meets the minimum eligibility of the grant.
3. Application is complete and includes:
 - a. Completed and signed application coversheet.
 - b. Assurances.
 - c. Complete answers to the Grant Application Narrative questions.
 - d. Budget, using the template provided.
 - e. Work Plan
 - f. Your Financial statement (completed 990 or yearend financial statement if nonprofit organizations and most recent IRS tax filing if you are for profit organizations)

Phase 2: Application Components Scored

Each Grant Application and Assurances will be reviewed and scored separately by grant reviewers. Reviewers will apply a score to each component below. Maximum number of points for the application: **one hundred and ten points (110)**

1. Statement of Need, including selected Grant Track – **15** points
2. Eligibility of the Applicant – **5** points
3. Capacity of the Applicant agency – **5** points
4. Equity Considerations – **25** points
5. Work Plan – **25** points
6. Evaluation Plan – **10** points
7. Budget – **15** points
8. Bonus Points for Alignment with Areas of Interest – **10** points

Phase 3: Review of Application Scores

Agency program staff and management review the recommendations, scores, and outcomes from the grant reviewers. As a standard practice, those applications with the largest average score are offered grant awards. We may offer grant award amounts that differ than your grant request or the maximum grant amount identified by DHS. During this phase, we may contact you to obtain clarification to one or more sections of your application. We may also contact reviewers to obtain clarification of their feedback. All funding decisions made by DHS are final.

Phase 4: Pre-Award Risk Assessment

Before final award decisions, DHS will conduct a risk assessment for financial capacity as well as prior performance.

Phase 5: Award Decisions

DHS anticipates the review to be completed by February 15, 2023

Applicants are expected to be notified by February 20, 2023

Clarifications may be necessary before execution of the award. Grant Applicants recommended for an award must wait until they receive the signed Official Grant Award Notification (OGAN) **before** providing any services and before incurring expenditures. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the Grant Applicant/Grantee.

GRANT APPLICATION

Make sure to fill in all of the areas highlighted in green.

Grant Application Coversheet

HCBS PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES: ROUND TWO

Applicant Information

Legal name of Grant Applicant organization: [REDACTED]

List entity type (501c3, County, Tribe, individual/sole proprietor, for-profit business, etc.): [REDACTED]

Total grant request (enter maximum request amount here \$): [REDACTED]

Official with Authority

Name of official with authority to sign (must be same official who signs this coversheet): [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, state and ZIP code + 4: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Identification Numbers

Minnesota SWIFT vendor ID number [REDACTED]

Minnesota State Tax ID: [REDACTED]

Federal Tax ID: [REDACTED]

Primary Program Contact

Name of Program Contact: [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, state and ZIP code: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Business Manager/Fiscal Contact

Name of business manager/fiscal contact: [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, state and ZIP code: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Signature and Date

[REDACTED]

I certify I have read the Grant Application and Assurances (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

Assurances

The Grant Applicant, by signing the coversheet to the application submitted to the State, certifies they have read all application documents including these assurances, any revised documents, and agrees to comply with the approved application materials and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4B) Audits; 5) Liability; 6) Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 11) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds should support the purpose and activities approved in the application. Funds must not be used for purposes other than building capacity within Grantee's organization. **Please note, this grant fund is strictly reimbursement only and no cash advances are allowed.**

- a. The Grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the State within the times required by it. The State reserves the right to withhold funding if reporting requirements are not met. The Grantee must promptly return to the State any unexpended funds not accounted for in the financial report due to the State at grant closeout.
- b. The Grantee shall present reports to the State or the State's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the Grantee shall be available to explain the project and respond to questions.
- c. Reimbursement for travel and subsistence expenses actually and necessarily incurred by Grantee in performance of this project will be paid if State is allowed in the approved budget, provided that the Grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the state. The current [Commissioner's Plan](http://www.mmd.admin.state.mn.us/commissionersplan.htm) can be viewed to obtain current maximum expense reimbursement rates (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

3. Time

In the performance of this grant, time is of the essence. The Grantee must comply with the time requirements described in the application and award, in the performance of this award, and inform the State of any potential long term delays or changes affecting those timelines.

4. Financial and Administrative Provisions

4.1. Allowability of Costs

The allowability of costs for funding incurred under this award shall be determined in accordance with the approved budget.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the Grantee will be allowed by the State unless approved in writing by the State. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in this document or the Official Grant Award Notice.

4.2. Audits.

Under [Minn.Stat. §16B.98](#), Subd. 8, the Grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the State and/or the State auditor or legislative auditor, as appropriate, for a minimum of six (6) years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all State retention requirements, whichever is later.

4.3 State Requirements

The Grantee will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant. The Grantee certifies they are not suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Intellectual Property Rights

6.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the grant. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or

other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents, or subcontractors, in the performance of this grant.

6.2. Ownership. State owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant. The Works and Documents will be the exclusive property of State and all such Works and Documents must be immediately returned to State by Grantee upon completion or cancellation of this grant. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using State data, Grantee must cite the data, or make clear by referencing that State is the source.

6.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, and are created and paid for under this grant, Grantee will immediately give State’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. Grantee will assign all right, title, and interest it may have in the Works and the Documents to State.
- b. Filing and recording of ownership interests.** Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record State’s ownership interest in the Works and Documents created and paid for under this grant. Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** Grantee represents and warrants that the Works and Documents created and paid for under this grant do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 5, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee’s expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney’s fees. If such a claim or action arises, or in Grantee’s or State’s opinion is likely to arise, Grantee must, at State’s discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this grant, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free,

nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

7. Publicity and Endorsement

Any publicity regarding the subject matter of this grant must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

The Grantee must not claim that the State endorses its products or services.

8. Information Privacy and Security

- a. It is expressly agreed that State will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to Grantee under this grant. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. [Minn. Stat. § 13.02, subd. 8a.](#)
- b. It is expressly agreed that Grantee will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), [45 C.F.R. § 160.103](#), on behalf of State for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, [45 C.F.R. § 160.103](#) as a result of, or in connection with, this grant. Therefore, Grantee is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this grant. If Grantee has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this grant, Grantee will be responsible for its own compliance.
- c. Notwithstanding paragraph a. and b., in its capacity as Grantee under this grant, Grantee must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. Grantee will be performing functions of a government entity under [Minn. Stat. § 13.05, subd. 11](#), and thus any data created, collected, received, stored, used, maintained or disseminated by Grantee in performing its duties under this contract is subject to the protections of the Data Practices Act. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data governed by the Data Practices Act, Minn. Stat. Ch. 13, by either Grantee or State.
- d. In its capacity as Grantee under this contract, Grantee is being made an agent of the "welfare system" as defined in [Minn. Stat. § 13.46, subd. 1](#), and any data collected, created, received, stored, used, maintained or disseminated by Grantee in performing its duties under this grant is explicitly subject to the protections of Minn. Stat. § 13.46.

- e. If Grantee receives a request to release data created, collected, received, stored, used, maintained or disseminated by Grantee in performing its duties under this grant, Grantee must immediately notify and consult with State's Authorized Representative as to how Grantee should respond to the request.
- f. Under this grant, Grantee is performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ [13.03](#) and [13.04](#) to requests for data created, collected, received, stored, used, maintained, or disseminated by Grantee in performing its duties under this grant.
- g. Grantee's obligations while performing the functions of a government entity include, but are not limited to, complying with Minn. Stat. § 13.05, subd. 5 to establish appropriate security safeguards for all records containing data on individuals.
- h. Grantee must comply with [Minn. Stat. § 13.055](#) to investigate and appropriately report or notify regarding any potential unauthorized acquisition of data created, collected, received, stored, used, maintained, or disseminated by Grantee in performing its duties under this grant.

9. Data Disclosure

Under [Minn. Stat. § 270C.65](#) Subd. 3, and other applicable laws, the Grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation & Insurance

Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents 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 the state's obligation or responsibility.

- a. General Commercial Liability Insurance.** Grantee agrees that it will at all times during the term of the grant keep in force a commercial general liability insurance policy with the following minimum insurance limits:
 - \$2,000,000 per occurrence
 - \$2,000,000 annual aggregate

Such insurance will protect it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the grant contract whether the operations are by Grantee or by a subcontractor or by anyone directly or indirectly employed by Grantee under the grant. State will be named as both an additional insured and a certificate holder on the general commercial liability policy.

- b. Employee Theft & Dishonesty Policy.** Grantee agrees to keep in force a blanket employee theft & employee dishonesty policy in at least the total amount of the first year's grant award as an addendum on its property insurance policy. If it is not feasible to include a blanket employee theft and employee dishonesty policy as an addendum to a property insurance policy, then Grantee must keep in force a stand-alone employee theft or employee dishonesty policy.

State will be named as both a joint payee and a certificate holder on the employee theft/employee dishonesty policy. Only in cases in which the first year's grant award exceeds the available employee theft/employee dishonesty coverage may Grantees provide blanket employee theft/employee dishonesty insurance in an amount equal to either twenty five percent (25%) of the yearly grant amount, or the first quarterly advance amount, whichever is greater.

Upon execution of this Grant Application, Grantee shall furnish State with a certificate of employee theft/employee dishonesty insurance.

- c. Commercial Automobile Liability Insurance.** Grantee is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this grant. In the case that any work is subcontracted, Grantee will require the subcontractor to maintain Commercial Automobile Liability insurance that conforms to this section.

Minimum insurance limits are as follows:

- \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage
- In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile.

- d. Professional Liability Insurance.** This policy will provide coverage for all claims the Grantee may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Grantee's professional services required under the grant. Grantee is required to carry the following **minimum** insurance limits:

- \$2,000,000 – per claim or event
- \$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the Grantee and may not exceed \$50,000 without the written approval of the State. If the Grantee desires authority from the State to have a deductible in a higher amount, the Grantee shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the State can ascertain the ability of the Grantee to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this grant and Grantee shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Grantee to fulfill this requirement.

e. Additional Insurance Conditions:

1. Grantee's policies shall be primary insurance to any other valid and collectible insurance available to State with respect to any claim arising out of Grantee's performance under this grant.
2. If Grantee receives a cancellation notice from an insurance carrier providing coverage, Grantee agrees to notify State within five (5) business days with a copy of the cancellation notice, unless Grantee's policies contain a provision that coverage afforded under the policies will not be cancelled without at least thirty (30) days advance written notice to State.
3. Grantee is responsible for payment of grant related insurance premiums and deductibles.
4. State shall be named as a certificate holder on applicable policies.
5. An Umbrella or Excess Liability insurance policy may be used to supplement Grantee's policy limits to satisfy the full policy limits required by grant.

11. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Transferability

The Grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the State. It is understood, however, that Grantee remains solely responsible to the state for providing the products and services described.

13. Affirmative Action and Nondiscrimination

- a. 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 per [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.
- b. 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. Minnesota Rules, Part [5000.3500](#)

- c. The Grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights (MDHR) issued pursuant to the Minnesota Human Rights Act. It is the Grantee's sole responsibility to apply for a workforce certificate and/or equal pay certification if required by MDHR prior to the execution of a grant award.

14. Pre-Award Work and Pre-Award Costs

The Grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued and the Grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by State, the Grantee would be informed in writing or email by the state's program authorized representative or designee.

15. Grantee's Grant Program Representative

The Grant Applicant's Program Contact Representative will be named on the Official Grant Award Notification (OGAN) or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the Grant Applicant/Grantee must immediately notify the State.

16. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain. Grantees will maintain and implement written standards of conduct covering conflicts of interest.

17. Voter Registration

The Grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the Grantee.

18. Contracting Requirements:

- a. [Per Minn. Stat. §471.345](#), Grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of twenty five thousand dollars (\$25,000) or more.
 1. Municipalities are encouraged to utilize [Minn. Stat. §471.345 Subd. 8](#) for targeted business procurement where available.
 2. Municipalities must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

3. Support documentation for the procurement processes must be retained regardless of the source of funding.
- b. Grantees that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
1. Grant-funded services or materials that are expected to cost one hundred thousand dollars (\$100,000) or more must undergo a formal notice and bidding process.
 2. Grant-funded services or materials that are expected to cost between twenty five thousand dollars (\$25,000) and ninety nine thousand nine hundred and ninety nine (\$99,999) must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
 3. Grant-funded services or materials that are expected to cost between ten thousand dollars (\$10,000) and twenty four thousand nine hundred and ninety nine dollars (\$24,999) must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 4. For grant-funded projects that include construction work of twenty five thousand dollars (\$25,000) or more, prevailing wage rules apply per; [Minn. Stat. §§177.41 through 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
 5. 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:
 - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - ii. Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
 6. Notwithstanding B (i) – (v), the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that Grantee has established a fair and reasonable price.
 7. The Grantee must maintain:
 - i. Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - ii. Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

- iii. The Grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

19. Amendments, non-waiver, and assignability

- a. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- b. If State fails to enforce any provision of this Grant Application and Assurances or the Official Grant Award Notice, that failure does not waive the provision or State's right to enforce it.
- c. Grantee shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of State.

20. Financial Statements

- a. All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of twenty five thousand dollars (\$25,000) and higher.

In accordance with the [Policy on the Financial Review of Nongovernmental Organizations](#), please submit one of the following documents with your application if you are a Non-Governmental Organization, based on the following criteria:

- Grant applicants with annual income of under fifty thousand dollars (\$50,000), or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
 - Grant applicants with total annual revenue of fifty thousand dollars (\$50,000) or more and less than seven hundred and fifty thousand dollars (\$750,000) should submit their most recent IRS Form 990.
 - Grant applicants with total annual revenue of over seven hundred and fifty thousand dollars (\$750,000) should submit their most recent certified financial audit.
- b. All for profit businesses applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of twenty five thousand dollars (\$25,000) and higher. Please submit one of the following documents with your application:
 - Your most recent year end financial statement that shows your income or loss statement,
 - Your 2021 IRS filed business income tax return. If your business have not been in existence long enough to have filed Income Tax with the IRS, submit a signed attestation to submit your tax fillings within three to six months' time.

- Your most recent three months bank statement with detail activities.

21. Other Provisions

- Accessibility.** Any work products under this Grant Application and Assurances must be accessible and meet the Minnesota IT (MN.IT) Accessibility Standards as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.
- Reports and terms.** Grantees will submit reports and comply with the terms outlined in the Official Grant Award Notification (OGAN).

22. Entire Agreement.

- If any provision of this Grant Application and Assurances is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this Grant Application and Assurances shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this Grant Application and Assurances according to clause 19a, Amendments.
- This Grant Application and Assurances, including the final workplan and budget submitted by the Grant Applicant, in tandem with the Official Grant Award Notice contains all negotiations and agreements between State and Grantee. No other understanding regarding this grant, whether written or oral may be used to bind either party.
- The parties agree that each party has individually had an opportunity to review with a legal representative, and that, in the event of a dispute, the Grant Application and Assurances and Official Grant Award Notice shall not be construed against either party.

Grant Application Narrative Section

To be completed by the Grant Applicant

We encourage you to review your responses before submitting to make sure you've answered all of the questions to the best of your ability. The people who review the submission will **not** score based on writing style, use of formal English language, typos, grammar, or spelling.

1. Statement of Need (15 points available)

In this section, please tell us:

- Which grant track you're applying under (these are listed on page 5 #).
- About your organization, including your geographic location, current services, sources of funding, and staffing levels.
- Who you currently serve, or if you are a new organization tell us about who you plan to serve.
- Why you are applying for a grant under this specific track, including why you want to build your capacity as an organization to provide HCBS to more people or to people in a new way.

Identify the grant track you're applying under (listed on page 5): Track #

Write your answer here:

2. Eligibility of the Applicant (5 points available)

For this section, please select what applies to your organization from the list below. **Check the boxes below that apply to your organization:**

- We are currently licensed to provide Home and Community-Based Services (HCBS).
- We have been an HCBS provider for at least 2 years.
- We received funding through the first round of HCBS provider capacity grant funding.
- We specifically serve urban American Indian communities.
- Other, please describe

3. Capacity of the Applicant (5 points available)

In this section, please tell us:

- The goals or objectives that you want to achieve by participating in this grant opportunity.
- About your previous experience working as a caregiver, including elder care and care for people with disabilities in their homes, and why you think that experience will make you successful.

Write your answer here: 

4. Equity Considerations (25 points available)

It's very important that this grant will be used to expand HCBS to underserved and rural communities. Please tell us:

- Which **specific priority population(s)** you plan to serve or build your capacity to serve, if you are awarded this grant, please identify the populations you serve from the list of priority populations provided in 2.A.1. Priority Populations.
- Why your organization is ready or able to work with that/those population(s).
- Whether your staff, leadership, or board members share histories, language, or culture with the priority population(s), and how you provide (or plan to provide) culturally-responsive services.
- About your connections to the priority population(s), such as through community engagement, if any.

If you do not currently have staff that reflect the priority population(s) or other community connections, please address how the grant funding will give you the chance to hire new staff, engage with the community, or otherwise partner with representatives from the population(s) to develop your capacity.

Please be as specific as possible in your answer.

Write your answer here: 

5. Work Plan (25 points available)

Work plan template are embedded in the application package in the following format:

Objective 1:

Key Activities and strategies:

People responsible for the activities:

Estimated Timeline:

Estimated outcomes and who it benefits or results:

6. Evaluation Plan (10 points available)

Please tell us:

- How you plan to evaluate whether your work under this grant is successful and has achieved your goals.
- The types of metrics or data that you plan to track for this grant work.

- For example, the number of people from priority populations who are served, or the number and type of new license(s) gained.
- Who will be collecting that data.
- How you will share your evaluation results and who you'll share that information with.

Write your answer here: [REDACTED]

7. Budget (15 points available)

Please use the Budget template (Appendix B) to complete this question. Please make sure the budget is clear for each line item, and that there is a clear connection between the budget and the work plan. Costs should be reasonable.

8. Alignment with Areas of Interest (10 bonus points available)

This is an optional section and you are not required to complete this section.

State is interested in funding specific areas of interest as part of this grant. These are described more in Section 2.A.2 starting on page # 3. Please tell us if you think your organization aligns with one or more of the areas of interest and why you think that.

Write your answer here: [REDACTED]

Application Maximum Number of Points: 110

Submission Reminder

Application for this funding will be accepted via the online portal only.

Instructions on How to Apply:

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click the link above, select the "Create New Account" button to register
- Fill in the required fields on all screens and then create a password
- You will receive an email from the online grant application system to confirm your User Login account
- The next step is to click the verification link you received for the referenced email
- You will then arrive on the "Apply" page

- You may read the description of the grant program [here](#)
- Click the gray "Preview" button in the bottom-left to preview the application or click the blue "Apply" button in the top-right to begin applying

State strongly encourages all applicants to click through, read and view all of the helpful information that is included in the Applicant Tutorial section, which is the first part of the application. This section provides helpful, step-by-step instructions on how to navigate the online grant application system. The sections following the Applicant Tutorial provide the applicant with general information on this grant and all sections of the actual application.

Please make sure to thoroughly read and complete all sections included in the online grant application. Grant applications must be submitted through this electronic submission process only. Only applications that have been submitted via this online grant portal system by the application deadline of **Tuesday, January 17, 2023 by 4 p.m. Central Time will be considered. Late proposals will not be considered. Hand-delivered, faxed or e-mailed proposals will not be accepted.**

Appendix B: Budget

You must use the excel template included in this application package and upload the completed version to the online portal as specified on page one of this application document. **Please make sure that you fill in all of the information necessary.**

Here is some help with the terminology used in this budget:

Personnel: Cost of staff salaries and wages of staff who will be working on the grant activities. Make sure you include their names, titles, a brief sentence of what their duties are related to the grant project, and percent of their time that will be spent on the grant activities. (If you're hiring a consultant, for example, as part of the project, that should be included in "Other" budget costs – see below).

Fringe Benefits: The expenses related to an employee's salaries and wages (ex. social security, health insurance). These are often calculated as a percent of the employee's salary. Make sure you explain what types of benefits are included and how you came up with the percent/rate.

Travel: Cost of local or out-of-town travel that is directly related to the grant activities, such as mileage, meals, and lodging. These costs should be consistent with the current "Commissioner's Plan" (<https://www.mmd.admin.state.mn.us/commissionersplan.htm>). Travel rates cannot be more than State of Minnesota rates. (Travel expenses for contractors or people should be included in "Other" budget costs – see below).

Building space/utilities: Space rental and utility costs (like heat, water, electricity, phone, internet). Make sure you say whether the space occupied is rented or owned, and whether the costs include utilities. Use the following formula if you're including building space/utility costs: **square feet x \$/sqft. x percentage of time used for grant purposes** (example: 1,500 square feet x \$25/sqft x 50% = \$18,750.00).

Equipment: Costs of all equipment that will be bought for the grant activities. Equipment is non-expendable, tangible personal property that has a useful life of more than one year and that costs more than five thousand dollars (\$5,000) per item. (If an item costs less than five thousand dollars (\$5,000), please include it as part of your Supplies – see below). Equipment that's purchased with state funding must be justified as necessary for the grant project.

Supplies: Costs of all expendable personal property that aren't considered equipment (cost less than five thousand dollars (\$5,000) per item). This can include things like paper, pens, printer ink, computer, mobile devices, desks, etc. Note: "Printing" (using a professional service to make high-quality copies) is not considered an allowable cost under Supplies, but "Photocopying" (copying things on a copy machine as part of daily office operations) is allowed.

Indirect Costs: An indirect cost (also known as "administrative cost" or "overhead cost" are costs for common or joint objectives that can't be separated out for a specific person, project, or organizational activity. This

usually includes things like operations and maintenance costs for office space, depreciation, and administrative expenses. Make sure you explain how indirect costs, or an indirect rate, was determined.

Contracts: If you plan to contract for any of the grant activities, include costs for any contracts. If you have the same of the contractor/organization, purpose, scope of work, and dollar amount – please include that in the budget. If you don’t know that information at this point, but plan to hire a contractor, include the planned dollar amount and also tell us when that other information will be available.

Other: Include any other costs that aren’t included in the above categories. This could include things like costs for staff training, postage, equipment leases, computer use, travel for people, etc. If including client travel, be sure to provide a formula for how that was calculated. Be as specific as possible about what the other costs will include.

Grant funds budget

If you aren’t including a certain category in your budget, you can either leave it blank or delete it from the table.

Cost category	Explanation	Cost
Personnel	In this space: For each person whose salary or wages would be paid for by the grant, list their name, title, a brief sentence of what their job is related to the grant project, the percent of their time that will be spent on the grant activities, and the sub-total cost for each person. <i>Example: Sally Smith, Director, will manage the project at 50% time, salary of \$60,000 x %50 = \$30,000</i>	\$
Fringe Benefits	In this space: Make sure you explain what types of benefits are included and how you came up with the percent/rate.	\$
Travel	In this space: Be as specific as possible about what the travel costs will include, and how you calculated the total cos.	\$
Building Space/Utilities	In this space: Tell us if the space is rented or owned and whether the costs include utilities. Use the following formula to calculate costs: square feet x \$/sqft. x percentage of time used for grant purposes (example: 1,500 square feet x \$25/sqft x 50% = \$18,750.00).	\$
Equipment	In this space: List each type of equipment and the cost of each. Please explain why the equipment is necessary for carrying out the grant activities.	\$
Supplies	In this space: Give a general description of the types of items included in the total cost and how the costs were estimated.	\$

Cost category	Explanation	Cost
Indirect Costs	In this space: Give us details explaining how you calculated the indirect costs and what they'll generally cover.	\$
Contracts	In this space: List any specific contractors you plan to hire as part of this grant, if known, including the work they'll perform. the costs associated, and how those costs were determined. If you don't know yet, provide as much information as you can and tell us when you expect to have more information.	\$
Other	In this space: List any other budget items and their anticipated cost. Provide an explanation for each item why it is necessary for the grant. If you include something with a calculated rate (like client travel), explain how that rate was determined.	\$
Total	Make sure each row adds up to the total cost	\$